City of Dunwoody
41 Perimeter Center East
Dunwoody, GA 30346
Phone: (678) 382-6800
Fax: (770) 396-4828

Administrative Appeal Application

The City of Dunwoody Community Development Department accepts requests for Appeals of Administrative Decisions. These actions are heard at a Public Hearing by the City's Zoning Board of Appeals.

The Dunwoody Zoning Ordinance reads, in part: "The Zoning Board of Appeals shall have the power and duty to hear and decide appeals where it is alleged by the appellant that there is error in any final order, requirement, or decision made by an administrative official based on or made in the enforcement of the zoning ordinance. A failure to act shall not be construed to be an order, requirement or decision within the meaning of this division. All such appeals shall be heard and decided following the notice requirements of **Section 27-1576**, and pursuant to the following criteria and procedural requirements:

a) *Appeals of decisions of administrative officials.* Appeals may be filed by any person aggrieved by, or by any county official, department, board or agency affected by, any final order, requirement, or decision of an administrative official, based on or made in the enforcement of the zoning ordinance, by filing with the secretary of the board an application for appeal specifying the grounds thereof, within fifteen (15) days after the action appealed from was taken. A failure to act shall not be construed to be an order, requirement or decision within the meaning of this division. A person shall be considered aggrieved for purposes of this subsection only if:

1) Said person or said person's property was the subject of the action appealed from; or

2 Said person has a substantial interest in the action appealed from that is in danger of suffering special damage or injury not common to all property owners similarly situated."

Please send your application requesting an appeal hearing to the address below:

City of Dunwoody, Georgia
Community Development Department
41 Perimeter Center East
Dunwoody, Georgia 30346

Your request will be heard at the next available Zoning Board of Appeals hearing, in all cases no fewer than 50 days from the date of filing. Following the consideration of all testimony, documentary evidence, and matters of record, the Board shall make a determination on each appeal. The Board shall decide the appeal within a reasonable time but in no event more than seventy-five (75) days from the date of the hearing.

If you need additional information, please contact the Planning and Zoning Department at (678) 382-6800.

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INSTRUCTIONS FOR FILING AN APPLICATION FOR AN APPEAL OF AN ADMINISTRATIVE DECISION AND /OR INTERPRETATION OF THE ZONING ORDINANCE

1. To qualify as an applicant for an appeal of an administrative decision and /or interpretation of the zoning ordinance, the applicant must constitute an aggrieved party to such adverse decision and/or interpretation.

2. The applicant must complete this application in full. **This application will not be processed unless all information requested is provided**.

3. In order to be considered by the Zoning Board of Appeals, applications must be filed with the Community Development Department, Planning Division within fifteen days after the date of the order, requirement, decision, or other determination of the officer from whom the appeal is taken. The appeal will be scheduled for the first Board meeting, which is at least fifty (50) days after the date the application is filed.

4. The Zoning Board of Appeals meets the first Thursday of each month at 7:00 p.m. in the Dunwoody City Hall, located at 41 Perimeter Center East, Dunwoody, GA 30346. For additional information or assistance, call the Planning Department at **(678) 382-6800**.

5. The filing fee for each application is set at $250 for actions related to single-family residential zoning districts, and $350 for actions related to multi-family, non-residential and commercial zoning districts as well as issues related to the City's Sign Code. **Submit an electronic version of the entirety of your application submittal, saved as a single PDF.**

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Administrative Appeal Application

Applicant Information	Name:		
	Address		
	Phone:		
	Email:		
Property Owner	Owner's Name:		
	Owner's Address:		
	Phone:		
	Email:		
Property in Question	The appeal is from the following adverse decision of an administrative officer:		
	This adverse decision was made with respect to property described as being located at:		
	Tax Parcel #		
	I request an interpretation of: ❑ the zoning map ❑ the following section(s) of the Zoning Ordinance:		
	Insofar as the map / ordinance (circle one) relate to the use of the property described above. ***Please use additional sheets of paper as necessary to be as complete and thorough as possible.***		
Signatures	*I certify that all the information presented by me in this application is accurate to the best of my knowledge, information, and belief.*		
	Applicant's Name:		
	Applicant's Signature:	Date:	
	Owner's Name:		
	Owner's Signature:	Date:	
Office Use	Application Received By:	Project Title:	Project Number:
	❑ Application Fee--$250 for Single-Family, $350 for Commercial (sign fee not required)		
	Fee: $	Payment: ❑ Cash ❑ Check ❑ CC	Date:
	❑ Admin. Decision Confirmed ❑ Admin. Decision Reversed	Date:	