



Guidelines for Letters of Support

As stated on the Land Use page of the Home Park website, it is strongly suggested that Letters of Support be obtained from all the neighbors whose properties are directly adjacent to the property requesting a variance, a special exception, or any other deviation from city code.

The following points are guidelines in preparing and submitting Letters of Support.

1. Identify the scope/purpose of the overall project.
2. Identify any and all variances required by the City and state the applicant's reason(s) for asking them to be granted. Identify which track Section 16-26.003(1) of the City of Atlanta Code of Ordinances is being referenced. (NOTE: This can generally be satisfied by providing a full copy of the stamped variance application received by the City including the Referral Certificate.)
3. Statement that the signer of the Letter of Support has reviewed the variance application.
4. Statement of unequivocal support for the variance application.
5. Printed name of adjacent property owner. Definition of "adjacent":
 - Any property sharing a property line or property corner
 - Any property across the street
 - Any property adjacent to a property across the street
6. Signature of adjacent property owner. Where a homeowner will not respond or has not responded and renters occupy the house, renters can be invited to sign but due to the transient nature of many renters' stays in the neighborhood and property owners ultimately being impacted by issues impacting renters, Letters of Support from property owners are strongly preferred and will carry greater weight. Renters of an adjacent property may sign in addition to the owner if the variance applicant wants to strengthen their application, but they should be clearly identified as renters.
7. For any homeowner who does not sign a Letter of Support, evidence should be gathered—and provided where requested by the Committee—that shows that reasonable efforts were made to contact the homeowner and at what address.
 - Tracking number of the certified letter together with the address to which the letter was sentAND/OR
 - Copy of the email or other written communication with the homeowner that makes clear the homeowner was provided with information under #1 and #2 above, whether or not they decided to support the project
8. Property Owner's address, phone number and email (if possible).
9. Date signed.