

[Click Here for Online Portal](#)

1 Click "Log In" or "Sign Up" if you are new to the Portal

location with our GIS mapping tool, at <https://alphagis.alpharetta.ga.us/alphagis>.

ble?

works best with Firefox. If you are using Internet Explorer, the "Sign Up" and "Forgot Password" links may not work correctly. You may need to right click the links and select "Open" make sure your organization can receive emails from cityworks@alpharetta.ga.us. You will receive important information from this email address regarding your account registration, as your permit applications.

Log In

Don't have an account? [Sign Up](#)

Username
dawnccrowley@gmail.com

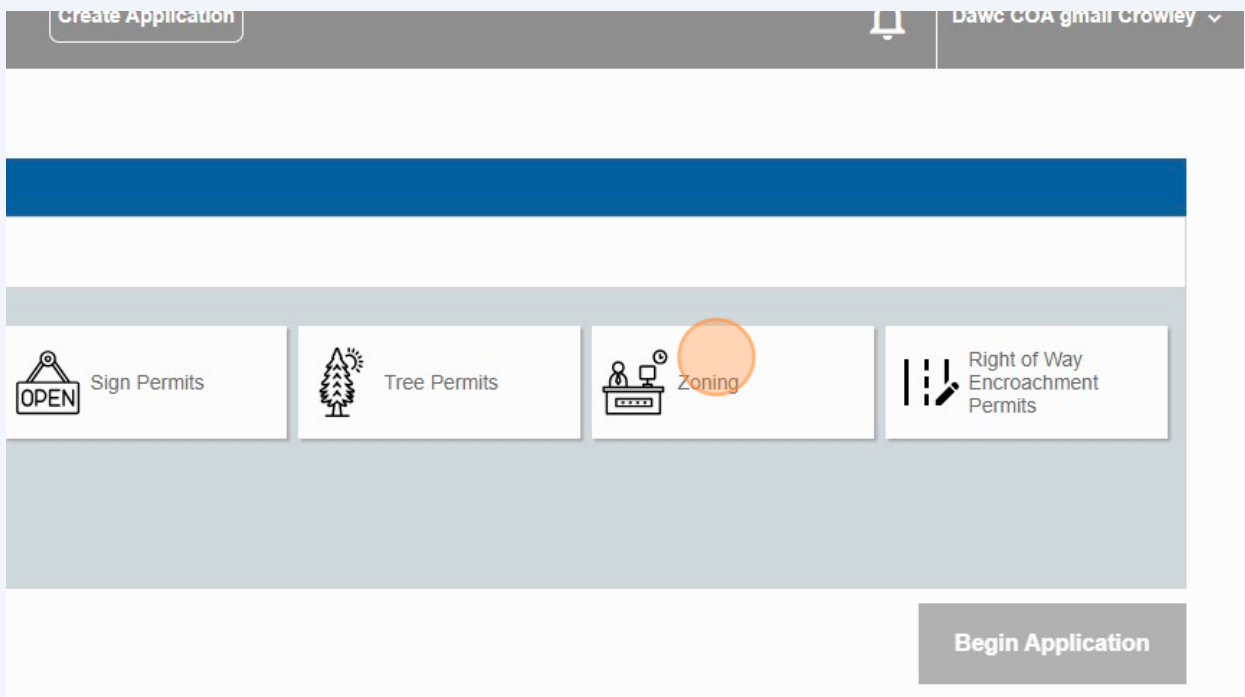
Password
.....

[Log In](#)

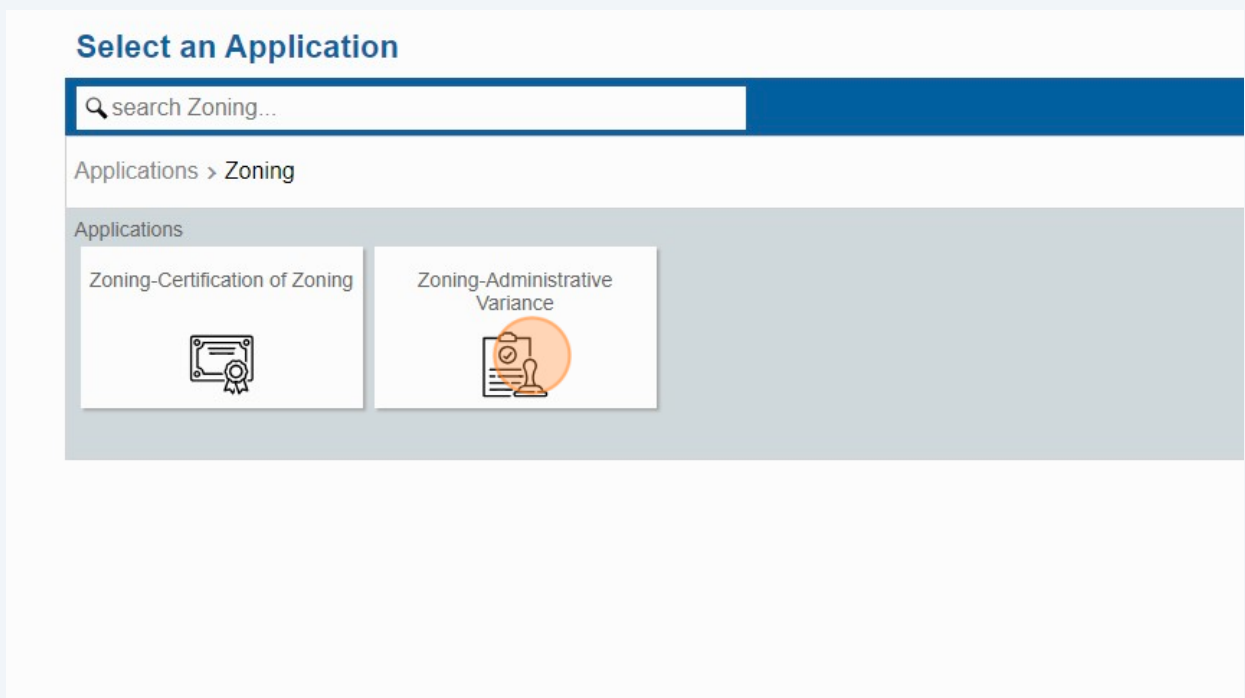
[Forgot Password?](#)

5.3-Release

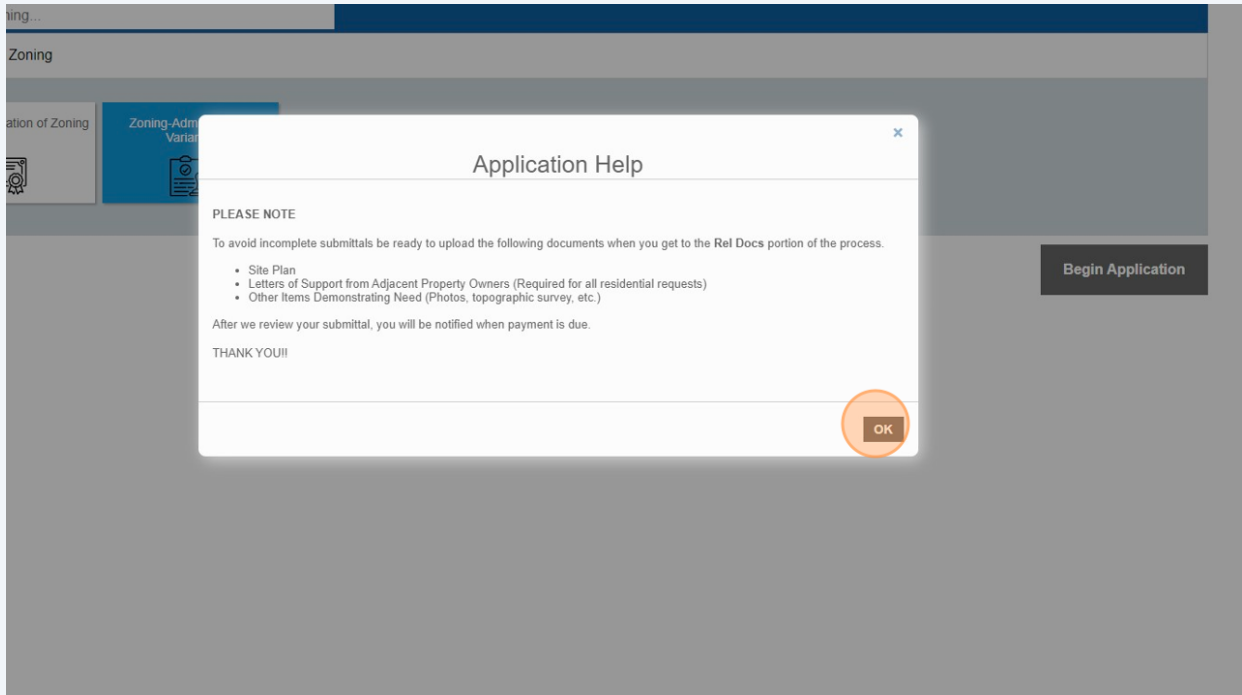
2 Click "Zoning"



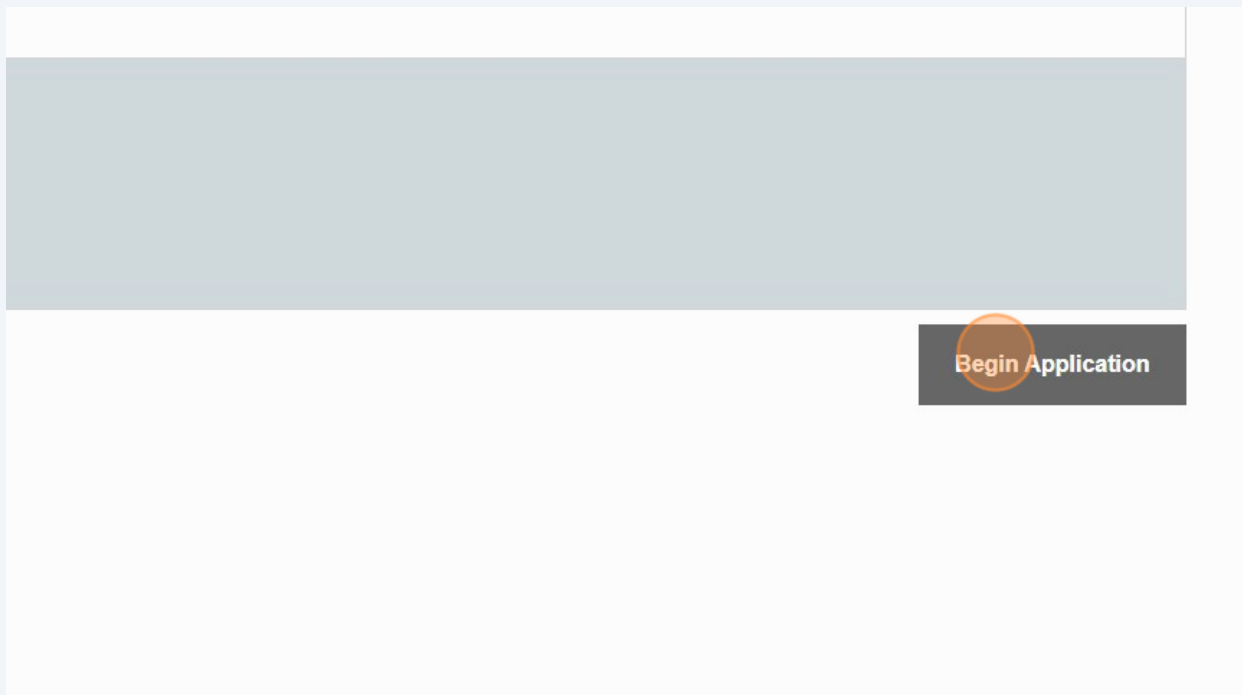
3 Click here for Administrative Variance.



4 Read the Application Help and Click "OK"



5 Click "Begin Application"



6 Enter the project name in the description and enter the address.

Application: Zoning-Administrative Variance

1 Main

Description
Testing

Address
2 Park

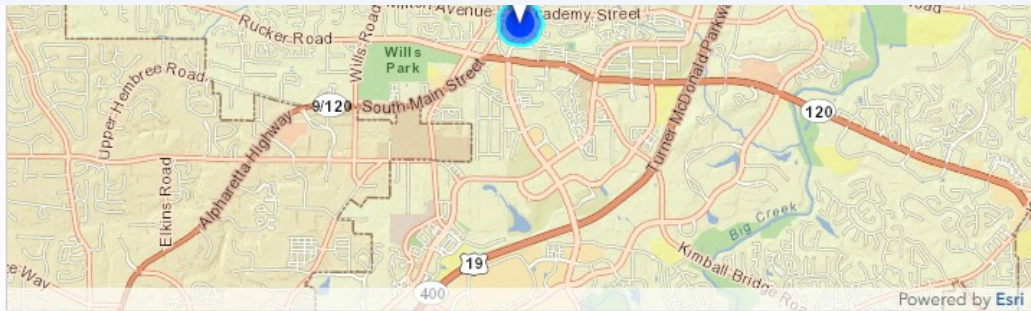
Suggestions...

2 Park Plaza, Alpharetta, GA, 30009

2 Park Plaza, 30009



7 You can use the map to locate as well, then click next.



Cancel Clear **Next**

8 Click "Use My Information"

ALPHARETTA Create Application

Application: Zoning-Administrative Variance

- 1 Main
- 2 People

Applicant [more...](#) Use My Information

Name _____

Address Line1 _____

City Name _____ State _____ Zip Code _____

Phone (Home) _____ Phone (Mobile) _____

Email _____

9 Click next.

Cancel Clear Previous Next

10

Itemize and describe each requested variance for which this application is submitted.

Application: Zoning-Administrative Variance

1 Main

2 People

3 DataGroup

Administrative Variance

Briefly itemize and describe each requested variance for which this application is submitted.

Comment

Please provide the basis or justification for each requested variance.

Comment

Residential Property

Commercial Property

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Provide basis or justification for the requested variance.

1 Main

2 People

3 DataGroup

Administrative Variance

Briefly itemize and describe each requested variance for which this application is submitted.

Testing

Please provide the basis or justification for each requested variance.

Comment

Residential Property

Commercial Property

4 Rel Docs

12 Select the type of Variance - Residential or Commercial.

3 DataGroup

Administrative Variance

Briefly itemize and describe each requested variance for which this application is submitted.

Testing

Please provide the basis or justification for each requested variance.

Testing

Residential Property

Commercial Property

4 Rel Docs

5 Payment

13 Click next.

Cancel

Clear

Previous

Next

14 Upload any supporting documentation.

Application: Zoning-Administrative Variance

1 Main

2 People

3 DataGroup

4 Rel Docs



Delete all

5 Payment

15 Click Next.

14:31:07Z

Cancel

Clear

Previous

Next

16 Click Submit.

Amount Due
\$0.00
Total Due: \$0.00

Cancel Clear Previous **Submit**

17 Please read the Terms and Conditions, then click "Accept"

Terms and Conditions

As the applicant and authorized agent, you hereby swear and attest to the following statements:

1. Prior to accepting the terms and conditions, please review all information supplied in this submittal to ensure all information has been filled out completely and accurately, and that all required supporting materials have been supplied.
2. Fee for a residential owner occupied unit is \$100. For all other administrative variances, including but not limited to commercial development, residential land development and multiple residential lots, the fee is \$500.

Lastly, by accepting the terms and conditions, you agree to accept full responsibility and liability for the work and products described herein, and that the City of Alpharetta shall be held harmless from any and all resulting claims and damages

Decline **Accept**

Cancel Clear Previous **Submit**

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The application has been created. A City Staff member will look over your application, if any further information is needed an email will be sent. Once the application has been accepted, the City attempts to complete the request within 10 business days.

The screenshot shows the 'Application' page in the Alpharetta system. At the top, there is a 'Create Application' button and a user profile for 'Dawc COA gmail Crowley'. The application details include: 'Zoning-Administrative Variance AV240004', '2 Park Plaza, Alpharetta, GA, 30009', 'Testing', 'Pending' status, and dates 'Created: 06/25/2024' and 'Expires: 06/25/2124'. The 'Addresses' section shows one address: '2 Park Plaza, Alpharetta, GA, 30009'. The 'People' section lists the applicant 'Dawc COA gmail Crowley' at '2 Park Plaza, Ground Floor, Alpharetta, GA, 30009'. The 'Data' section contains 'Administrative Variance' with a description 'Testing'. The 'Notes' section is empty. The 'Related Documents' section shows a document 'TESTING MINION.docx' attached by 'dawmccrowley@gmail.com'. The 'Fees' section shows a table with columns 'Fee', 'Amount', 'Amount Paid', and 'Amount Due', with 'No fees to display' and 'Total Fees: \$0.00'. The 'Payments' section shows a table with columns 'Payment Type', 'Received By', and 'Payment', with 'No payments to display' and 'Total: \$0.00'. A 'Workflow' section is partially visible at the bottom.

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Once the application has been accepted, fees will populate and an email will be sent .

The screenshot shows the payment interface in the Alpharetta system. At the top, there is a 'Create Application' button. The 'Deposits' section is empty. The 'Fees' section shows a table with columns 'Fee' and 'Amount', with 'No fees to display' and 'Total Fees: \$0.00'. Below the fees section, there is a 'Payment Amount: \$0.00' field. The 'Payment Terms and Conditions' section has a radio button selected for 'Xpress Bill Pay' and a 'Pay Now' button. There is also a 'Cancel' button.

20 Here you can see your submitted applications.

The screenshot shows the Alpharetta application portal interface. At the top left is the Alpharetta logo. At the top right is a 'Create Application' button. Below the header, there are two tabs: 'Submitted' (which is selected and underlined) and 'Incomplete'. Under the 'Submitted' tab, there is a search bar and a pagination control showing '1 to 25 of 42 items'. Below this is a table of submitted applications:

Zoning-Administrative Variance AV240004	2 Park Plaza, Alpharetta, GA, 30009 Testing
Zoning-Administrative Variance AV240002	2 Park Plaza, Alpharetta, GA, 30009 Testing Online
Commercial Revision Review BC24000008	2 Park Plaza, Alpharetta, GA, 30009 Test
Commercial Revision Review BC24000005	No Location Specified take 3 today



You can start applications and complete them later.
To see applications started, click on the City Logo at the top left.
Here you can toggle between "Submitted" and "Incomplete" applications.