

<Month> <Day>, 202

Office of Planning & Research
Georgia Department of Community Affairs
60 Executive Park South NE
Atlanta, GA 30329

RE: Deadline Variance Request

Commissioner Nunn:

<City/County> has a pending deadline of June 30, 2021 to complete the process of updating its <Capital Improvement Element (CIE) / Comprehensive Plan / Service Delivery Strategy (SDS)>. I request a variance to extend that deadline through October 31, 2021 as provided in the Rules of the Georgia Department of Community Affairs 110-12-1-.04(3)(b).

As a result of the ongoing COVID-19 pandemic, an event beyond our local government's control, we currently find ourselves under extraordinary stress in coping with this compelling situation. The necessary response to the virus has interrupted and disrupted our intended process, as follows:

<EXAMPLES OF ACCEPTABLE STATEMENTS>

- <Planned hearings, meetings, workshops originally scheduled for _____ have been cancelled>
- <Adequate meeting locations are currently inaccessible>
- <Our draft document(s) must now be revised to address damages and help facilitate long-term recovery>
- <Individuals that are integral to our processes are now unavailable and must be replaced>
- <To allow for meaningful community involvement, additional opportunities for public input should be delayed>
- <Staff necessary to our planning processes have been re-tasked to urgent disaster response functions>

We recognize the importance of completing these important planning processes; however, for the time being, our community's resources are best utilized in responding to our citizens' more emergent needs. I commit to completing the required updates as soon as practicable in advance of the new October 31, 2021 deadline.

Sincerely,

<Chairman/Mayor/Administrator/Manager>, <City/County>

Cc: _____, Regional Commission