

Department of Planning and Development

446 West Crogan Street • Lawrenceville, GA 30046-2440
(tel) 678.518.6000
www.gwinnettcountry.com



APPLICATION FOR APPEAL OF AN ADMINISTRATIVE DECISION

Please complete this application and submit with all necessary attachments as outlined on the Appeal of an Administrative Decision instructions. (PLEASE TYPE OR PRINT WITH BLUE OR BLACK INK)

INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED

APPLICANT INFORMATION	OWNER INFORMATION
APPLICANT _____	OWNER _____
ADDRESS _____	ADDRESS _____
ZIP _____	ZIP _____
PHONE _____ DATE _____	PHONE _____ DATE _____

ADDRESS OF PROPERTY _____

DISTRICT _____ LAND LOT _____ PARCEL _____ ZONING DISTRICT _____

SUBDIVISION/PROJECT NAME _____ LOT/BLOCK _____

Please attach a TYPED legal description unless located in a recorded subdivision.

Describe the specific decision that is under appeal (State applicable Article, Section, and Paragraph of the Zoning Resolution).

Article _____ Section _____ Paragraph _____

Case Number _____

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INFORMATION SHEET FOR AN APPEAL OF AN ADMINISTRATIVE DECISION

The following items are necessary in order to process an Appeal of an Administrative Decision:

1. **APPLICATION FORM & FEE**
Answer all questions. Incomplete applications cannot be accepted. Include the \$100.00 application fee.
2. **LEGAL**
Must be typed (not required if located within a recorded subdivision).
3. **SITE PLAN AND/OR COPY OF BOUNDARY SURVEY**
 - A. All documents related to the application in order for the Board of Appeals to render a decision are necessary.
 - B. 8 1/2 x 11 reduction of site plan
 - C. Full size site plan.

MEETINGS

The Gwinnett County Zoning Board of Appeals meets on the second Tuesday of each month at 6:30 P.M. at the Gwinnett Justice and Administration Center, 75 Langley Drive, Lawrenceville. The meeting dates are as follows:

January 10, 2012
February 14, 2012
March 13, 2012
April 10, 2012
May 8, 2012
June 12, 2012

July 10, 2012
August 14, 2012
September 11, 2012
October 9, 2012
November 13, 2012
December 11, 2012

* NOTICE *

Planning and Development strongly recommends that the applicant, or someone familiar with the request to represent the applicant, attend the public hearing. Failure to do so could result in the postponement and/or subsequent denial of the request.

** NOTICE **

An Appeal of an Administrative Decision MUST be filed, in person, within fifteen (15) days after written decision from Planning & Development Department (Article XVI, Section 1606, Gwinnett County 1985 Zoning Resolution).