



GWINNETT COUNTY
Department of Planning & Development
One Justice Square
446 West Crogan Street
1st Floor, Suite 150
Lawrenceville, Georgia 30046
Phone: 678.518.6000 Fax: 678.518.6240

MEMORANDUM

TO: All Builders, Developers, Designers, Consultants, and Contractors

FROM: Kathy S. Holland, Development Division Director

RE: Requirement for Submittal of Architectural Elevations

DATE: October 17, 2005

Effective immediately, all developments that have a Rezoning/Special Use Permit condition with regard to architectural treatments must have Department approval prior to the issuance of any building permits. This requirement is a result of a continuing problem with houses being constructed that do not meet specific architectural treatment conditions. We have attempted to enforce these conditions with notes on the final plat, parcel tags, permit conditions and stickers on the building permit card but we are still experiencing compliance issues. Finding that architectural conditions are not met once the siding is on the house is too late. This requirement is an attempt to ensure compliance without adding another step in the inspection process or costly changes after construction.

We strongly suggest that you submit a package of ALL proposed houses to be built in the neighborhood. This package should be submitted prior to or along with the approval of the final subdivision plat. Failure to do so could result in a delay in obtaining building permits. We will approve the entire package and keep a set on file. When making application for a building permit, you will need to specify the type house on your building permit application and provide a copy of the approved elevation for the building permit file. (Please refer to attached procedure and submittal form.)

If you should have any questions, please feel free to contact me at 678.518.6004 or Justin Kirouac at 678.518.6011.

ksh

C:
attachments



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Architectural Elevations Submittal Procedures

Note: ALL residential developments with rezoning conditions concerning architectural materials must have architectural elevations approved by the Department of Planning & Development

Requirements for Submittal

- ❑ Two 8.5" X 11" sets of architectural elevations only (all sides), including subdivision name
 - Do **not** include floor plans, mechanical drawings, etc.
- ❑ Copy of signed Rezoning Resolution
- ❑ Contact name and phone number
- ❑ Completed Architectural Elevation Submittal Form

Procedure for Submittal

- ❑ Complete application package must be clipped or inside an envelope – no loose papers accepted
- ❑ Submittal packages to be dropped off for the Development Review Manager in the assigned box outside the Development Counter (Suite 150)
- ❑ After review, architectural elevations will be given to the Building Permits Section. Applicant receives one set and one set will be placed in building permit file.
- ❑ It is **STRONGLY** recommended that *ALL* proposed houses to be built in the subdivision be included at the same time for Department review



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Architectural Elevation Submittal Form

Subdivision Name _____

Contact Name _____

Contact Phone Number _____

Submitted By _____ Date _____

Please submit the following items for approval.

- Two 8.5" x 11" sets of architectural elevations (all 4 sides) including subdivision name (no floor plans, mechanical drawings, etc.)
- Copy of signed Rezoning/SUP Resolution

Departmental Use Only

Response:

- Approved
- Approved with conditions _____

- Denied _____

By _____ Date _____