

# BUFFER REDUCTION APPLICATION



**Gwinnett County**  
Department of Planning & Development  
Planning Division

446 West Crogan Street, Suite 250

Lawrenceville, Georgia 30046

**(678) 518-6000**

**ONLY COMPLETE APPLICATIONS ACCEPTED**

**APPLICATION PROCESS**  
**REDUCTION OF BUFFERS BY MORE THAN 50 PERCENT**  
**-OR-**  
**BUFFER REDUCTIONS WHICH DO NOT QUALIFY FOR, OR**  
**RECEIVE ADMINISTRATIVE APPROVAL**

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1. To initiate the process, an application for a Buffer Reduction is submitted to the Current Planning Section of the Planning Division. See the Public Hearing Schedule for filing deadlines and hearing dates.
2. The Current Planning Section will review the request, prepare location maps, and forward a report to the Planning Commission for public hearing at a regularly scheduled meeting, typically the third Tuesday of each month. The Current Planning Section will also obtain the names of adjacent property owners as shown on the Gwinnett County Tax records and mail notices to these parties indicating that a Buffer Reduction has been requested.
3. Prior to the first public hearing, the applicant shall post a notice on the subject property containing the requested action, hearing dates and times. The sign must be picked up at the Current Planning Office and requires a \$150 deposit. (of which \$100 will be refunded upon return of the sign).
4. After having held the public hearing on the Buffer Reduction, the Planning Commission will forward its recommendation to the Board of Commissioners.
5. The Current Planning Section will place the item on the Board of Commissioner's public hearing agenda including the recommendation from the Planning Commission and a recommendation from the Department of Planning and Development.
6. The Board of Commissioners will consider the request per the Public Hearing Schedule. The applicant will be notified of the time, place and case number.

**NOTE:** This procedure may not be used to reduce buffers required as a condition of zoning or Special Use Permit. If a buffer is a condition of rezoning or Special Use Permit, a Change in Conditions (CIC) is required to reduce the buffer. Buffers required by the Zoning Resolution for residentially-zoned churches require a variance processed by the Zoning Board of Appeals.

## **BUFFER REDUCTION INFORMATION**

The items listed below are required to process a buffer Reduction of more than 50 percent.

The Department of Planning and Development recommends that the applicant meet with the Current Planning Section prior to making an application to discuss the requested buffer reduction.

### **REQUIRED ITEMS**

#### **1. APPLICATION FORM**

A completed application form and a legal description (written metes and bounds), boundary survey and site plan of the subject property must be submitted.

#### **2. BOUNDARY SURVEY**

A separate boundary survey is not necessary if the site plan contains this information.

#### **2. SITE PLAN**

Four (4) copies of a site plan to scale and one (1) 8-1/2" X 11" reduction. This site plan must show:

- a. **Cross section** showing details of buffer and relationship to uses on adjacent property
- b. Total acreage
- c. Existing and proposed streets (paving and tight-of-way width)
- d. Proposed or existing building locations
- e. Driveways/parking spaces
- f. Required and/or proposed setbacks and buffers
- g. Dumpster location
- h. Zoning of adjacent properties
- i. Any floodplain areas
- j. Storm water detention/drainage or utility easements
- k. Landscaping, existing vegetation, and complete planting plan
- l. Proposed screening, fence details and berm locations
- m. Other pertinent items such as site elevations, architectural renderings, and topography as maybe required

4. **LETTER OF INTENT**

A Letter of Intent must be furnished which includes at least the following information:

- a. A detailed explanation of the requested change in buffers to include the types of materials and screening methods which will be provided in lieu of the required buffer.
- b. A statement as to what the property will be used for such as auto sales, retail sales, warehousing, etc.
- c. The height of proposed buildings or structures and methods of outdoor lighting

5. **NOTARIZED SIGNATURES**

The application forms must have notarized signatures of both the property owner(s) and the applicant(s) or an attachment if multiple owners are involved.

6. **APPLICATION FEE**

Five hundred dollars (\$500.00). Acceptable payment methods are: cash, check or credit card (Visa or MasterCard). Checks should be made payable to Gwinnett County.

**BUFFER REDUCTION APPLICATION  
 TO THE GWINNETT COUNTY BOARD OF COMMISSIONERS  
 FOR A BUFFER REDUCTION OF MORE THAN 50 PERCENT**

Please complete this application and submit with all necessary attachments as outlined on the **Buffer Reduction Information Form**. (Please type or print).

<b>APPLICANT INFORMATION</b>	<b>OWNER INFORMATION</b>
NAME: _____	NAME: _____
ADDRESS: _____ _____	ADDRESS: _____ _____
ZIP CODE: _____	ZIP CODE: _____
PHONE NUMBER: _____	PHONE NUMBER: _____
EMAIL ADDRESS: _____	
<b>PROPERTY INFORMATION</b>	
ADDRESS OF PROPERTY:	
STREET ADDRESS: _____	
ZONING: _____ LAND DISTRICT: _____ LAND LOT: _____ PARCEL: _____	
<b>BUFFER REDUCTION INFORMATION</b>	
STATE THE BUFFER REQUIREMENT OF THE ZONING RESOLUTION FROM WHICH YOU SEEK A REDUCTION: _____ _____	
BUFFER REQUESTED: _____ _____	
Please attach a Letter of Intent explaining what use is proposed and include your justification for this reduction.	

**APPLICANT CERTIFICATION**

The undersigned below is authorized to make this application by the property owner.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPE OR PRINT NAME AND TITLE

\_\_\_\_\_  
NOTARY

**PROPERTY OWNER CERTIFICATION**

The undersigned below, or as attached, is the owner of record of the property considered in this application and is aware that this application is made on his or her behalf.

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPE OR PRINT NAME AND TITLE

\_\_\_\_\_  
NOTARY