



Gwinnett County, Georgia



Department of Planning & Development

Development Assistance Handbook

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Gwinnett County, Georgia

Development Assistance Guide

Departments of Environmental Health, Planning & Development, and
Transportation

(December 2008 Edition)

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Chapter 1. Zoning & Land Use

Section 1.1. Planning Division.

Zoning, rezoning & land use issues are generally handled by the Planning Division of the Department of Planning & Development. The Planning Division is organized into three sections as follows:

- Current Planning
- Long Range Planning
- Planning Data Services

1. Current Planning Section.

The Current Planning Section is responsible for the acceptance, processing and review of applications for rezoning & special use permits, providing staff support for the Municipal-Gwinnett Planning Commission and disseminating zoning information to the public. The Current Planning Section may be reached at 678.518.6150. Examples of major duties assigned to the Current Planning Section include:

- Maintenance and certification of the Official Zoning Map(s)
- Processing of text amendments to the Zoning Resolution.
- Acceptance, processing & review of Rezoning , Special Use Permit (SUP), Change-in Conditions (CIC), Buffer Reduction (BRD) and Moved-in-House (MIH) applications
- Interpretation of allowable uses in the various zoning districts
- Preparation of zoning certification letters

2. Long Range Planning Section.

The Long Range Planning Section is responsible for preparing and updating the Comprehensive Plan for Gwinnett County. This is an integrated set of plans for land use, housing, transportation, utilities, parks, and other public facilities based on a 20-year forecast of growth and an inventory of community facilities, and natural and historic resources. This section also conducts special studies as requested by the Board of Commissioners. The Long Range Planning Section may be reached at 678.518.6150. Information available from the Long Range Planning Section include:

- Land Use Plan
- Population and Employment forecasts
- Sub-Area Studies
- Special Studies
- Economic Profile
- Maps of Municipal Boundaries
- Information regarding Annexations
- 2030 Comprehensive Plan

3. Planning Data Services Section.

The Planning Data Services Section prepares reports and analyzes land development activity, census and socioeconomic data about Gwinnett County. The section also shares responsibility for creating and maintaining a database including the Geographic Information System. The Planning Data Services Section may be reached at 678.518.6150. Some recent reports prepared by the section include:

- Annual Development Activity
- Annual Population and Housing Estimates
- Gwinnett County Mobile Home Parks
- Gwinnett County Hotels/Motels
- Gwinnett County Retail Developments
- Census tract map and data

Section 1.2. Zoning of Property.

The County's land mass is divided into discreet zoning districts or classifications which control the use, height and density of development allowed for each parcel, The Zoning Resolution is the official document that defines and governs permitted uses in each zoning district. These are described in the next section called "Zoning District Descriptions." Once zoning has been determined and confirmation received that a proposed project or use is acceptable, site design & engineering can proceed. If the current zoning does not allow the proposed use, an application for rezoning or Special Use Permit (SUP) approval (if applicable) should be submitted. Confirmation of the zoning of property can be obtained from the Current Planning Section. Property zoning can be determined in three (3) different ways:

1. Map Reference Number.

A Map Reference Number (MRN) is the Land District, the Land Lot and the Parcel number of your property. It is also sometimes called a Parcel Identification Number (PIN) that can be found on the tax bill for the property. This number assists staff planners in locating your property on the Official Zoning Map(s).

2. Boundary Survey.

Another way to determine your zoning is by bringing a copy of your boundary survey to the Planning Division to check it against the Official Zoning Map(s).

3. Zoning Certification Letter.

A third way is to request a zoning certification letter. This requires a written request, submittal of a boundary survey, a typed legal description (bearings & dimensions) and payment of a \$10 processing fee. You will obtain a letter referring to your survey and stating the zoning of the property. The letter will also advise you of the allowable uses within that zoning district. Please allow three (3) to ten (10) business days for processing the letter.

Section 1.3. Zoning District Descriptions.

The zoning district descriptions in this section should be used as a guide only for the unincorporated areas of Gwinnett County. If zoning information for property within the city limits of a municipality in Gwinnett County is needed, please contact that city's planning or building department.

Before buying or selling property, please refer to the complete text of the Zoning Resolution as it applies to a particular zoning district to insure the proposed use is allowed and under what conditions, if any. For more information, you may purchase a copy of the Zoning Resolution from the Department of Planning and Development, or download the Zoning Resolution from the Planning Division's website at www.gczoning.com. Ordinances and regulations can change frequently so be sure to maintain an up-to-date copy. **Please read the Zoning Resolution for specific uses allowed within each zoning district and for additional requirements and information.**

The following are general descriptions of zoning districts:

RA-200 - Agriculture-Residence District.

This district is comprised of land having a predominantly rural character. Permitted uses include one family detached dwellings and activities that are primarily agricultural in nature.

Minimum Lot Size	40,000 square feet.
Minimum Lot Width	200 feet
Minimum Road Frontage	40 feet
Minimum Dwelling Size	1,000 square feet

R-140 – Single-Family Residence District.

This district is intended primarily for one family detached dwellings on large lots in areas where topography is not suited for small lot development. This district allows for a relaxation of street development standards. Other permitted uses such as churches & schools are considered compatible with one family dwellings.

Minimum Lot Size	1 acre minimum, but varies
Minimum Lot Width	140 feet
Minimum Road Frontage	40 feet
Minimum Dwelling Size	1,400 square feet

R-LL – Single Family Residence-Large Lot District.

This zoning district is intended primarily for one family residences and related uses on large lots.

Minimum Lot Size	32,000 square feet.
Minimum Lot Width	125 feet
Minimum Road Frontage	40 feet
Minimum Dwelling Size	2,000 square feet

R-100 – Single-Family Residence District.

This zoning district is intended primarily for one family detached dwellings and other permitted uses. These other uses include churches & schools that are considered compatible with one family dwellings.

Minimum Lot Size	
Sewer	15,000 square feet
Septic	25,500 square feet
Minimum Lot Width	100 feet
Exception	85 feet cul-de-sac turn-around
Minimum Road Frontage	40 feet
Minimum Dwelling Size	1,400 square feet

R-100 Modified Single-Family Residence District.

This zoning district requires Special Use Permit (SUP) approval by the Board of Commissioners and must be connected to the public central sewer system. Lot sizes are reduced but must be compensated by an equivalent area provided as open space.

Maximum Density	2.3 Units per Acre
Minimum Lot Size	10,500 square feet
Minimum Lot Width	80 feet
Minimum Road Frontage	40 feet
Minimum Dwelling Size	1,400 square feet

R-100 Conservation Subdivision Overlay Single-Family Residence District.

This zoning district requires Special Use Permit (SUP) approval by the Board of Commissioners and must be connected to the public central sewer system.. There is no minimum lot size. At least 40 percent of the subdivision must be provided as open space to obtain a density of 2.3 units per net acre. At least 50 percent of the subdivision must be provided as open space to obtain a density of 3.0 units per net acre.

Maximum Density	2.3 to 3 Units per Acre
Minimum Lot Size	None
Average Lot Width	60 feet
Minimum Road Frontage	40 feet
Exception	20 feet cul-de-sac turn-around
Minimum Dwelling Size	
One Story	1,600 square feet
Two Story	1,800 square feet

R-75 – Single-Family Residence District.

This zoning district is intended primarily for one family detached dwellings and related uses on land served by a public central sewer system.

Minimum Lot Size	
Sewer	12,000 square feet
Septic	25,500 square feet
Minimum Lot Width	75 feet
Minimum Road Frontage	40 feet
Minimum Dwelling Size	1,200 square feet

R-75 Modified Single-Family Residence District.

This zoning district requires Special Use Permit (SUP) approval by the Board of Commissioners and must be connected to the public central sewer system. Lot sizes are reduced but must be compensated by an equivalent area provided as open space.

Maximum Density	3 Units per Acre
Minimum Lot Size	9,000 square feet
Minimum Lot Width	65 feet
Minimum Road Frontage	40 feet
Minimum Dwelling Size	1,200 square feet

R-75 Conservation Subdivision Overlay Single-Family Residence District.

This zoning district requires Special Use Permit (SUP) approval by the Board of Commissioners and must be connected to the public central sewer system. Subdivisions must be connected to the public central sewer system. There is no minimum lot size. At least 40 percent of the subdivision must be provided as open space.

Maximum Density	3 Units per Acre
Minimum Lot Size	None
Average Lot Width	60 feet
Minimum Road Frontage	40 feet
Exception	20 feet cul-de-sac
Minimum Dwelling Size	
One Story	1,600 square feet
Two Story	1,800 square feet

R-60 – Single-Family Residence District.

This zoning district is intended primarily for one family detached dwellings and accessory uses connected to the public central sewer system.

Maximum Density	4 Units per Acre
Minimum Lot Size	7,200 square feet
Minimum Lot Width	60 feet
Minimum Road Frontage	40 feet
Minimum Dwelling Size	1,000 square feet

R-TH – Single-Family Residence Townhouse District.

This zoning district is intended for attached townhouse dwellings, and attached one family villa-style dwellings.

Maximum Density	8 Units per Acre
Minimum Lot Size	None
Minimum Unit Width	18-22 feet for Townhomes 40 feet for Villas
Minimum Dwelling Size	1,000 square feet

R-ZT - Single Family Residence Zero Lot Line/Townhouse District.

This zoning district is intended primarily for one family detached dwellings and accessory uses connected to the public central sewer system.

Maximum Density	6 Units per Acre
Minimum Lot Size	4,000 square feet
Minimum Lot Width	40 Feet
Minimum Road Frontage	40 Feet
Minimum Dwelling Size	1,000 square feet

R-SR – Senior Oriented Residence District.

This zoning district is intended for single family detached and/or villa-style attached dwellings, designed and age-restricted to serve the housing needs of senior residents. Dwellings are required to meet certain Easy Living Home design standards.

Maximum Density	4 Units per Acre (Detached) 6 Units per Acre (Attached)
Minimum Lot Size	5,000 Square Feet (Detached) None (Attached)
Minimum Lot Width	50 Feet (Detached)
Minimum Unit Width	40 Feet (Attached)
Minimum Dwelling Size	1,600 Square Feet (Two Bedrooms) 1,800 Square Feet (Three Bedrooms)

RM - Multifamily Residence Districts.

The various RM zoning districts are intended for duplex and multifamily dwellings. The maximum density is reflected in the exact RM zoning classification (e.g. RM-6, RM-8, RM-10, RM-13, with the number following the letters being the maximum density expression in dwelling units per **net acre**).

Note: for properties zoned RM prior to December 31, 1985, density is calculated using gross acres.

The RM districts also includes HRR (High Rise Residential District) which allows for high rise residential towers up to 25 stories or 300 feet in height, with no maximum density.

Minimum Lot Size	18,000 square feet
Minimum Lot Width	100 feet
Minimum Road Frontage	40 feet
Minimum Dwelling Size	Varies from 450 square feet to 1,000 square feet

RMD - Multifamily Residence District (Duplexes).

This district is intended for duplexes allowing one duplex on each lot of record.

Minimum Lot Size	16,000 sewer / 24,000 septic
Minimum Lot Width	100 feet
Minimum Road Frontage	40 feet
Minimum Dwelling Size	800 square feet for 2 bedroom 1,000 square feet for 3 bedroom

RL - Lakeside Residence District.

This zoning district permits one family detached dwellings and recreation cottages on medium-sized lots. RL zoned properties are generally located adjacent to Lake Lanier & Norris Lake.

Minimum Lot Size

Sewer 15,000 square feet

Septic 25,500 square feet

Minimum Lot Width 75 feet

Minimum Road Frontage 40 feet

Minimum Dwelling Size 1,000 square feet

MH - Mobile Home Park District.

This zoning district is intended exclusively for the placement of mobile homes in an environment that will provide pleasant and otherwise satisfactory living conditions and, at the same time, will not produce adverse effects upon neighboring properties.

Minimum Lot Size None; project must contain 15 total acres

Minimum Lot Width None

Minimum Road Frontage 40 feet

Minimum Dwelling Size None

MHS - Manufactured Housing Subdivision District.

This district is intended for the development of mobile or manufactured home subdivisions with each home located on an individual lot.

Minimum Lot Size

Sewer 15,000 square feet

Septic 25,500 square feet

Minimum Lot Width 100 feet

Minimum Road Frontage 40 feet

Minimum Dwelling Size 1,400 square feet for industrialized homes

HS - Hospital Service District.

This district's purpose is to provide a location for a hospital and related facilities that serve the hospital.

Minimum Lot Size None

Minimum Lot Width None

Minimum Road Frontage 40 feet

NS - Neighborhood Shopping District.

This district provides a location for convenience goods and services for people in nearby residential neighborhoods. Hours of operation and building sizes are limited and all sales must be indoors.

Minimum Lot Size None

Minimum Lot Width None

Minimum Road Frontage 40 feet

Maximum Building Size Can not exceed 3,000 square feet of retail space per store nor exceed 30,000 square feet in a planned center.

C-1 - Neighborhood Business District.

This district allows facilities serving the everyday needs of nearby neighborhoods to provide commercial uses of a convenience nature. The district is very similar to NS except that the hours of operation & building size are not limited.

Minimum Lot Size	None
Minimum Lot Width	None
Minimum Road Frontage	40 feet

C-2 - General Business District.

This district is intended to serve a greater population and to offer a wider range of services than the C-1 or NS districts. Retail goods and services, general office and public functions are included in allowable uses.

Minimum Lot Size	None
Minimum Lot Width	None
Minimum Road Frontage	40 feet

C-3 - Highway Business District.

This district allows businesses that require accessibility to major highways and that serve larger portions of the community than the NS, C-1 or C-2 districts.

Minimum Lot Size	None
Minimum Lot Width	None
Minimum Road Frontage	40 feet

O-I - Office-Institutional District.

This district allows office, institutional and limited related retail and service uses.

Minimum Lot Size	None
Minimum Lot Width	None
Minimum Road Frontage	40 feet

OBP - Office-Business Park District.

This zoning district is similar to the O-I district except that it also allows limited industrial operations and processes such as electronic equipment manufacturing and assembly, printing establishments, research and lab facilities, etc.

Minimum Lot Size	None
Minimum Lot Width	None
Minimum Road Frontage	40 feet

M-1 - Light Industry District.

This district is established to allow limited industrial development.

Minimum Lot Size	1 acre
Minimum Lot Width	100 feet
Minimum Road Frontage	40 feet

M-2 - Heavy Industry District.

This district allows all M-1 uses but includes more intensive industrial operations.

Minimum Lot Size	1 acre
Minimum Lot Width	100 feet
Minimum Road Frontage	40 feet

Activity Center/Corridor Overlay Districts.

These Overlay District are intended to enhance the viability and livability of commercial areas through the use of unified and pleasing aesthetic/visual quality in landscaping, building architecture and signage. There are several activity centers and highway corridors in Gwinnett designated as Activity Center/Corridor Overlay Districts. The Overlay Districts are:

- Mall of Georgia Overlay District
- Civic Center Overlay District
- U.S. Highway 78 Corridor Overlay District
- Grayson/Highway 20 Corridor Overlay District
- Centerville/Highway 124 Corridor Overlay District
- Highway 124/324/Hamilton Mill Road Overlay District
- Peachtree Corners Overlay District

The specific geographic limits of each Overlay District are mapped and available in the Planning Division office or on the website at www.gczoning.com.

Mixed-Use Overlay (MUO) District.

This overlay district may be authorized by the Board of Commissioners upon any existing zoning classification. The overlay district is intended to promote the development of viable mixed-use projects; or redevelopment of properties which are experiencing economic or physical decline. MUO projects are intended to integrate commercial and/or office with residential land uses, promote pedestrian accessibility, reduce automobile trips, stimulate the value and improve the visual appeal of the surrounding community. MUO's utilize the provision of landscaping, street/shade trees, street furniture, parks/plazas and sidewalks to unify and interconnect the varying uses.

Zoning District Minimum Requirements Quick Reference Table

Zoning District	Road Frontage (Ft.)	Lot Width (Ft.)	Lot Size (Sq. Ft. Unless Noted)	Dwelling Size (Sq. Ft.)
Residential				
RA-200	40	200	40,000	1,000
R-140	40	140	Varies - See Section 1300C	1,400
R-LL	40	125	32,000	2,000
R-100	40	100 (85 cul-de-sac)	15,000 Sewer 25,500 Septic	1,400
R-100 Modified	40	80	10,500 Sewer	1,400
R-100 CSO	40 (20 cul-de-sac & eyebrow)	60 Average	None	1,600 1-Story 1,800 2-Story
R-75	40	75	12,000 Sewer 25,500 Septic	1,200
R-75 Modified	40	65	9,000 Sewer	1,200
R-75 CSO	40 (20 cul-de-sac & eyebrow)	60 Average	None	1,600 1-Story 1,800 2-Story
R-60	40	60	7,200 Sewer	1,000
RMD	40	100	16,000 Sewer 25,500 Septic	800 - 2 Bedroom 1,000 - 3 Bedroom
RL	40	75	15,000 Sewer 25,500 Septic	1,000
RM-6, 8, 10 & 13	40	10'	(See Section 1400)	(See Section 604)
R-TH	N/A	N/A	N/A	1,000
R-ZT	40	40	4,000	1,000
R-SR	40 (Detached)	50 Average (Detached)	5,000 (Detached)	1,600 (2 Bedroom) 1,800 (3 Bedroom)
Non-Residential				
O-I & OBP	40	N/A	No Minimum	N/A
C-1, C-2, C-3 & NS	40	N/A	No Minimum	N/A
M-1 & M-2	40	100	1 Acre	N/A

This table is intended as a quick-reference guide only. Please refer to sections 604,1400 and 1401 of the Zoning Resolution. In addition, please refer to section 606 to see if **buffers** are required between dissimilar zoning districts.

Section 1.4. Rezoning & Special Use Process.

All land in the unincorporated area of Gwinnett County falls within a specific zoning district. The process for applying for a Rezoning, Change-in Conditions (CIC) or Special Use Permit (SUP) approval is administered by the Current Planning Section of the Planning Division. The key steps in the process are highlighted below:

1. Application.

The property owner, owner's agent or contract purchaser may apply for rezoning. Initially, a pre-application conference may be scheduled with Current Planning staff. Next, an application is submitted by the first Friday of each month along with supporting documentation. An application fee is charged. Fees are based upon acreage to be rezoned; or the number of units or square feet of building proposed. Application forms and instruction packets may be obtained from the Current Planning Section or on the web at www.gc zoning.com.

2. Analysis.

Planning staff and other county agencies or departments review applications after they are filed and make suggestions and recommendations. These are reviewed and finalized by planning staff in a written staff analysis and recommendation.

3. Public Notice.

Legal notice is printed in the Gwinnett Daily Post. The applicant is required to post and maintain a public hearing sign, provided by the Planning Division, on the property prior to the public hearings. The applicant must also notify neighboring property owners within 1,000 feet of the property by mail. A list of these neighboring parcels is provided by the Planning Division and the applicant must provide proof of the mailing.

4. Planning Commission Recommendation.

The Planning Commission reviews the application at its scheduled public hearing and makes a recommendation. This recommendation is forwarded to the Board of Commissioners for consideration. The Planning Commission may also table applications for a period of time for further information.

5. Final Action.

The Board of Commissioners considers applications for rezoning at a scheduled public hearing and either approves, approves with conditions, denies, or tables the item for further discussion.

6. Reapplication.

Reapplication for rezoning or Special Use (SUP) approval may not be considered for 12 months from the date of action unless waived by the Board of Commissioners. However, in no case may a reapplication occur less than six (6) months from the date of the board's last action.

7. Compliance.

Once the rezoning or Special Use (SUP) process is complete, the development of the property is in the hands of the Development Division for plan review, permit processing inspections and final development approval.

Section 1.5. Helpful Hints in the Rezoning & Special Use Permit (SUP) Process.

The following is a list of helpful hints to consider when requesting a Rezoning, Change-in-Conditions (CIC) or Special Use Permit (SUP):

1. Be sure to have the correct legal description and a matching boundary survey or site plan drawn to scale with survey bearings and distances.
2. Site plans are required. Include four (4) standard size copies and one (1) 8 1/2" x 11" reduction.
3. Traffic studies are required at the time of application for large projects (please refer to traffic study guidelines published by the Planning Division).
4. For projects meeting certain threshold sizes, the development must be submitted as a Development of Regional Impact (DRI) for review by the Atlanta Regional Commission. These thresholds are listed in a table in the Appendix Chapter.
5. Most applications, if approved, contain conditions that become part of the ordinance adopting the rezoning or Special Use Permit. Conditions of rezoning & Special Use Permit (SUP) cannot be changed or amended by variance or waiver. A new Change-in-Conditions (CIC) application to change conditions must be submitted.
6. Applications may be withdrawn with a refund only if the request is received in writing within 30 days after the rezoning application deadline.
7. Applicants converting a residential structure to a non-residential use must apply for a Building Code Compliance Inspection (CIR) as part of the rezoning or Special Use Permit (SUP) application. If not completed, the rezoning or Special Use Permit (SUP) application is subject to being administratively held until such time as the inspection is completed.

Section 1.6. Comprehensive Plan.

The 2030 Comprehensive Plan includes a set of maps and policies in a published report. The Planning Division uses the Land Use Plan maps as guidance in making zoning and land use recommendations. The Board of Commissioners may revise the Land Use Plan after an amendment, known as a Map Change Request (MCR) has been submitted, reviewed and a recommendation made, by both Planning Division staff and the Planning Commission. Copies of the maps and reports are available from the Planning Division as well as on the county web page. The following table lists Land Use Plan categories and their comparable zoning districts:

Land Use Categories & Comparable Zoning Districts Table

Land Use Category	Zoning District
AGR – Low Density Residential/Agricultural (under 1 unit/acre)	RA-200, R-140, R-LL, R-100
RUR – Rural Residential	RA-200, R-140, R-LL, R-100
LDR - Low Density Residential (1-3 units/acre)	R-75, R-100, RL, R-LL, R-140, RA-200
MDR - Medium Density Residential (4-8 units/acre)	RM-6, RM-8, R-TH, RMD, R-60, R-ZT, R-SR
HDR - High Density Residential (8-13 units/acre)	RM-8, RM-10, RM-13, HRR
MHP - Mobile Home Park	MH, MHS
C/R – Commercial/Retail	NS, C-1, C-2, C-3
O/P – Office/Professional	O-I
O/D/T - Office/Distribution/Technology	OBP, O-I, M-1
LI - Light Industrial	M-1
HI - Heavy Industrial	M-2
I/P - Institutional/Public/Semi-Public	Varies
Floodplain & Open Space	Varies
Transportation/Communications/Utilities	Varies
PRC - Parks/Recreation/Conservation	Varies

G: Chapter 1 (2008)

Chapter 2. Land Development Review & Permitting Process

Section 2.1. Land Development Review Process.

Before developing a subdivision (both residential & non-residential) or non-residential site development project in the unincorporated area of the county, construction plans for land development must be submitted, reviewed, and approved before land disturbing permits may be issued. This review & approval process is commonly referred to as the "**Development Review Process.**"

1. Plan Submittal Deadline.

The plan submittal deadline is 12:00 NOON each Tuesday (except holidays). If a Tuesday falls on a county holiday, the deadline is the normal county business day prior to the Tuesday holiday. Plans are submitted to the Development Review Section of Planning & Development.

2. Quantity of Plans & Associated Documents for Submittal.

The quantity of plans and associated documents needed for plan review submittal are as follows:

- Twelve (12) copies of **Concept Plans** (subdivision & non-subdivision).
- Twelve (12) sets of **Preliminary Plats & Construction Plans** and two (2) copies of the **Storm Water Management Report**. A complete application & submittal "package" consists of the following:
 - Preliminary Plat
 - Grading Plan
 - Soil Erosion & Sediment Plan\
 - Water Distribution Plan
 - Sewer Distribution Plan (unless on private septic system)
 - Storm Water Management Plan
 - Storm Water Management Report
 - Flood Study (if required)
 - Wetlands COE Permit (if required)
- Twelve (12) copies of **Final Plats** and two (2) copies of the **"As-Built" Hydrology Report**.
- Twelve (12) sets of **Site Development Plans** & two (2) copies of the **Storm Water Management Report**. A complete application & submittal "package" consists of the following:
 - Site Plan
 - Grading Plan
 - Soil Erosion & Sediment Control Plan
 - Landscape, Tree Preservation and/or Replacement Plan
 - Storm Water Management Plan
 - Storm Water Management Report
 - Flood Study (if required)
 - Wetlands COE Permit (if required)

3. Initial Plan Review Process.

The Development Review Section is responsible for coordinating the Development Review Process among the various governmental agencies involved. The Development Review Section generates a Weekly Submittal List from the information provided on a "Submittal (Application) Form." This form is completed by the developer or designer and must accompany each plan submittal. The Development Review Section then provides each governmental agency a copy of the Weekly Submittal List and a copy of the drawings and documents received for each project early each Wednesday following the Tuesday submittal deadline. This gives the review agencies eight (8) business days to review plans and generate written correction reports or comments. These reports or comments are usually in a checklist format and consist of items that must be corrected or addressed prior to plan approval.

Ten (10) business days after the Tuesday plan submittal deadline, the Development Review Section assembles all of the governmental agency comments and/or checklists into a "comment package" and sends the comments electronically to the designer and the developer. A copy of the package is also kept in a "current or in-process" file. **Note: Gwinnett County does not return a set of "redlined drawings" to the designer or developer (as some local governments do).** The comment reports are as thorough and self-explanatory as possible. Included in each report is a staff contact name and phone number. It is not necessary to re-submit plans for a re-review using the formal Development Review Process after corrections to the plans have been made and/or comments have been addressed. Instead, an "Appointment" or "Walk-Through" Re-Review process is utilized for final review & approval. An exception to the "Appointment" or "Walk-Through" Re-Review process is if there are an excessive amount of comments and issues to be addressed a "Drop-Off" process will be required and request for "Drop Off" can be found on the first page of the checklist.

4. Appointment Plan Re-Review & Approval Process.

Once plans are revised an appointment may be scheduled by the developer or designer with a plan reviewer. An appointment saves time waiting in the lobby. Call the plan reviewer that you need to see to set up an appointment.

5. Drop Off- Ten (10) Day Plan Re-Review Process.

Revised plans are "dropped-off" by the developer or designer to the specific Department Section that required the drop off. Expect ten (10) business days for re-review by that Department Section. The drop-off process is used specifically for the Department Section that requested it. For the remaining Department Sections, who did not require a "drop-off", the "Appointment" or "Walk Through" re-review process can be used.

6. Drop Off- Five (5) Day Plan Re-Review Process.

Revised plans are "dropped-off" by the developer or designer to the specific Department Section that required the drop off. Expect five (5) business days for re-review by that Department Section. The drop-off process is used specifically for the Department Section that requested it. For the remaining Department Sections, who did not require a "drop-off", the "Appointment" or "Walk Through" re-review process can be used.

7. Walk-Through Plan Re-Review & Approval Process.

Revised plans are "walked through" for re-review & approval by the developer or designer to each governmental agency or Department Section demonstrating compliance with each item on their comment or checklist report. A Plan Review Application form (AKA the "approval routing sheet") is available for pick up, after the comment package is sent out, at the receptionist waiting area. The

developer or designer must use this form to obtain original approval signatures from each governmental agency noted on the form.

8. Issuance of a Development Permit.

Once all review agencies have signed the “approval routing sheet,” the final “sign-off” must be obtained from the Development Review Section. The Development Review Section will review the plans against their comments for code compliance. The Development Review Section will also verify that all other necessary governmental authorizations have been obtained. If there are specimen trees on-site the Development Review Section will verify that tree protection fence is properly installed around the specimen trees prior to permit issuance. When all sign-off approvals have been obtained, and tree protection fence is properly installed around specimen trees and the permit fee has been paid, the Development Review Section will sign the “approval routing sheet” and will issue a Development Permit. In addition, an “orange” Permit Yard Card will be issued to the developer or designer. The corrected plans will be stamped and signed to indicate approval. The Development Review Section will provide a copy of the approved plans to the developer or designer to be kept on the job site in an accessible location. A copy of the approved drawings will also be given to the Development Inspections Section. A permanent file for each project will be created containing copies of the comments/checklists, application forms, and approved plans.

The entire process may take an average of 2 to 6 weeks. However, if a Variance or Waiver is needed, the time frame will be longer. Plan approval depends upon site and building constraints. Some designers actually receive permits within days of receiving plan review comments.

2.2. Site Development Process.

Developing property in unincorporated Gwinnett County requires permits. The county review and permitting process has evolved into a highly specialized, yet logical series of steps. The overall development process in the county is broken down into two broad types. These are **Subdivision**, concerning the division of property into lots (and any associated public improvements), and **Non-Subdivision**, concerning the development of individual tracts of property.

1. Subdivision Process.

The **Subdivision** process refers to the division of land generally accomplished through the construction and dedication of public roads in order to create building lots. These lots must meet the frontage and lot width requirements of the particular zoning district of the project. Subdivisions may be for residential or non-residential lots. For example, non-residential subdivisions may include office or technology centers or commercial or industrial properties, in which individual sites are sold to businesses. These individual sites are required to obtain separate **Non-Subdivision** site development permits prior to any on-site development.

The steps in the subdivision process are:

- Pre-Application Conference (optional)
- Specimen Tree Survey
- Preliminary Site Visit
- Specimen Tree Concept Plan
- Concept Plan
- Preliminary Plat & Construction Drawings
- Secondary Site Visit
- Final Plat

a. Pre-Application Conference.

The first step in the review and approval process for a Subdivision, whether residential or non-residential, should begin with a **Pre-Application Conference**. Although not required, it is recommended prior to site design. During a Pre-Application Conference, the developer or designer may obtain information regarding site-specific requirements affecting their project. It is important to be aware of any right-of-way dedications and roadway improvements that may be required and to be aware of any specimen trees on site. Building setbacks, street design, open space requirements, storm water management facility design and location, and landscaping, specimen tree locations, street tree or individual lot tree requirements may need to be considered prior to site design of a project. A pre-application conference helps determine the regulatory design parameters of a site as well as any regulatory fees.

b. Specimen Tree Survey.

The second step in the review and approval process for a Subdivision, whether residential or non-residential, is a survey of the site specifically for specimen trees. A landscape architect, certified arborist or urban forester survey the site for specimen trees. A plan is created that shows the location of the specimen trees, the size at DBH, and the common name or genus of the tree. The plan is dropped off to the Development Review Section along with a Specimen Tree Concept Plan and a Preliminary Site Inspection Report.

c. Preliminary Site Visit.

The third step in the review and approval process for a Subdivision, whether residential or non-residential, is the Preliminary Site Visit. This meeting takes place on site between the developer's

certified arborist, landscape architect or urban forester and one of the County's certified arborists. The developer's professional calls the Development Inspection Section and asks for the Manager to set up a Preliminary Site Visit (for phone numbers refer to the beginning of Chapter 3). The County will send one of their certified arborists out to the site to meet the developers' certified arborist, landscape architect or urban forester. At that site meeting the County's certified arborist and the developer's certified arborist, landscape architect or urban forester verify the location of the specimen trees. It is recommended that the developer's professional have the specimen tree survey on site to refer to when this meeting takes place. Both the County's certified arborist and the developer's certified arborist, landscape architect or urban forester discuss the health of the trees and the size. A Preliminary Site Inspection Report is filled out by the county arborist and a copy is given to the developer's professional. This Preliminary Site Inspection Report along with the specimen tree concept plan and the specimen tree survey is submitted to the Development Review Section by the developer or designer.

d. Specimen Tree Concept Plan.

The fourth step in the review and approval process for a Subdivision, whether residential or non-residential, is a specimen tree concept plan. The specimen tree concept plan is required only if there are specimen trees on the property. The specimen tree concept plan is typically submitted using the walk-through process, however, it can be submitted using the Development Review Process. The concept plan must show, at a minimum, specimen trees, dripline or critical root zone of specimen trees and tree save areas, building footprint, driveways, parking lot, detention pond location, utility easements, limits of disturbance, project name, owner/ developer and contact information, designers name and contact information. A specimen tree concept plan review checklist is used during review and is available on the website at www.gwinnettcounty.com and requires more information than is listed here such as a boundary survey of the site. The objective of the specimen tree concept plan is to locate the specimen trees in relation to where the developed site elements are going. This enables staff to determine if the specimen trees will be affected by the development. There is no fee charged for a Specimen Tree Concept Plan submittal.

e. Concept Plan.

Concept Plans must be submitted for review using the Development Review Process. The subdivision **Concept Plan** is an overall "long range" proposal of how a property is proposed to be developed. Developers and designers may skip the Concept Plan approval process, **except for Conservation Subdivisions, R-TH Single Family Residence Townhome District Subdivisions, RZT Subdivisions, R-SR Senior Oriented Residence District Subdivisions, Modified Subdivisions, and Mixed-Use Redevelopment Projects**, and move directly to submittal for approval of a Preliminary Plat and construction drawings provided that the Preliminary Plat shows all contiguous property under the same ownership. **Developers & designers assume a risk in bypassing the Concept Plan step for premature design and engineering expenses that may occur in the event that major problems or unexpected design requirements exist that may have significant impact upon the project.**

Once the Concept Plan is approved, the developer may make an application for a Clearing, Clearing & Grubbing, or Grading Permit (unless there are conditions of zoning prohibiting the issuance of these "interim type" land disturbance permits). There is no fee charged for plan review and approval of a Concept Plan.

f. Preliminary Plat.

The next step in the subdivision process is the **Preliminary Plat**. Preliminary Plats and the associated construction drawings must be submitted for review using the Development Review Process. The Preliminary Plat may show only that portion of the approved Concept Plan that the developer is

proposing to construct at that time. It consists of a boundary survey and all construction drawings required for review and approval. The Preliminary Plat shall include topography, specimen trees (if applicable) road and lot layouts, sanitary and storm sewer design, and clearing limits. This information is shown in plan view with various notes and design criteria. If public sanitary sewer is not available and the subdivision must be developed on individual septic tanks, soils information, as delineated by a recognized soil scientist, must be indicated on the plat (a minimum requirement of the Environmental Health Department).

The Preliminary Plat will also be accompanied by the engineering drawings for the roadways, sanitary sewer (if public sewer is available), water system, storm water system, erosion & sediment control, as well as the required construction details. A Storm Water Management Report must also be submitted to document storm water detention & water quality requirements.

The Preliminary Plat itself also contains a “Certificate of Development Plans” approval statement that must be signed by the Department Director (or designee). This statement indicates compliance with all county requirements and signifies approval of the Preliminary Plat and construction drawings. Once the Preliminary Plat is signed and approved, and a secondary site visit is conducted by one of the County’s certified arborists to check to see if tree protection fence is properly installed around the specimen tree’s critical root zone the **Subdivision Development Permit (SDP)** is issued and an “orange” Permit Yard Card, containing the name of the subdivision and the SDP number, is given to the person receiving the permit. The Permit Yard Card must be posted in a conspicuous place on the property for identification purposes.

g. Secondary Site Visit.

When the preliminary plat is ready to receive a permit an important step must take place **PRIOR TO** receiving a permit if there are specimen trees on the property and that is the Secondary Site Visit. The objective to the Secondary Site Visit is to check to see if specimen trees have tree protection fence properly installed around the specimen trees critical root zone and Type “C” silt fence on the uphill side of the specimen tree’s critical root zone. The Secondary Site Visit process is triggered when the developer has completed installation of tree protection fence around the specimen tree’s critical root zone and if needed Type “C” silt fence on the uphill side of the specimen tree’s critical root zone and the developer calls the County Development Inspection Manager to set up a time for one of the County arborists to come out to the site. The certified arborist from the County not only inspects the tree protection fence but also checks to see if there is Type ‘C’ silt fence installed on the uphill side of the specimen tree if applicable.

After a permit for the project has been issued, a pre-construction conference must be held with Development Inspections Section staff prior to construction activities. Afterwards, construction may begin with the installation of erosion & sediment controls followed by the rough grading for the storm water detention facilities, then storm and sanitary sewer and water line installation. The curbing and base occurs after the fine grading of the roads. The paving and final grading of the shoulders is usually the next step.

h. Final Plat.

The next and final step of the subdivision process is the **Final Plat**. Final Plats are submitted for review using the Development Review Process after the subdivision infrastructure, consisting of roads, storm water drainage system, and sewer and/or water systems are installed. The Final Plat should conform to the design of the approved Preliminary Plat although it would only need to include that portion of property that has improvements completed. Construction may occur in phases with a Final Plat covering

one unit or phase at a time. The Final Plat is considered to be an "as built" survey, showing all newly constructed roads and right of ways, utilities, and lot boundaries. Sanitary sewer (if applicable), storm water drainage lines and sizes, property lines, addresses, and other general data must also be shown on the Final Plat. Approval of the Final Plat, and its recording with the Clerk of Superior Court, accomplishes the dedication of roads and easements to the county subject to ratification by the Board of Commissioners at a later date. It is the Final Plat that creates new buildable lots of record.

Other components, not shown on the Final Plat but playing an important part in the approval process, include submittal of detention pond "as-builts" for review and approval and sanitary sewer "as-builts" (if applicable) for review and approval. "As-builts" of sewer lines are required to verify that the lines were constructed as approved. Sewer lines must also have a "TV" inspection using a small rolling camera prior to the approval and acceptance of the sewer lines. Performance Bonds are required to guarantee the completion of incomplete minor items such as grassing of shoulders or landscaping. Maintenance Bonds are required to insure the stability of the improvements for a required bonding period of 18 months. These bonds become a part of the **Certificate of Development Conformance (CDC)** package that must be submitted to the Development Inspections Section prior to approval of the Final Plat. The CDC package is certification that the subdivision that is being platted has been built according to plans.

Once the Final Plat is recorded with the Clerk of Superior Court, lots can be sold and Building Permits may be issued, or in the case of a Non-Residential Subdivision, you may begin obtaining individual site development permits and building permits. At the end of the 18-month bonding period, the Maintenance Bond is released subject to passing a successful inspection just prior to the end of the bonding period.

2. Non-Subdivision Site Development Process.

Non-Subdivision Site Development Plans are submitted for review using the Development Review Process. Non-Subdivision Site Development projects are typically those consisting of the commercial or industrial development of existing parcels of land or newly created non-residential lots that have already completed the subdivision process. Multifamily developments such as triplexes, quadraplexes and apartment developments are considered non-residential for the purposes of plan review & permits. Prior to permit approval, plans must be prepared by a design consultant and submitted for plan review and approval by the county. The steps in the Non-Subdivision Development Process are:

- Pre-Application Conference (optional)
- Specimen Tree Survey
- Preliminary Site Visit
- Specimen Tree Concept Plan
- Concept Plan (optional)
- Site Development Plans
- Secondary Site Visit

a. Pre-Application Conference.

The first step in the review and approval process for Non-Residential Site Development Plans should begin with a **Pre-Application Conference**. Although not required, it is recommended prior to site design. During a Pre-Application Conference, the developer or designer may obtain information regarding site-specific requirements affecting their project. It is important to be aware of any right-of-way dedications and roadway improvements such as deceleration lanes that may be required as well as specimen trees and buffer requirements. These three issues often greatly affect the site design of projects. Building locations, parking requirements, storm water management facility design and location, and landscaping/tree preservation or replacement requirements must also be considered prior to site

design of a project. A pre-application conference helps determine the regulatory design parameters of a site as well as any regulatory fees.

b. Specimen Tree Survey.

The second step in the review and approval process for a Subdivision, whether residential or non-residential, is a survey of the site specifically for specimen trees. A landscape architect, certified arborist or urban forester survey the site for specimen trees. A plan is created that shows the location of the specimen trees, the size at DBH, and the common name or genus of the tree. The plan is dropped off to the Development Review Section along with a Specimen Tree Concept Plan and a Preliminary Site Inspection Report.

c. Preliminary Site Visit.

The third step in the review and approval process for a Subdivision, whether residential or non-residential, is the Preliminary Site Visit. This meeting takes place on site between the developer's certified arborist, landscape architect or urban forester and one of the County's certified arborists. The developer's professional calls the Development Inspection Section and asks for the Manager to set up a Preliminary Site Visit (for phone numbers refer to the beginning of Chapter 3). The County will send one of their certified arborists out to the site to meet the developers' certified arborist, landscape architect or urban forester. At that site meeting the County's certified arborist and the developer's certified arborist, landscape architect or urban forester verify the location of the specimen trees. It is recommended that the developer's professional have the specimen tree survey on site to refer to when this meeting takes place. Both the County's certified arborist and the developer's certified arborist, landscape architect or urban forester discuss the health of the trees and the size. A Preliminary Site Inspection Report is filled out by the county arborist and a copy is given to the developer's professional.

This Preliminary Site Inspection Report along with the specimen tree concept plan and the specimen tree survey is submitted to the Development Review Section by the developer or designer.

d. Specimen Tree Concept Plan

The fourth step in the review and approval process for a Subdivision, whether residential or non-residential, is a specimen tree concept plan. The specimen tree concept plan is required only if there are specimen trees on the property. The specimen tree concept plan is typically submitted using the walk-through process, however, it can be submitted using the Development Review Process. The concept plan must show, at a minimum, specimen trees, dripline or critical root zone of specimen trees and tree save areas, building footprint, driveways, parking lot, detention pond location, utility easements, limits of disturbance, project name, owner/ developer and contact information, designers name and contact information. A specimen tree concept plan review checklist is used during review and is available on the website at www.gwinnettcounty.com and requires more information than is listed here such as a boundary survey of the site. The objective of the specimen tree concept plan is to locate the specimen trees in relation to where the developed site elements are going. This enables staff to determine if the specimen trees will be affected by the development. There is no fee charged for a Specimen Tree Concept Plan submittal.

e. Concept Plan.

Concept Plans are submitted for review using the Development Review Process. A **Concept Plan** is an overall "long range" proposal of how a property is proposed to be developed. Developers and designers may skip the Concept Plan approval process for a non-residential site development and move directly to submittal for approval of Site Development Plans. **Developers & designers assume a risk in bypassing the Concept Plan step for premature design and engineering expenses that may occur in the event that major problems or unexpected design requirements exist that may have significant impact upon the project.**

Once the Concept Plan is approved, the developer may make an application for a Clearing, Clearing & Grubbing, or Grading Permit (unless there are conditions of zoning prohibiting the issuance of these "interim type" land disturbance permits). There is no fee charged for plan review and approval of a Concept Plan.

f. Site Development Plans.

Once the pre-application conference has taken place, the Preliminary Site Visit, the Specimen Tree Survey, and the Specimen Tree Concept plan has been approved (if applicable) or after the designer has designed a Site Development Plan, the Site Development Plans showing all property proposed for development at this time are submitted for plan review using the Development Review Process. The Development Plans, which may have several sheets, shall consist of a boundary survey and all construction drawings and details required for review and approval. The Site Plan sheet must include topographic contours, specimen trees and general data such as the name of the project, proposed use, site location, acreage of property, zoning of property, building locations, parking and driveways, curb cuts, water courses and flood plain. In addition, easements, both existing and proposed, adjoining roadway information, the name, address, and phone number of the developer and designer must also be indicated. An Erosion & Sediment Control Plan, Grading Plan, Storm Water Management Plan, Sanitary Sewer Plan, street widening & construction data, Tree Preservation and/or Replacement Plan, Buffer and/or Landscape Plan, all with appropriate details, must accompany the submittal of the Site Development Plan.

The Site Development Plan must also contain a Certificate of Development Plans approval statement printed upon it. This statement must be eventually signed by the Department Director (or designee) to indicate compliance with all county regulations and signifies approval of the Site Development Plan and associated Construction Drawings.

g. Secondary Site Visit.

When the Site Development Plan is ready to receive a permit an important step must take place **PRIOR TO** receiving the permit if there are specimen trees on the property and that is the Secondary Site Visit. The objective to the Secondary Site Visit is to check to see if specimen trees have tree protection fence properly installed around the specimen trees critical root zone and Type "C" silt fence on the uphill side of the specimen tree's critical root zone. The Secondary Site Visit process is triggered when the developer has completed installation of tree protection fence around the specimen tree's critical root zone and if needed Type "C" silt fence on the uphill side of the specimen tree's critical root zone and the developer calls the County Development Inspection Manager to set up a time for one of the County arborists to come out to the site. The certified arborist from the County not only inspects the tree protection fence and but also checks to see if there is Type 'C' silt fence installed on the uphill side of the specimen tree if applicable.

After approval of the Site Development Plan by all departments, the Development Review Section is the last to give an approval sign-off to the Site Development Plan. If all county requirements have been satisfied, the Development Review Section stamps and signs the drawings. A **Commercial Development Permit (CDP)**, or **Multifamily Development Permit (MDP)** in the case of multifamily developments, is issued and an “orange” Permit Yard Card containing the name of the development, the date of issuance, and the permit number, is given to the person receiving the permit. This Permit Yard Card must be posted in a conspicuous place on the property for identification purposes.

Once a permit has been issued, a pre-construction conference must be held with Development Inspections Section Staff prior to land disturbing activities. Construction may then proceed starting with the installation of erosion controls and tree protection fencing followed by rough grading, construction of storm water detention facilities, then storm, sanitary sewer and water line installation.

A Certificate of Occupancy is issued after all improvements have been completed and after a Certificate of Development Conformance (CDC) “package” for the project has been submitted to the Development Inspections Section. The CDC package must be completed by the Property Owner and includes a Development Performance & Maintenance Agreement.

A Certificate of Development Conformance (CDC) reflects the owner's certification that all site work and construction has been accomplished according to the terms of approved plans and permits. It further certifies that all facilities intended for maintenance, supervision, and/or dedication to the public are in compliance with appropriate standards, regulations, codes and ordinances. Approval shall be revoked in cases of fraud or whenever unauthorized changes are made to the site without the benefit of required permits.

3. Street Addresses.

All developments, whether non-residential or residential, are assigned a street address prior to the issuance of a Development Permit. Street addresses are issued after confirmation that the lot is buildable. The Street Address Unit of the Development Review Section is responsible for issuing street addresses.

- a. **Residential Acreage.** An Exemption Plat of the property on a newly divided parcel or a map reference number on established lots must be provided to obtain an address.
- b. **Subdivisions, Residential & Non-Residential.** All lots in new subdivisions are assigned addresses prior to approval of the Preliminary Plat. After submittal of the Preliminary Plat for plan review, the designer will receive a copy of the plat with the street address assignments “red-lined” upon it as part of the “plan review comment package.” The designer then displays these addresses onto each lot shown on the Final Plat prior to its approval and recording.
- c. **Non-Residential Site Development.** Projects are assigned addresses after Site Development Plans are submitted for plan review.
- d. **Apartment Projects.** Projects are assigned an address after Site Development Plans are submitted for plan review. A single overall address is issued for apartments.
- e. **Condominium Projects.** Projects are assigned addresses after Site Development Plans are submitted for plan review. Each dwelling unit is issued a separate address.

4. Street Names for New Subdivisions.

All new subdivision streets must have proposed street names reviewed and approved. New street names must be shown on the Final Plat. Street signs will be erected by Transportation. To obtain approval of a proposed street name, names are submitted to the Street Address Section of the Development Review

Section. Names must be approved prior to approval of the Preliminary Plat. Names are reviewed against the criteria found in Section 11.3.2 of the Development Regulations. If acceptable, names are placed on a "Reserved List" in the name of the developer. If disapproved, an explanation for the disapproval will be given. Street names are verified on both Preliminary and Final Plats to make sure that no changes have taken place. Once the Final Plat has been recorded, street names become permanent and are so noted on all county records.

5. Subdivision Names for New Subdivisions.

As with new street names, new subdivision names must also be reviewed and approved. Names must be submitted to the Street Address Unit of the Development Review Section prior to approval of the Preliminary Plat. Names are reviewed against the criteria found in Section 11.3.1 of the Development Regulations. If acceptable, names are placed on a "Reserved List" in the name of the developer. If disapproved, an explanation for the disapproval will be given. Once the Final Plat has been recorded, subdivision names become permanent and are so noted on all county records.

6. Street Name & Traffic Control Signs for New Subdivisions.

During the Development Review Process of Final Plats, the Traffic & Operations Division of the Gwinnett DOT determines the type & quantity of control and street name signs are needed. A fee is charged for the signs & installation as determined by the actual cost of the sign and the labor involved. Developers & designers will receive notice of the exact fee that must be paid as a part of the plan review comment package. Traffic control and street signs are ordered after the final plat is approved and will be installed by the Gwinnett DOT staff when the roadway shoulders are completed to specifications. Please contact the Traffic & Operations Division of the Gwinnett DOT at 770.822.7400 for more information.

Section 2.3. Clearing, Clearing & Grubbing, and Grading Permits

During the approval process you may encounter issues with one or more agencies that may result in a delay in issuance of your permit. There are several other permits that can be issued that would allow you to begin construction on your project while the issue is being addressed. These permits are usually processed as a "walk-through" review & approval and may require signatures of approval from two or more agencies. These "interim" permits are briefly described below.

1. Clearing Only Permit.

A permit limited to clearing only (no grubbing or grading) may be obtained based upon the submittal of the following to the Development Review Section of Planning & Development:

- Specimen Tree Survey
- Specimen Tree Concept Plan (approved)
- Concept Plan (approved)
- Soil Erosion & Sediment Control Plan
- Tree Preservation and/or Replacement Plan
- Wetlands COE Permit (if required)

The permit is issued after review & approval is obtained from the Storm Water Management Section and the Development Review Section. The review and approval of a Clearing Permit is a "walk-through" process and usually takes three (3) to five (5) business days. The Storm Water Management Section requires plans to be dropped off for review and may take up to ten (10) business days to review. **Note: many projects have conditions of zoning approval that do not allow the issuance of any land disturbance permits other than a Development Permit.** A Clearing Permit expires unless activities begin within 60 consecutive calendar days of issuance. The permit also expires if

activities stop or the project is abandoned for 30 consecutive calendar days.

2. Clearing & Grubbing Only Permit.

A permit limited to clearing & grubbing only (removal of stumps & vegetation with **no grading**) may be obtained based upon the submittal of the following to the Development Review Section of Planning & Development:

- Specimen Tree Survey
- Specimen Tree Concept Plan (approved)
- Concept Plan (approved)
- Soil Erosion & Sediment Control Plan
- Tree Preservation and/or Replacement Plan
- Wetlands COE Permit (if required)

The permit is issued after review & approval is obtained from the Storm Water Management Section and the Development Review Section. The review and approval of a Clearing & Grubbing Permit is a "walk through" process and usually takes three (3) to five (5) business days. The Storm Water Management Division requires plans to be dropped off for review and may take up to ten (10) business days to review. **Note: many projects have conditions of zoning approval that do not allow the issuance of any land disturbance permits other than a Development Permit.** A Clearing & Grubbing Permit expires unless activities begin within 60 consecutive calendar days of issuance. The permit also expires if activities stop or the project is abandoned for 14 consecutive calendar days.

3. Grading Only Permit.

A permit limited to grading (includes clearing & grubbing) may be obtained based upon the submittal of the following to the Development Review Section of Planning & Development:

- Specimen Tree Survey
- Specimen Tree Concept Plan (approved)
- Concept Plan (approved)
- Grading Plan
- Soil Erosion & Sediment Control Plan
- Tree Preservation and/or Replacement Plan
- Storm Water Management Plan
- Storm Water Management Report
- Flood Study (if required)
- Wetlands COE Permit (if required)

The permit is issued after review & approval is obtained from the Storm Water Management Section, and the Water & Sewer Section (for projects on sewer) or the Environmental Health Department (for projects on private septic tanks) and the Development Review Section. The review and approval process is a "walk-through" process and usually takes three (3) to five (5) business days. The Storm Water Management Section requires plans to be dropped off for review and may take up to ten (10) business days to review. **Note: many projects have conditions of zoning approval that do not allow the issuance of any land disturbance permits other than a Development Permit.** A Grading Permit expires unless activities begin within 60 consecutive calendar days of issuance. The permit also expires if activities stop or the project is abandoned for 14 consecutive calendar days.

4. Foundation Only Building Permit.

A Building Permit to construct only the foundation of a building may be issued only after a Development Permit has been obtained. The Building Plan Review Unit of Planning & Development coordinates the review and approval process. A signature of approval and documentation of the issuance of the Development Permit by the Development Review Section is required. The review and approval process is a "walk-through" and takes one (1) to three (3) days.

5. Commercial Development Permits (CDP) & Associated Building Permits.

Once a Subdivision Development Permit (SDP) has been issued for a non-residential subdivision, a Commercial Development Permit and its associated Building Permits may be issued on individual lots within that non-residential subdivision prior to the approval of the Final Plat. However, Certificates of Occupancy on the buildings **cannot** be issued until the Final Plat has been submitted, reviewed, approved and recorded. Plan review and approval is by the formal Development Review Process.

6. Model Home Building Permits.

In single-family detached and duplex subdivisions, and before approval and recording of a Final Plat, two (2) Model Home Permits may be issued after the approval of the Preliminary Plat and the issuance of a Subdivision Development Permit (SDP). To obtain Model Home Permits, House Location Plans must be submitted for approval, drawn by a Registered Land Surveyor indicating the location of the house and all applicable information. Approval of Model Home Permits requires signatures of approval from most county agencies. Model Home Permits are reviewed and approved as "walk-through" permits and can be obtained generally in one (1) to two (2) days.

Section 2.4. Plan Review & Approval Agencies.

Below is a "Quick Reference List" of Gwinnett County governmental agencies involved in the Plan Review & Approval Process:

- Building Plan Review Section (Commercial), Planning & Development, 678.518.6043.
- Building Plan Review Section (Residential), Planning & Development, 678.518.6035.
- Development Review Section, Planning & Development, 678.518.6011.
- Environmental Health, 770.963.5132.
- Fire & Emergency Services Plan Review Section, 678.518.6103.
- Storm Water Management Section, Planning & Development, 678.518.6157.
- Gwinnett Department of Transportation, Plan Review, 678.518.6179.
- Water & Sewer Section, Planning & Development, 678.518.6153.

G: Chapter 2 (2008)

Chapter 3. Overview of Submittal, Review and Inspections Process

3.1. Development Review Coordinating Committee.

Gwinnett County has established a Development Review Coordinating Committee to coordinate the review and approval of plans for land development and building construction. The committee consists of senior staff members of those county agencies responsible for administering adopted codes, ordinances and regulations pertaining to new development or construction. The following is a Quick Reference Guide listing each member agency of the Development Review Coordinating Committee.

Committee Members

Department or Agency Address	Phone
Sewer & Water Plan Review Section Planning and Development, Development Division, Charli Young charli.young@gwinnettcountry.com	678.518.6153
Storm Water Management Plan Review Section Planning and Development, Development Division , Adena Fullard adena.fullard@gwinnettcountry.com	678.518.6157
Environmental Health Section Environmental Health Department, Carolyn Simonton 455 Grayson Highway, Suite 600 Lawrenceville, GA 30045	770.963.5132
Fire & Emergency Services Plan Review Section Planning and Development, Development Division, Steve Collins steve.collins@gwinnettcountry.com	678.518.6103
Preconstruction, Traffic and Operations Department of Transportation, Lewis Cooksey lewis.cooksey@gwinnettcountry.com	770.822.7428
Driveway and Encroachment Permits Georgia Department of Transportation District one (Gainesville), Traffic and Safety Division, Hunter Williams Lawrenceville Field Office 892 Hi Hope Road Lawrenceville, GA 30045	770.339.2310
Building Plan Review (Commercial) Planning and Development, Development Division, Marcus Canada marcus.canada@gwinnettcountry.com	678.518.6043
Building Plan Review (Residential) Planning and Development, Development Division, Joel Rodriguez joel.rodriguez@gwinnettcountry.com	678.518.6035
Development Review, Plan Review Section Planning and Development, Development Division, Michael Jenness michael.jenness@gwinnettcountry.com	678.518.6011
Development Inspections Section Planning and Development, Development Division, Billy Williams larry.dancy@gwinnettcountry.com	678.518.6076

All sections are located at One Justice Square, 446 West Crogan Street, Lawrenceville, Georgia 30045 unless otherwise noted.

Weekly submittals are received on Tuesdays. The submitting organization must sign in before 12:00 noon in Suite 150 of One Justice Square in order for the submittal to be accepted. This is the first step in the process. If you are unable to make your submittal by the Tuesday deadline, it will be held until the following Tuesday, and become a part of the review process for the following week.

Following the receipt of the submittals, the DRCC meets to determine the completeness of the submitted plans. Incomplete plans are not accepted by the DRCC, and the submitting organization is notified via fax. The Development Review Section of the Department of Planning & Development is responsible for the coordination of these meetings.

Upon acceptance of submittals, plans are reviewed for the following:

3.2. Sewer & Water Plan Review Section

The Sewer & Water Plan Review Section reviews submitted plans, including plans within city limits to assure that sewer & water availability and design meet established ordinance and policy requirements and conform to required specification standards and codes. Staff calculates and determines applicable fees, determines easement requirements and Georgia DOT permit requirements (state highways). After water and/or sewer design plans have been approved, a contractor who is on the Department of Water Resource's Approved Contractor's list must obtain a Utility Construction Permit from this section prior to commencing construction of the water and/or sewer. The Sewer and Water Plan Review Section is responsible for review and approval of As-Built drawings for all projects after completion of the work. The Sewer and Water Plan Review Section is responsible for reviewing plans against the following codes, ordinances, or regulations:

Water Main Standards
Sewer Use Ordinance

Sanitary Sewer Standards
Plumbing Code

3.3. Storm Water Management Plan Review Section

The Storm Water Management Plan Review Section reviews submitted plans for land disturbing limits, erosion & sediment control, storm water management quantity and quality, and floodplain management for compliance with adopted codes, ordinances or regulations as well as conformity to adopted specification standards. This section is the primary contact for coordination between State and Federal Regulatory Agencies such as FEMA, EPD, GaSWCC, and ACOE. Storm Water Management Plan Review Section also reviews Residential Drainage Plans and Elevation certificates. The Storm Water Management Plan Review Section is responsible for reviewing plans against the following codes, ordinances or regulations:

Development Regulations (Articles 7, 8 & 9)
Stream Buffer Protection ordinance
Soil Erosion & Sediment Control Ordinance
Storm Water Systems and Facilities Installation Standards and Specifications (BMPManual)

Floodplain Management Ordinance
Stream Buffer Mitigation bank

3.4. Fire Marshal's Office, Planning and Permitting Section

The Fire Marshal's Office reviews site development plans for water main size and location; fire hydrant type and location; fire sprinkler and/or stand pipe water supplies; handicap accessibility and handicapped parking; fire codes and emergency equipment accessibility. This agency does not review subdivision plats/plans. The Fire Marshal's Office is responsible for reviewing plans against the following codes, ordinances or regulations:

International Fire Code	National Fire Codes
Life Safety Code	Georgia Accessibility Code
Fire Protection & Life Safety Ordinance	

3.5. Environmental Health Section, Environmental Health Department (State Agency).

Environmental Health is responsible for the review and approval of developments that will be served by individual septic tank systems. The review process includes but is not limited to, septic tank design criteria and location of system on the plan, repair room availability, acceptable soil types in area of absorption field, percolation data if needed, and on-site review of property with the plan.

3.6. Preconstruction, Traffic & Operations Divisions, Gwinnett Department Of Transportation.

The Gwinnett Department of Transportation reviews and approves plans for compliance with the Development Regulations, AASHTO design standards, and the Long Range Road Classification Map for required improvements on project frontage and/ or access roads. The reviews are in terms of required right-of-way, traffic safety, left turn and deceleration lanes requirements, sidewalk and guardrail locations, sight distance certification, signalization, signage, driveway locations, roadway striping, and lighting requirements. Plans are also reviewed for coordination with existing or proposed County road improvement projects. Projects fronting on Georgia DOT roads are coordinated with that agency. The DOT also coordinates with the Planning and Development Department on the design and construction of streets internal to a project, street lighting and street tree layouts. This is not an all inclusive list. The DOT reserves the right to review any proposed design element that might affect the safety and welfare of the motoring public.

3.7. Building Plan Review (Commercial)

The Building Plan Review Unit (Commercial) reviews Site Development Plans to insure that building setbacks meet the requirements of the Building Code for height, area, type of construction, and occupancy use.

The Building Plan review Unit (Commercial) reviews architectural, structural, electrical, mechanical and plumbing plans for all proposed commercial buildings and attached multi-family residential buildings for compliance with the following codes:

International Building Code	International Plumbing Code
International Mechanical Code	International Energy Code
International Gas Code	National Electrical Code
Gwinnett County Construction Code	

3.8. Building Plan Review (Residential)

The Building Plan Review Unit (Residential) reviews construction plans for single family detached houses over 5,000 sq. ft., two family duplex houses over 5,000 sq. ft., and all attached townhouses for compliance with the following codes:

International Residential Code

Gwinnett County Construction Code

3.9. Development Inspections Section

The Development Inspections Section is responsible for site inspections of approved development plans. This encompasses all new streets, non-residential driveways, storm water management facilities, erosion & sediment control, water and sewer installation, grassing, curbing, paving, landscaping, buffers, tree save areas and applicable conditions of zoning or Special Use approval. Prior to approval of a Final Plat, or the issuance of a Certificate of Occupancy for a new building, a Certificate of Development Conformance (CDC), Development Performance and Maintenance Agreement and Certificate of Corporation Resolution (if applicable) must be submitted to the Development Inspections Section. Performance or Maintenance Bonds (subdivisions) must also be submitted at this time (if applicable). If the project is a subdivision (residential or non-residential), the Development Inspections Section must have these forms and bonds submitted in order to “sign-off” the Final Plat. If the project is a new building, these forms must be submitted and all site work completed prior to requesting a final building inspection from the Building Inspections Section in order to obtain the Certificate of Occupancy. Water and sewer as-built drawings are also required to be submitted to the Water and Sewer Review Section and approved by both Review and Inspections prior to “sign-off” of the Final Plat or issuance of the Certificate of Occupancy.

A special unit housed within the Development Inspections Section is the certified arborists. The certified arborist unit participates in the Preliminary Site Visit or the verification of specimen trees on a property. They also inspect for tree protection fence at the specimen tree’s critical root zone or dripline (whichever is greater) and they inspect for Type “C” silt fence on the uphill side of the specimen tree’s critical root zone at the Secondary Site Visit. In addition to the Preliminary Site Visit and the Secondary Site Visit the County’s certified arborist oversee the specimen’s tree protection and monitor for its health during the construction phase of the project.

A pre-construction conference, after the issuance of a Development Permit, is required to be scheduled before initiating land disturbance activities or water and/ or sewer installation. The development inspector or water and sewer inspector must be notified 24 hours prior to all phases of construction.

The Development Inspections Section is involved in the review and approval process of Final Plats. Final Plats are reviewed and a checklist of “comments” or items needing correction on the drawings and in the field is made. After corrections have been made, final plans must be submitted for re-review and approval using a “walk-through process.” Once compliance with plan review comments is demonstrated, a “sign-off” on the Final Plat approval routing form can be given to indicate that all improvements are completed or bonded and that a Certificate of Development Conformance (CDC) has been received. The Development Inspections Section is also involved in the approval process of Certificates of Occupancy. The Building Inspections Section cannot issue a Certificate of Occupancy for non-residential buildings until released by the Development Inspections Section that all site inspections have successfully passed and the site work is complete (or bonded).

3.10. Development Review Section

The Development Review Section performs a code compliance review of plans to include road and right of way dedication, deceleration lanes, use of property, lot sizes, setback requirements, street design, parking requirements, landscaping requirements; calculation of applicable fees and the issuance of appropriate permits. The Development Review Section is also responsible for the coordination of the overall plan review process. This includes plan submittal, plan distribution, and plan review comment compilation and distribution. The Development Review Section also reviews & approves House Location Plans (if required), Swimming Pool Location Plans, Sign Permits and Chattahoochee River Corridor Location Plans. The Development Review Section is responsible for reviewing plans against the following codes, ordinances or regulations:

Zoning Resolution	Development Regulations
Conditions of Zoning or Special Use Approval	Buffer, Landscape & Tree Ordinance
Metropolitan River Protection Act (MRPA)	

The Development Review Section is the last stop in the plan review process for subdivision plats and site development plans approval. However, approval cannot be given unless all other government agencies have also approved the plans.

3.11. Office of Driveway & Encroachments Permits, Georgia Department of Transportation, District One, Gainesville, Traffic & Safety Division.

The Georgia Department of Transportation (Georgia DOT) is responsible for the review and approval of curb cuts or encroachments on state highways. Please note that based on the county's Development Regulations, the **more restrictive** of the two agencies requirements (Gwinnett County and Georgia DOT) applies with respect to right of way dedication and roadway improvements.

For information concerning driveway or encroachment permits on state highways, please contact the area Georgia DOT Permit Engineer.

3.12. General Guidance

It is recommended, though not required, that visitors schedule an appointment for a pre-application conference with the Development Review Coordinating Committee.

Plans are reviewed using the "**Development Review Process.**" Plans are reviewed and a checklist of "comments" or items needing correction on the drawings is made. These comments are transmitted electronically two weeks from the submittal of the project.

After corrections have been made, final plans must be submitted for re-review and approval using a walk-through process or a drop-off process. Appointments are accepted although not required for this re-review process. Once compliance is demonstrated, a sign-off will be received from the specific section. Once all required sign-offs have been obtained, plans can be approved and appropriate permits issued.

G: Chapter 3 (2008)

Chapter 4. Building Plan Review & Permitting Process

Section 4.1. Building Plan Review & Permitting Process.

Before constructing a residential or non-residential building in the unincorporated area of the county, a building permit must be obtained. Refer to Section 4.2 for commercial permit procedure and section 4.3 for residential permit procedure.

Section 4.2. Commercial Building Permits.

The Building Permits Section of Planning & Development is responsible for the issuance of Building Permits in the unincorporated area of the county. A Commercial Building permit is required for all commercial, multi-family, and non-residential construction. The Building Permits Section maintains records for all building inspections performed and notifies all public utility companies once a Certificate of Occupancy or Certificate of Completion is issued by the Building Inspections Section.

1. General Information.

In order to obtain a Commercial Building Permit (after the plan review & approval process for commercial buildings), the following information or documents are needed:

- Complete and submit a Commercial Building Permit Application form.
- Provide one set of building plans approved by the Building Plan Review Unit and marked as “County Copy” (applies to non-residential, multifamily or one family dwellings greater than 5,000 square feet in area).
- Provide the original signed Building Plan Review & Permit Authorization Routing Form with all county agency signatures (applies to non-residential & multifamily).
- Provide Gwinnett County Occupational Tax Certificate Number or the number from another local government in Georgia (not required for homeowners).
- Provide the permit fee (checks payable to “Gwinnett County”). The maximum amount allowed per check is \$50,000.
- Provide copy of State License, authorized agent form, and authorized permit agent form (if different from authorized agent).

2. Building Permits Counter Process:

- Verify that the Contractor’s State License is active.
- Check for any Permit Holds on the property.
- Verify the zoning of the property.
- Obtain a Census Tract & Map Reference Number.
- Process the application & issue the Building Permit.
- Issue a Permit Yard Card (blue for non-residential & multifamily, yellow for residential).

3. Building Plan Review Process.

Before constructing a non-residential building in the unincorporated area of the county, building construction plans must be submitted, reviewed, and authorized for issuance of a building permit before a Building Permit may be issued. This review & authorization process is commonly referred to as the "**Development Review Process.**" These plans may be submitted concurrently or after the site development plans have been submitted.

- **Plan Submittal Deadline.**

The plan submittal deadline is 12:00 NOON each Tuesday (except holidays). If a Tuesday falls on a county holiday, the deadline is the normal county business day prior to the Tuesday holiday. Plans are submitted to the Development Review Section of Planning & Development.

- **Quantity of Plans & Associated Documents for Building Submittal.**

The quantity of plans and associated documents needed for plan review submittal are as follows:

- Six (6) sets of **Building Plans** and a Plan Review Application. The submittal “package consists of the following:

- Building Construction (BLD) Plan Review Application
- Architectural Plan
- Structural Plan
- Electrical Plan
- Mechanical Plan
- Plumbing Plan
- Soils Report (for any allowable soil bearing pressure greater than 2,000 p.s.f.)

- **Initial Plan Review Process.**

The Development Review Section is responsible for coordinating the Building Plan Review Process among the various governmental agencies involved. The Development Review Section generates a Weekly Submittal List from the information provided on a “Submittal (Application) Form.” This form is completed by the developer or designer and must accompany each plan submittal. The Development Review Section then provides each governmental agency a copy of the Weekly Submittal List and a copy of the drawings and documents received for each project early each Wednesday following the Tuesday submittal deadline. This gives the review agencies ten (10) business days to review plans and generate written correction reports or comments. These reports or comments are usually in a checklist format and consist of items that must be corrected or addressed prior to plan approval. The county agencies most involved with the review and authorization of building plans are:

- **Fire Plan Review** Section of Planning and Development
- **Building Plan Review** Section of Planning and Development
- **Water & Sewer Plan Review** Section of Planning and Development
- **Environmental Health** (restaurants, hotels/motels, food service and all building using septic tanks)

These agencies perform a review of your plans for code compliance with the Georgia State Minimum Standard Building Codes, National Fire Codes, and Gwinnett County Municipal Ordinances – refer to section 4.6 for a list of applicable codes.

- **Other state agency permits include but are not limited to the following: Georgia Department of Agriculture (food sales) and Georgia Department of Labor (elevators and boilers).**
- Ten (10) business days after the Tuesday plan submittal deadline, the Development Review Section assembles all of the governmental agency comments and/or checklists into a “comment package” and sends the comments electronically to the designer and/or developer. Included in each report is a staff contact name and phone number. It is not necessary to re-submit plans for a re-review using the Building Plan Review Process after corrections to the plans have been made and/or comments have been addressed. Instead, an “Appointment” or “Walk-Through” Re-Review Process is utilized for final review & authorization. An exception to the “Appointment” or “Walk-Through” Re-Review process is if there are an excessive amount of comments and issues to be addressed a “Drop-Off” process will be required and request for “Drop Off” can be found on the first page of the checklist.
- Once plans are deemed to comply with applicable codes, each agency “signs-off” on the permit authorization routing form. In addition, Building Plan Review and Fire Plan Review will stamp plans as “Authorized for Issuance of Building Permit”. Building Plan Review will provide the developer or contractor with both a “Job Site Set” and a “County Set” of authorized for permit building plans. The contractor must submit the “County Set” of authorized for permit plans to the Permits Department when obtaining the Building Permit. Also, an electronic copy (CD) of the authorized for permit drawings must be submitted to Fire Plan Review.
- The entire process may take an average of 2 to 6 weeks. However, if a Variance or Waiver is needed, the time required could be longer. Plan approval depends upon site and building constraints.

4. Appointment Plan Re-Review & Approval Process.

Once plans are revised an appointment may be scheduled by the developer or designer with a plan reviewer. An appointment saves waiting time in the lobby. Call the plan reviewer that you need to see to set up an appointment.

5. Drop Off- Ten (10) Day Plan Re-Review Process.

Revised plans are “dropped-off” by the developer or designer to the specific Department Section that required the drop off. Expect ten (10) business days for re-review by that Department Section. The drop-off process is used specifically for the Department Section that requested it. For the remaining Department Sections, who did not require a “drop-off”, the “Appointment” or “Walk Through” re-review process can be used.

6. Drop Off- Five (5) Day Plan Re-Review Process.

Revised plans are “dropped-off” by the developer or designer to the specific Department Section that required the drop off. Expect five (5) business days for re-review by that Department Section. The drop-off process is used specifically for the Department Section that requested it. For the remaining Department Sections, who did not require a “drop-off”, the “Appointment” or “Walk Through” re-review process can be used.

7. Walk-Through Plan Re-Review & Approval Process.

Revised plans are "walked through" for re-review & approval by the developer or designer to each governmental agency demonstrating compliance with each item on their comment or checklist report. A "**Building Plan Review & Permit Authorization Routing Form**" will be included in each package of review comments. The developer or designer must use this form to obtain original approval signatures from each governmental agency noted on the form.

8. Commercial Interior Finish Building Permits.

A Building Permit is required for changes or new construction to the interior of non-residential buildings. An **Interior Finish Permit** is typically for construction in a tenant space in an office, warehouse or retail center. A "**Whitebox**" **Interior Finish Permit** is for construction in a space that does not have an assigned tenant at the time of obtaining a permit. A **Tenant Change Permit** is required for each new tenant in a previously occupied space in which no construction is proposed and in which the proposed type of occupancy is the same as the previous tenant. Each of the three types of permits can usually be obtained using a "walk-through" review & authorization process. The county agencies involved in the plan review & authorization process are as follows:

- **Current Planning Section of P&D** (allowable occupancies and uses by zoning of the property)
 - Verify zoning of property, whether or not the property is located in an Overlay District, and any additional use restrictions contained in conditions of zoning approval adopted by Resolution of the Board of Commissioners. Contact the **Current Planning Section** of Planning & Development in person or by calling 678.518.6200 for this information. A street address or Map Reference Number (Tax Account Number) will be needed. Typical office hours for the Current Planning Section are 8 am to 5 pm, Monday through Friday, except holidays.
- **Development Review Section of P&D** (issue Interior Finish Plan Review application and verify allowed zoning uses).
- **Building Plan Review Section of P&D** (construction codes including architectural, structural, electrical, mechanical, plumbing systems & components, conditions of zoning approval regarding architectural elements). A separate permit is required for racking and shelving.
- **Fire Plan Review Section of P&D** (life safety, fire protection & accessibility codes). A separate permit is required for kitchen hoods and fire sprinklers.
- **Sewer Plan Review Section of P&D** (bakeries, restaurants, chemical users such as auto repair, car washes, dry cleaners, film developers, manufacturing, etc.). A separate permit is required for grease traps.
- **Environmental Health** (restaurants, hotel/motels, businesses with designated smoking areas, or using septic tanks).
 - Environmental Health is located at 455 Grayson Highway, Suite 600, Lawrenceville,. Typical office hours are 8 am to 4:30 pm, Monday through Friday, except holidays.
- **Building Permits Section of P&D** (submit permit application, drawings authorized for permit, and purchase building permit).

- Sign in at the **Building Permits Counter** to obtain the Building Permit. Provide the authorized for permit drawings stamped “**County Copy**” and the completed signed-off Interior Finish Plan Review Application with original signatures at the counter. A Building Permit Application form must be completed and the permit fee attached. The Building Permit Application form can be obtained in-person at the Building Permits Counter, by calling 678.518.6020, or at the county’s web page in the “A-Z Index” under “B.” Typical office hours of the Building Permits Counter are 8 am to 4 pm, Monday through Friday, except holidays.

Section 4.3. Residential Building Permits.

The Building Permits Section of Planning & Development is responsible for the issuance of Building Permits in the unincorporated area of the county. A Residential Building Permit is required for single family houses, duplexes, attached townhouses, and accessory structures. This section gives a step by step process for building a new home, or building an addition to a home,

1. Building Permits for New One Family Dwellings in Recorded Exemption Plats or Acreage.

If a residential lot is an acreage tract or is located within the boundary of an approved Exemption Plat, the following information is necessary to obtain a Building Permit:

- Obtain and provide a copy of the plat of the property that has been recorded in the Real Estate Records Office of the Clerk of Superior Court. The copy of the plat must contain a plat book and page number and must be an existing lot of record or part of an approved Exemption Plat.
- Complete and submit a Building Permit Application form.
- Complete and submit an Erosion Control & Solid Waste Management Affidavit.
- Provide proof of the issuance of a Septic Tank Permit from Environmental Health or provide proof the issuance of a Sewer Connection Permit from Sewer Plan Review Section.
- Provide proof of an approved Water Meter installation application from Water Plan Review Section.
- Provide the permit fee (checks payable to “Gwinnett County”).
- Provide copy of State License, authorized agent form, and authorized permit agent form (if different form authorized agent).

2. Building a New Home – Building Permit Requirements.

Step 1 - Verify the Lot is an Approved Building Lot (i.e. “Buildable Lot of Record”).

- **Five (5) or Fewer Lot Divisions (i.e. “Exemption Plats”).**
All new lots, parcels or tracts of land created or divided after January 5, 1988 must be reviewed and approved by P&D before a Building Permit can be issued. A copy of the approved & recorded Exemption Plat must be attached to the Building Permit Application. Visit P&D’s Development Review Section or call 678.518.6010 for Exemption Plat information.
- **Lots Shown on a Final Subdivision Plat (usually more than 5 lots).**
A copy of a Final Plat is not required to accompany a Building Permit Application.
- **Special Building Permit “Holds.”**

Building Permit “holds” are usually noted on Exemption and Final Plats. Visit P&D’s Building Permits Section or call 678.518.6020 to obtain information about these special “holds” on a lot that must be satisfied before a Building Permit may be issued. Typical “holds” require approval of a House Location Plan (HLP) by P&D’s Development Review Section (678.518.6010) or a Residential Drainage Plan (RDP) approved by the Storm Water Management Section (678.518.6150). A copy of the approved HLP or RDP must be attached to the Building Permit Application.

Step 2 – Obtain a Sewage Disposal Permit (Private Septic Tank or County Sewer).

• **Septic Tank System.**

If the lot is to be served by a private septic tank system, a separate Septic Tank Permit must be obtained from the Environmental Health Department, 455 Grayson Highway, Suite 600, Lawrenceville, Georgia 30045. Information and forms may be obtained by calling 770.963.5132. A copy of the Septic Tank Permit must be attached to the Building Permit Application. A Building Permit for “tank in first” septic tank permits must be obtained prior to land disturbing

• **County Sewer System:**

- **Exemption Plat Lots** - A separate Sewer Connection Permit must be obtained from the Department of Public Utilities, 684 Winder Highway, Lawrenceville, Georgia 30045. Information and forms may be obtained by calling 678.376.6700. A copy of the Sewer Connection Permit must be attached to the Building Permit Application.
- **Final Subdivision Plat Lots** - Lots located in an approved Final Subdivision Plat are issued the Sewer Connection Permit as part of the Building Permit.

Step 3 - Obtain a Water System Connection/Meter Permit.

- **Exemption Plat Lots** - A separate Water System Connection/Meter Permit must be obtained from the Department of Public Utilities, 684 Winder Highway, Lawrenceville, Georgia 30045. Information and forms may be obtained by calling 678.376.6700. A copy of the Water System Connection/Meter Permit must be attached to the Building Permit Application.
- **Final Subdivision Plat Lots** - Lots located within an approved Final Subdivision Plat are issued the Water System Connection/Meter Permit as part of the Building Permit.

Step 4 - Obtain the Following Forms: 1) Building Permit Application, 2) Erosion Control & Solid Waste Management Affidavit, and 3) Energy Code Compliance Affidavit.

Application & affidavit forms may be obtained by visiting P&D’s Building Permits Counter or by calling 678.518.6020.

Step 5 – Obtain a Building Permit at the Building Permits Counter of P&D.

Submit the Building Permit Application, Erosion Control & Solid Waste Management Affidavit, Energy Code Compliance Affidavit, approved HLP, RDP or Exemption Plat (as appropriate), and fees (building permit, water & sewer). Exception: homes 5,000 or more square feet or greater than 3 stories in height also require structural plans sealed by a registered architect or engineer and plan review approval by P&D’s Building Plan Review Section before a Building Permit may be issued.

Other Information.

Building Permits for new homes include electrical, HVAC and plumbing installation; separate permits are not required. However, Georgia licensed electrical, HVAC and plumbing subcontractors must submit **Subcontractor Affidavit** forms to P&D at least two (2) days prior to requesting their inspections. Inspections are requested by calling P&D’s 24/7 automated phone line at 678.518.6277.

Building Permits for New One Family Dwellings Served by County Sewer and/or Water & in Recorded Subdivisions.

If a residential lot is located within the boundary of a recorded subdivision served by county water and/or sewer, the Building Permits Section will issue the water and/or sewer connection permits at the same time as the Building Permit. This “one stop permit” eliminates the need to obtain separate permits from the Water and Sewer Plan Review Section for water & sewer connections.

3.Finishing a Basement to a Home – Building Permit Requirements.

Step 1 – Obtain Approval from the Environmental Health Department if the Home is Served by a Private Septic System. (Note: If served by the county sewer system, this step is NOT required).

If the home is served by a private septic tank system, Environmental Health, 455 Grayson Highway, Lawrenceville, must approve the basement finish before a Building Permit can be issued. The purpose for this approval is to ensure that the existing or proposed septic tank & drain field is sized appropriately, especially if bedrooms are proposed. Information and forms can be obtained by calling 770.963.5132. Documentation of approval by Environmental Health must be attached to the Building Permit Application.

Step 2 – Prepare & Submit a Basement Floor Plan.

The applicant for a building permit must prepare a “Floor Plan” of the proposed finished basement area. This plan must be drawn “to scale.” All rooms must be labeled for their purpose. Each sleeping room must meet the **Emergency Escape Requirements of Section R310 of the International Residential Code**. The floor plan must be attached to the Building Permit Application.

Step 3 – Obtain the Following Forms from P&D: 1) Building Permit Application, 2) Erosion Control & Solid Waste Management Affidavit, and 3) Energy Code Compliance Affidavit.

Application & affidavit forms may be obtained by visiting P&D’s Building Permits Counter or by calling 678.518.6020.

Step 4 – Obtain Building Permit at the Building Permits Counter of P&D.

Submit the Building Permit Application, Erosion Control & Solid Waste Management Affidavit, Energy Code Compliance Affidavit, Basement Floor Plan, and permit fee. The fee, rounded to the nearest dollar, is calculated as follows: \$41.44 multiplied by the total heated square feet and the result then multiplied by \$0.006, and \$6 per \$1,000 of estimated construction cost for each unheated square foot (minimum fee is \$30), plus a \$25 Certificate of Occupancy fee. Fees must be paid at time of permit issuance.

Other Information.

The Building Permit includes any electrical, HVAC and plumbing systems (as applicable). Separate permits for this work are not required. State licensed electrical, HVAC and plumbing subcontractors must submit Subcontractor Affidavit forms to P&D at least two (2) days prior to requesting their inspections. Inspections are requested by calling P&D’s 24 / 7 automated inspection line at 678.518.6277. Homeowners installing electrical, HVAC and plumbing systems themselves must also submit these affidavits. The Building Permit Yard Card must be posted at the site & be visible from the street. The submitted “Floor Plan” must also be kept present. Electrical, HVAC and plumbing rough-in inspections, followed by a framing inspection, must be scheduled and successfully passed prior to scheduling a final inspection. Prior to occupancy, a final inspection must be scheduled,

successfully passed, and a Certificate of Occupancy obtained. The final inspection will include final electrical, HVAC and plumbing.

Emergency Escape & Rescue Openings for Homes: Excerpt from the Residential Building Code Section R310.

The following is an excerpt from Section R301 of the Residential Building Code regarding emergency escape & rescue openings in a dwelling. These requirements apply when building a new home, adding on to a home and when finishing a basement in a home.

R310.1 Emergency Escape and Rescue Required. *Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue window or exterior door opening for emergency escape and rescue. Where openings are provided as means of escape and rescue, they shall have a sill height of not more than 44 inches above the floor. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section R310.3. The net clear opening dimensions required by this section shall be obtained by the normal operation of the window or door opening from the inside. Escape and rescue window openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section R310.2.*

R310.1.1 Minimum Opening Area. *All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet. **Exception:** Grade floor openings shall have a minimum net clear opening of 5 square feet.*

R310.1.2 Minimum Opening Height. *The minimum net clear opening height shall be 24 inches.*

R310.1.3 Minimum Opening Width. *The minimum net clear opening width shall be 20 inches.*

R310.1.4 Operational Constraints. *Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.*

- Note: “**net clear opening**” means the actual airspace through which a person could exit when the window is open.
- Note: using the minimum width and height of an opening will not equal the minimum required opening area for escape.

4. Building an Addition to a Home – Building Permit Requirements.

Step 1 – Obtain Approval from the Environmental Health Department for Homes Served by a Private Septic System (Note: If the home is served by the county sewer system, this step is NOT required).

If the home is served by a private septic tank system, Environmental Health, 455 Grayson Highway, Lawrenceville, Georgia, must review & approve the location of the addition on the lot before a Building Permit can be issued. The purpose of this review is to ensure that the existing or proposed septic tank & drain field are not affected by the location of the addition as well as sized appropriately based upon the number of bedrooms. Information and forms can be obtained by calling 770.963.5132. Documentation of approval by Environmental Health must be attached to the Building Permit Application.

Step 2 – Submit a “Building Addition Location Plan” for Review & Approval by the Development Review Section of P&D.

The applicant for a building permit must submit a “Building Addition Location Plan” to the Development Review Section of P&D for approval. Office hours of this section are 8 AM to 4 PM, Monday through Friday, except holidays.

- **Purpose** - The purpose of the plan is to verify compliance with county regulations regarding: building setbacks from property lines; encroachments into drainage or sewer easements; stream buffers; zoning buffers; floodplain encroachments; Chattahoochee River Corridor impervious surface & clearing percentage limits; and, Alcovy River & Big Haynes Creek Watershed stream buffers & impervious surface setbacks.
- **Building Addition Location Plan** – This plan must be drawn to scale such as 1”=10’, 1”=20’, etc. It must show the lot boundaries, location of the existing home and driveway, easements, streams, buffers, etc., and the location of the proposed addition to the home. A copy of the survey many people obtain at loan closing is frequently used for this purpose. Also, a copy of the lot made from the recorded Final Subdivision Plat (available at the Deed Record’s Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville) may be used to prepare this plan.

Step 3 – Obtain the Following Forms from P&D: 1) Building Permit Application, 2) Erosion Control & Solid Waste Management Affidavit, and 3) Energy Code Compliance Affidavit.

Application & affidavit forms may be obtained by visiting P&D’s Building Permits Counter, on-line from the county’s web page at the “A-Z Index” or by calling 678.518.6020.

Step 4 – Obtain Building Permit at the Building Permits Counter of P&D.

Submit the Building Permit Application, Erosion Control & Solid Waste Management Affidavit, Energy Code Compliance Affidavit, approved “Building Addition Location Plan,” and permit fee. The fee, rounded to the nearest dollar, is calculated as follows: \$41.44 multiplied by the total heated square feet and the result then multiplied by \$0.006, and \$6 per \$1,000 of estimated construction cost for each unheated square foot (minimum fee is \$30), plus a \$25 Certificate of Occupancy fee. Fees must be paid at time of permit issuance.

Other Information.

The Building Permit includes any electrical, HVAC and plumbing systems (as applicable). Therefore, separate permits for this work are not required. State licensed electrical, HVAC and plumbing subcontractors must submit Subcontractor Affidavit forms to P&D at least two (2) days prior to requesting their inspections. Inspections are requested by calling P&D’s 24 / 7 automated inspection line at 678.518.6277. Homeowners installing electrical, HVAC and plumbing systems themselves must also submit these affidavits. The Building Permit Yard Card must be posted at the site & be visible from the street. The approved “Building Addition Location Plan” must also be kept present. Footing, foundation, electrical, HVAC, and plumbing rough-in inspections, followed by a framing inspection, must be scheduled and successfully passed prior to scheduling a final inspection. Prior to occupancy, a final inspection must be scheduled, successfully passed, and a Certificate of Occupancy obtained. The final inspection will include final electrical, HVAC and plumbing.

5. Deck Additions to a Home - Building Permit Requirements.

Step 1 – Obtain Approval from the Environmental Health Department for Homes Served by a Private Septic System (Note: If the home is served by the county sewer system, this step is NOT required).

If the home is served by a private septic tank system, Environmental Health, 455 Grayson Highway,

Lawrenceville, Georgia, must review & approve the location of the deck on the lot before a Building Permit can be issued. The purpose of this review is to ensure that the existing septic tank & drain field is not affected by the location of the deck. Information and forms can be obtained by calling 770.963.5132. Documentation of approval by Environmental Health must be attached to the Building Permit Application.

Step 2 – Submit a “Deck Addition Location Plan” for Review & Approval by the Development Review Section of P&D.

The applicant for a building permit must submit a “Deck Addition Location Plan” to the Development Review Section of P&D for approval. Office hours of this section are 8 AM to 4 PM, Monday through Friday, except holidays.

- **Purpose.** The purpose of the plan is to verify compliance with county regulations regarding: building setbacks from property lines; encroachments into drainage or sewer easements; stream buffers; zoning buffers; floodplain encroachments; Chattahoochee River Corridor impervious surface & clearing percentage limits; and, Alcovy River & Big Haynes Creek Watershed stream buffers & impervious surface setbacks.
- **Deck Addition Location Plan.** This plan must be drawn to scale such as 1”=10’, 1”=20’, etc. It must show the lot boundaries, location of the existing home and driveway, easements, streams, buffers, etc., and the location of the proposed deck. A copy of the survey many people obtain at loan closing is frequently used for this purpose. Also, a copy of the lot made from the recorded Final Subdivision Plat (available at the Deed Record’s Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville) may be used to prepare this plan.
- **General Location Information.** Deck additions must be located in the rear or side yard, at least 5 feet from a side or rear property line (note: corner lots have two (2) front yards) and at least the front setback distance from all streets on corner lots (see Final Plat of subdivision). Increased setbacks are required when streams or easements are present.

Step 3 – Obtain the Following Forms from P&D: 1) Building Permit Application, & 2) Erosion Control & Solid Waste Management Affidavit.

Application & affidavit forms may be obtained by visiting P&D’s Building Permits Counter, on-line from the county’s web page at the “A-Z Index” or by calling 678.518.6020.

Step 4 – Obtain Building Permit at the Building Permits Counter of P&D.

Submit the Building Permit Application, Erosion & Sediment Control (Residential) and Solid Waste Management Affidavit, approved “Deck Addition Location Plan,” and permit fee. The fee, rounded to the nearest dollar, is calculated as follows: \$6 per \$1,000 of estimated construction cost (minimum fee is \$30), plus a \$25 Certificate of Completion fee. Fees must be paid at time of permit issuance.

Other Information.

The Building Permit includes electrical system installation (if applicable). Therefore, a separate permit for this work is not required. State licensed electrical subcontractors must submit a Subcontractor Affidavit form to P&D at least two (2) days prior to requesting inspections. Inspections are requested by calling P&D’s 24 / 7 automated inspection line at 678.518.6277. Homeowners installing electrical systems themselves must also submit this affidavit. The Building Permit Yard Card must be posted at the site & be visible from the street. The approved “Deck Addition Location Plan” must also be kept present. Footing and electrical rough-in inspections must be scheduled and successfully passed prior to scheduling a final inspection. Prior to use or occupancy, a final inspection must be scheduled, successfully passed, and a Certificate of Completion obtained. The final inspection includes a final electrical (if applicable).

6. Accessory Buildings (Residential) Building Permit Requirements.

Step 1 – Obtain Approval from the Environmental Health Department for Homes Served by a Private Septic System (Note: If the home is served by the county sewer system, this step is NOT required). If the home is served by a private septic tank system, Environmental Health, 455 Grayson Highway, Suite 600, Lawrenceville, must review & approve the location of the building on the lot before a permit can be issued. The purpose of this review is to ensure that the existing septic tank & drain field is not affected by the location of the building. Information and forms can be obtained by calling 770.963.5132. Proof of approval by Environmental Health must be attached to the Building Permit Application.

Step 2 – Submit an “Accessory Building Location Plan” for Review & Approval by the Development Review Section of P&D. The applicant for a permit must submit an “Accessory Building Location Plan” to the Development Review Section of P&D for approval. Office hours are 8 am to 4 pm, Monday through Friday, except holidays.

- **Purpose.** The purpose of the plan is to verify compliance with county regulations regarding: building setbacks from property lines; encroachments into drainage or sewer easements; stream buffers; zoning buffers; floodplain encroachments; Chattahoochee River Corridor impervious surface & clearing percentage limits; and, Alcovy River & Big Haynes Creek Watershed stream buffers & impervious surface setbacks.
- **Building Addition Location Plan.** This plan must be drawn to scale such as 1”=10’, 1”=20’, etc. It must show the lot boundaries, location of the existing home and driveway, easements, streams, buffers, etc., and the location of the proposed accessory building. For an example see page 4.18 of this section. A copy of the survey many people obtain at loan closing is frequently used for this purpose. Also, a copy of the lot made from the recorded Final Subdivision Plat (available at the Deed Record’s Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville) may be used to prepare this plan.
- **Size, Materials and General Location Information.** Accessory buildings cannot be larger than the home and cannot be located on vacant lots. Buildings greater than 550 square feet cannot have metal exterior walls unless a Special Use Permit is applied for and approved by the Planning Commission & Board of Commissioners after public hearings (exception: RA-200 zoning district). These buildings must be located in the rear yard, at least 5 feet from any side or rear property line (note: corner lots have two (2) front yards) and at least the front setback distance from all streets on corner lots (see Final Plat of subdivision). Increased setbacks are required when streams or easements are present.

Step 3 – Obtain the Following Forms from P&D: 1) Building Permit Application, & 2) Erosion Control & Solid Waste Management Affidavit. Application & affidavit forms may be obtained by visiting the Building Permits Counter, in person, on-line at the county’s web page www.gwinnettcounty.com (“A-Z Index”) or by calling 678.518.6020.

Step 4 – Obtain Building Permit at the Building Permits Counter of P&D. Submit the Building Permit Application, Erosion Control & Solid Waste Management Affidavit, approved “Accessory Building Location Plan,” and permit fee. The fee, rounded to the nearest dollar, is calculated as follows: \$6 per \$1,000 of estimated construction cost (minimum fee is \$30). Fees must be paid at time of permit issuance.

Other Information. The Building Permit includes electrical installation (if applicable). Therefore, a

separate permit for this work is not required. State licensed electrical subcontractors must submit a Subcontractor Affidavit form to P&D at least two (2) days prior to requesting inspections. Inspections are requested 24 / 7 by calling the “AIRS system” at 678.518.6277. Homeowners installing electrical systems themselves must also submit this affidavit. The Building Permit Yard Card must be posted at the site & be visible from the street. The approved “Building Addition Location Plan” must also be kept present. Footing and electrical rough-in inspections must be scheduled and successfully passed prior to scheduling a final inspection. Prior to use or occupancy, a final inspection must be scheduled, successfully passed, and a Certificate of Occupancy obtained. The final inspection includes a final electrical.

7. Residential Swimming Pool Building Permits.

This provides general guidance in obtaining a Building Permit from Planning & Development (P&D) for a Residential Swimming Pool on a one or two family lot. A **Residential Swimming Pool** is defined as “any structure intended for noncommercial swimming or recreational bathing that contains water over 24 inches deep including inground, aboveground, and onground swimming pools, hot tubs, and spas.” Office hours to obtain plan approvals & permits are 8 am to **4 pm**, Monday through Friday, except holidays. A Building Permit must be obtained prior to any land disturbance, installation or construction.

Step 1. Inground & Aboveground Swimming Pools Only - Obtain Approval from the Environmental Health Department for Homes Served by a Private Septic System

(Note: If the home is served by the county sewer system, this step is NOT required). If

the home is served by a private septic tank system, Environmental Health, 455 Grayson Highway, Suite 600, Lawrenceville, must review & approve the location of **inground** or **aboveground** swimming pools on a lot before a permit can be issued. A 10-foot setback from the septic tank & drain field is required. The purpose of this review is to ensure that the existing septic tank & drain field is not affected by the pool’s location. Information and forms can be obtained by calling 770.963.5132. Proof of approval by Environmental Health must be attached to the Building Permit Application.

Step 2. Submit a “Swimming Pool Location Plan” for Review & Approval by the Development

Review Section. The permit applicant must submit a “Swimming Pool Location Plan” to the Development Review Section of P&D for approval. Office hours are 8 am to **4 pm**, Monday through Friday, except holidays.

- **Purpose.** The purpose of the plan is to verify compliance with county regulations regarding: rear yard location, building setbacks from property lines; non-encroachment into drainage or sewer easements; stream buffers; zoning buffers; floodplain encroachments; Chattahoochee River Corridor impervious surface & clearing percentage limits; and, Alcovy River & Big Haynes Creek stream buffers & impervious surface setbacks.
- **Swimming Pool Location Plan.** This plan must be drawn legibly to a scale such as 1”=10’, 1”=20’, etc. It must show the lot boundaries, the existing home and driveway, easements, streams, buffers, septic tank/drain field (if applicable), and the location of the proposed pool, and its protective barriers, decking and pumps, all with distances labeled to property lines. A copy of the survey many people obtain at loan closing is frequently used for plan preparation. Also, a copy of the recorded Final Subdivision Plat (visit the Deed Record’s Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville) may be used to prepare this plan.

- **General Location Information.** Pools & their associated structures such as decking (wood, concrete, etc.), pumps, and diving boards cannot be located on vacant lots or in easements. They must be located in the rear yard, setback at least 5 feet from any side or rear property line (note: corner lots have two (2) front yards) and at least the front setback distance from all streets on corner lots (see subdivision Final Plat). Encroachments into stream buffers are not allowed.
- **Protective Barriers/Enclosures.**
- **Inground** pools must have at least a 4-foot high protective barrier surrounding the pool.
- **Aboveground** or **onground** pools at least 4 feet high do not require a protective barrier. This is because the wall of the pool serves as the 4-foot barrier as long as the ladder or steps are capable of being secured, locked or removed to prevent access, or if the ladder or steps are surrounded by a barrier at least 4 feet high. However, if these type pools are less than 4 feet high, a protective barrier must be provided so that the total barrier height is at least 4 feet.
- **Walls of a Dwelling.** These may serve as part of the required barrier as follows: 1) if all doors accessing the pool from the wall are equipped with an audible warning device, sounding for at least 30 seconds, that is activated when the door and its screen are opened; or, 2) if the pool is equipped with a power safety cover that complies with ASTM F 1346-1991.
- **Barrier Openings & Access Protection.** Openings in any barrier shall not allow passage of a 4-inch diameter sphere. All access gates to the pool shall be self-closing & self-latching & shall be equipped with a locking device.
- **Fences in 100-Year Floodplains.** Although allowed, they must have openings sufficiently large to pass water & debris.

Step 3. Obtain the Following Forms from P&D: 1) Building Permit Application, 2) Residential Erosion Control & Solid Waste Management Affidavit, & 3) Residential Swimming Pool Construction Affidavit. Application & affidavit forms may be obtained by visiting P&D's Building Permits Counter, on-line from the county's web page at the "A-Z Index" or by calling 678.518.6020.

Step 4. Obtain Building Permit at the Building Permits Counter of P&D. Submit the Building Permit Application, Erosion Control & Solid Waste Management Affidavit, Residential Swimming Pool Construction Affidavit, approved "Swimming Pool Location Plan," and permit fee. The fee, rounded to the nearest dollar, is calculated as follows: \$6 per \$1,000 of estimated construction cost (minimum fee is \$30) plus \$25 for Residential Certificate of Occupancy or \$50 for Commercial Certificate of Occupancy. Fees must be paid at time of permit issuance.

Inspections. The Building Permit includes electrical & plumbing installation. Separate permits for this work is not required. State licensed electrical & mechanical subcontractors must submit a Subcontractor Affidavit form to P&D at least two (2) days prior to requesting inspections. Inspections are requested by calling the 24 / 7 automated inspection request system at 678.518.6277. Homeowners installing electrical & mechanical systems themselves must also submit these affidavits. The Building Permit Yard Card must be posted in a location visible from the street. The approved "Swimming Pool Location Plan" must also be available during inspections. The following inspections must be approved and a Certificate of Occupancy (CO) issued prior to pool use or its occupancy:

- **Site Location, Erosion & Sediment Control, Temporary Protective Barriers, & Reinforcing Steel or Basket Inspection.**
- **Electrical Light Bonding Inspection.**
- **Air Test Inspection of Pool Pump Lines (performed in conjunction with Light Bonding or Electrical Rough-In Inspection).**
- **Electrical Rough-In Inspection.**
- **Mechanical Inspection (if pool is heated with gas).**
- **Final Inspection.** This inspection includes final electrical, structural & mechanical (as applicable). Installation of required barriers and alarms is verified. If successfully passed, **AND with required barriers in place**, a Certificate of Occupancy (CO) can be issued and the pool can be used.

Sewer System Connection. National & state water quality laws do not allow pools to be connected to the sanitary sewer system. The concentration of chlorine in the water would harm the safe operation of the sewer treatment system.

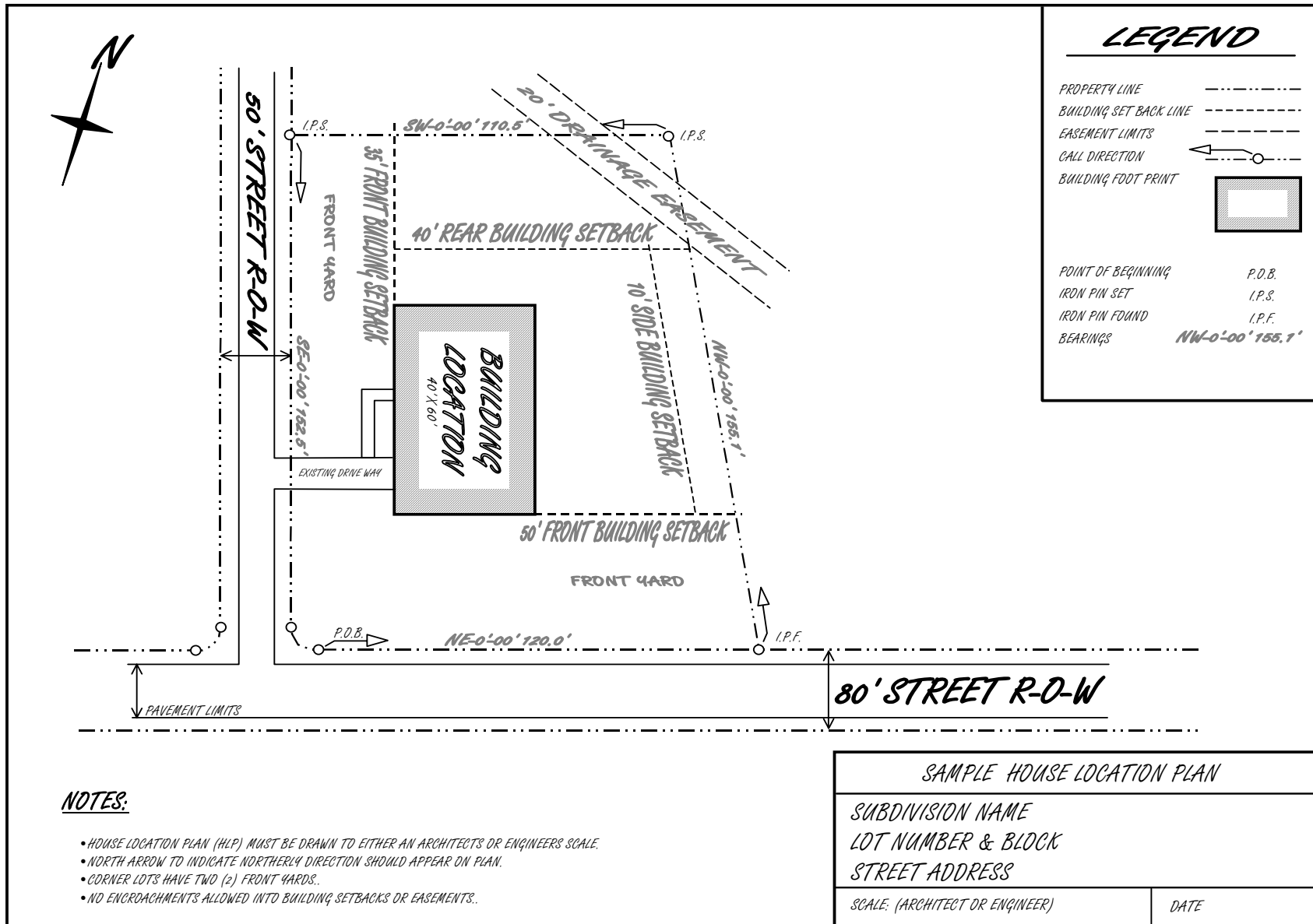
Draining a Pool. County law does not address whether or not a pool may be drained onto private property. However, it is recommended that one be a good neighbor & seek approval if one drains a pool onto a neighbor's property. It is possible that Georgia nuisance law may cover this through the filing of a private lawsuit.

8. House Location Plan (HLP) for New Homes.

Planning & Development sometimes requires a notation on a Final Plat that a House Location Plan (HLP) must be approved prior to the issuance of a Building Permit for a new home. The purpose of a HLP is to ensure that the proposed home is located properly on the lot due to unusual conditions such as lot line configuration or the location of easements. A HLP is submitted to the Development Review Section for review and approval to ensure that setback requirements are met and that easements are kept free & clear of encroachments. A HLP does not have to be drawn by a surveyor or an engineer. However, it must be drawn “to scale” using either an engineer or architect’s scale. A HLP can be drawn by anyone as long as it is legible and is drawn at a measurable scale. Approval of a HLP makes the builder aware of location constraints on a lot. A HLP should show the following (as applicable) on the plan:

- a. Boundary lines of the lot with distances & bearings.
- b. Location & names of all abutting streets or other street rights-of-way.
- c. Minimum required front, side & rear building setback lines with dimensions.
- d. The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines.
- e. Location & dimensions of any water, sewer, drainage or other easements, storm water management facilities, septic tank, and septic tank drain field located on the lot.
- f. Subdivision name, lot & block designation.
- g. North arrow & scale.
- h. 100-year floodplain limits, any applicable stream buffers or other special building setback lines.
- i. Any other applicable requirements of the Zoning Resolution or conditions of zoning approval.

A sample House Location Plan is found on the following page:

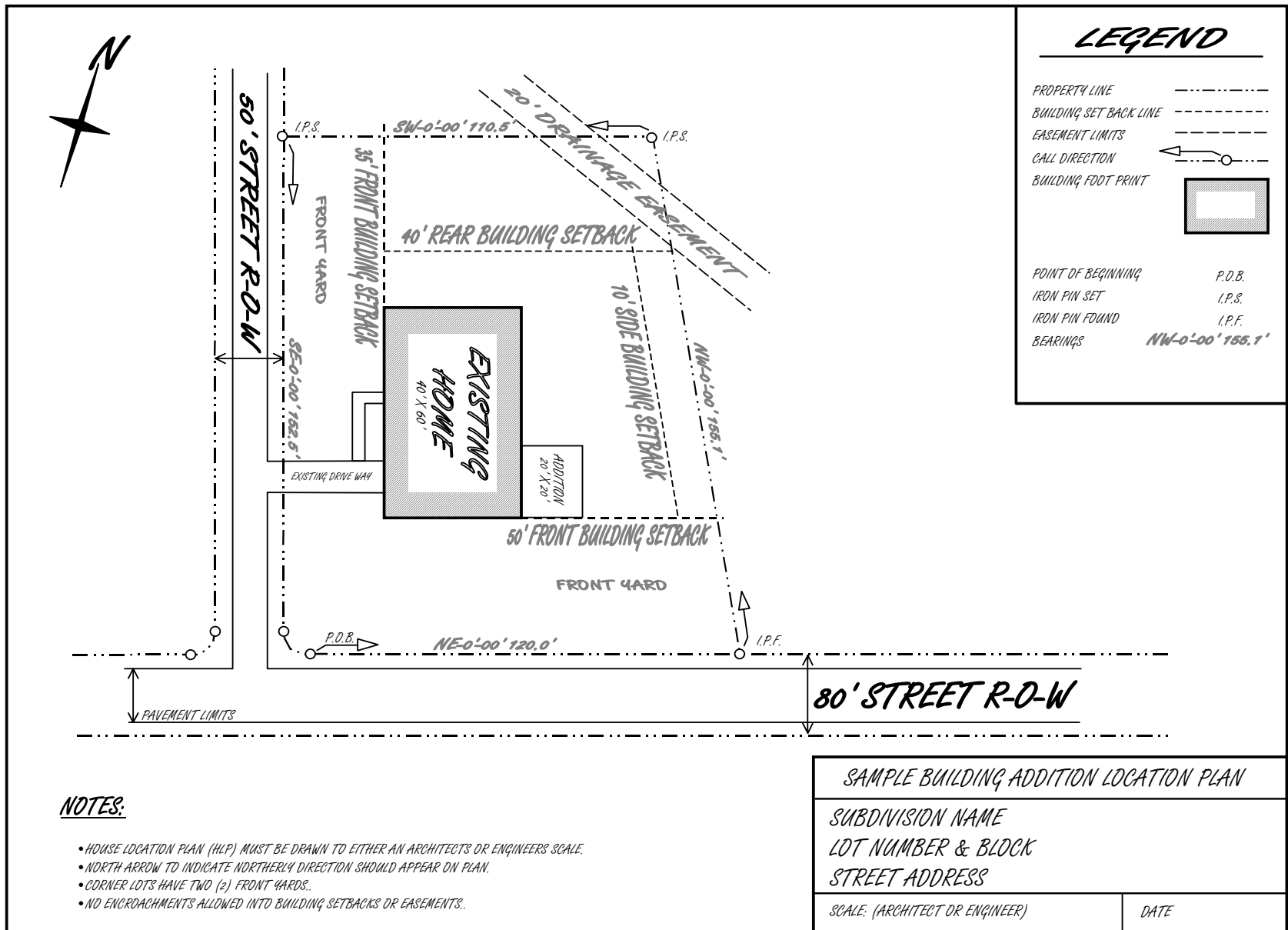


9. Building Addition Location Plan (BALP) for Home Additions.

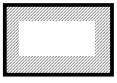
Planning & Development requires a Building Addition Location Plan (BALP) to be submitted for additions to a home. The BALP must be approved prior to the issuance of a Building Permit for the addition. A BALP is submitted to the Development Review Section for review and approval to ensure that setback requirements are met and that easements are kept free & clear of encroachments. A BALP does not have to be drawn by a surveyor or an engineer. However, it must be drawn “to scale” using either an engineer or architect’s scale. A BALP can be drawn by anyone as long as it is legible and is drawn at a measurable scale. Approval of a BALP makes the property owner & contractor aware of location constraints on a lot. A BALP should show the following (as applicable) on the plan:

- a. Boundary lines of the lot with distances & bearings.
- b. Location & names of all abutting streets or other street rights-of-way.
- c. Minimum required front, side & rear building setback lines with dimensions.
- d. The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines.
- e. Location & dimensions of any water, sewer, drainage or other easements, storm water management facilities, septic tank, and septic tank drain field located on the lot.
- f. Subdivision name, lot & block designation.
- g. North arrow & scale.
- h. 100-year floodplain limits, any applicable stream buffers or other special building setback lines.
- i. Any other applicable requirements of the Zoning Resolution or conditions of zoning approval.

A sample Building Addition Location Plan is found on the following page:



LEGEND

- PROPERTY LINE -----
- BUILDING SET BACK LINE -----
- EASEMENT LIMITS -----
- CALL DIRECTION ←
- BUILDING FOOT PRINT 

- POINT OF BEGINNING P.O.B. ○
- IRON PIN SET I.P.S. ○
- IRON PIN FOUND I.P.F. ○
- BEARINGS NW-0°-00' 155.1'

NOTES:

- HOUSE LOCATION PLAN (HLP) MUST BE DRAWN TO EITHER AN ARCHITECT'S OR ENGINEERS SCALE.
- NORTH ARROW TO INDICATE NORTHERLY DIRECTION SHOULD APPEAR ON PLAN.
- CORNER LOTS HAVE TWO (2) FRONT YARDS.
- NO ENCROACHMENTS ALLOWED INTO BUILDING SETBACKS OR EASEMENTS.

SAMPLE BUILDING ADDITION LOCATION PLAN

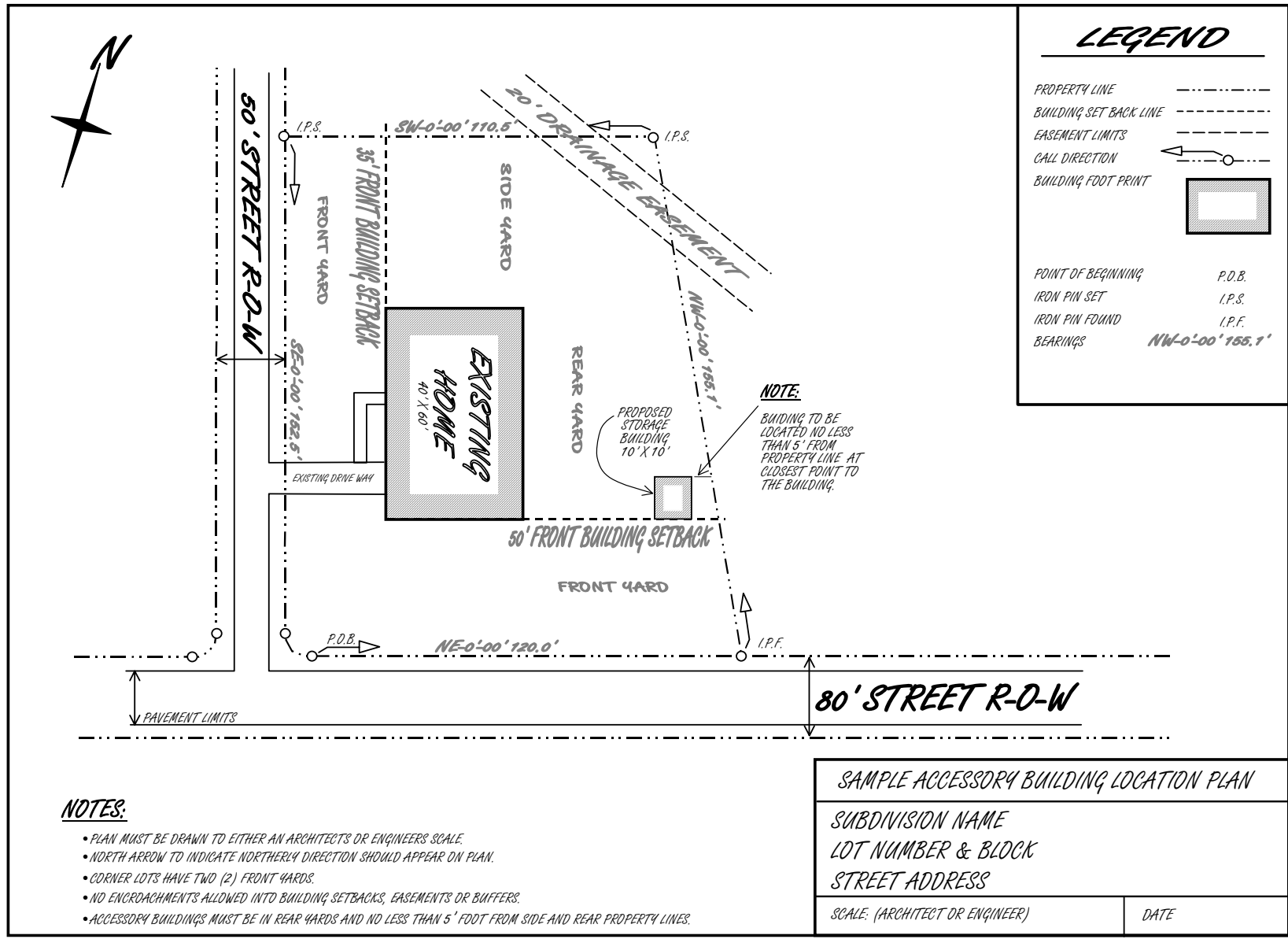
SUBDIVISION NAME	
LOT NUMBER & BLOCK	
STREET ADDRESS	
SCALE: (ARCHITECT OR ENGINEER)	DATE

10. Accessory Building Location Plan (ABLP) on Residential Lots.

Planning & Development requires an Accessory Building Location Plan (ABLP) to be submitted in order to obtain a Building Permit for accessory buildings on residential lots. The most common accessory buildings are storage buildings and detached garages. The ABLP must be approved prior to the issuance of a Building Permit for the accessory building. An ABLP is submitted to the Development Review Section for review and approval to ensure that the rear yard location and setback requirements are met and that easements are kept free & clear of encroachments. An ABLP does not have to be drawn by a surveyor or an engineer. However, it must be drawn “to scale” using either an engineer or architect’s scale. An ABLP can be drawn by anyone as long as it is legible and is drawn at a measurable scale. Approval of an ABLP makes the property owner & contractor aware of location constraints on a lot. An ABLP should show the following (as applicable) on the plan:

- a. Boundary lines of the lot with distances & bearings.
- b. Location & names of all abutting streets or other street rights-of-way.
- c. Minimum required front, side & rear building setback lines with dimensions.
- d. The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines.
- e. Location & dimensions of any water, sewer, drainage or other easements, storm water management facilities, septic tank, and septic tank drain field located on the lot.
- f. Subdivision name, lot & block designation.
- g. North arrow & scale.
- h. 100-year floodplain limits, any applicable stream buffers or other special building setback lines.
- i. Any other applicable requirements of the Zoning Resolution or conditions of zoning approval.

A sample ABLP is found on the following page:



11. Swimming Pool Location Plan (SPLP).

Planning & Development requires a Swimming Pool Location Plan (SPLP) to be submitted in order to obtain a Building Permit for swimming pools on residential lots. The SPLP must be approved prior to the issuance of a Building Permit for the pool. An SPLP is submitted to the Development Review Section for review and approval to ensure that the rear yard location and accessory structure setback requirements are met and that easements are kept free & clear of encroachments. An SPLP does not have to be drawn by a surveyor or an engineer. However, it must be drawn “to scale” using either an engineer or architect’s scale. A SPLP can be drawn by anyone as long as it is legible and is drawn at a measurable scale. Approval of an SPLP makes the property owner & contractor aware of location constraints on a lot. A SPLP should show the following (as applicable) on the plan:

- j. Boundary lines of the lot with distances & bearings.
- k. Location & names of all abutting streets or other street rights-of-way.
- l. Minimum required front building setback lines with dimensions.
- m. Minimum required 5-foot accessory structure setback from side and rear property lines.
- n. Self-closing & self-latching gate equipped with a locking device.
- o. Pump, equipment structures and decking.
- p. Septic tank & drain field (if applicable).
- q. Height, type and location of required pool fencing.
- r. The approximate outline of all buildings, driveways, swimming pools, recreational courts, patios, accessory structures and other improvements, existing or proposed, on the property, and dimensions of buildings and distances between all structures and the nearest property lines.
- s. Location & dimensions of any water, sewer, drainage or other easements, storm water management facilities, septic tank, and septic tank drain field located on the lot.
- t. Subdivision name, lot & block designation.
- u. North arrow & scale.
- v. 100-year floodplain limits, any applicable stream buffers or other special building setback lines.
- w. Any other applicable requirements of the Zoning Resolution or conditions of zoning approval.

Note: Swimming Pools & their appurtenant structures (pump equipment, decking, etc) must be located in the rear yard and setback at least 5 feet from side & rear property lines. Pool must be at least 10 feet from any septic tank and its drainfield.


A sample SPLP is found on the following page:

12. Chattahoochee River Corridor House Location Plan (CRC-HLP).

If a lot is located in a residential subdivision that is within the 2000-foot Chattahoochee River Corridor, a Chattahoochee River Corridor House Location Plan (CRC-HLP) must be submitted and approved prior to obtaining a Building Permit. This plan must contain the same information as required for a HLP stated in this Chapter but must also include the vulnerability categories on the lot. These categories relate to the maximum amount of land clearing disturbance and impervious surface that is allowed and the actual amount of land disturbance and impervious surface being proposed. It is not required that the CRC-HLP be prepared by a registered Land Surveyor or Professional Engineer. However, it must be legible, drawn to scale, and it must show the limits of clearing, any proposed improvements, vulnerability category lines, and the location of erosion control devices. The plan must also include a table to indicate the amounts of allowed and actual clearing and impervious surface. These amounts must correspond with those shown on the Final Plat as approved by the Atlanta Regional Commission. A CRC-HLP should show the following (as applicable) on the plan:

- a. The location of each area by vulnerability category and calculations of impervious surface and clearance by category.
- b. Boundary lines of the lot with distances & bearings.
- c. Location & names of all abutting streets or other street rights-of-way.
- d. Minimum required front, side & rear building setback lines with dimensions.
- e. The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines.
- f. Location & dimensions of any water, sewer, drainage or other easements, storm water management facilities, septic tank, and septic tank drain field located on the lot.
- g. Subdivision name, lot & block designation.
- h. North arrow & scale.
- i. 100-year floodplain limits, any applicable stream buffers or other special building setback lines.
- j. Any other applicable requirements of the Zoning Resolution or conditions of zoning approval.

Two sample CRC HLP drawings, one on public sewer and the other on private septic tank, are found on the following pages:



NOTES:

- HOUSE LOCATION PLAN (HLP) MUST BE DRAWN TO EITHER AN ARCHITECTS OR ENGINEERS SCALE.
- NORTH ARROW TO INDICATE NORTHERLY DIRECTION SHOULD APPEAR ON PLAN.

LEGEND

PROPERTY LINE

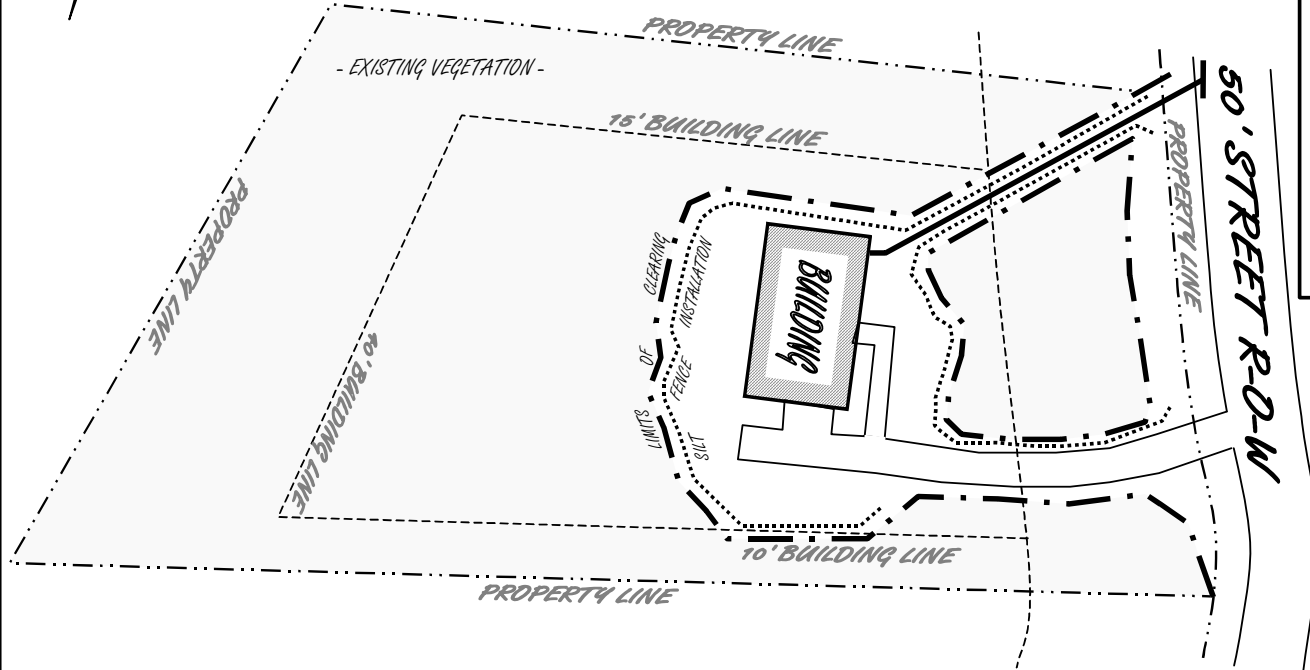
BUILDING SET BACK LINE

LIMITS OF CLEARING

SILT FENCE LINE


BUILDING FOOT PRINT

SEWER LINE



Vulnerability Category	A	B	C	D	E	F	TOTAL
Total Lot Area (Sq. Ft.)							
Cleared Proposed (Sq. Ft.)							
Maximum Cleared Allowed (Sq. Ft.)							
Impervious Surface Proposed (Sq. Ft.)							
Maximum Impervious Surface Allowed (Sq. Ft.)							

SAMPLE CHATTAHOOCHEE RIVER CORRIDOR HOUSE LOCATION PLAN ON SEWER	
SUBDIVISION NAME	
LOT NUMBER & BLOCK	
STREET ADDRESS	
SCALE: (ARCHITECT OR ENGINEER)	DATE



NOTES:

- HOUSE LOCATION PLAN (HLP) MUST BE DRAWN TO EITHER AN ARCHITECTS OR ENGINEERS SCALE.
- NORTH ARROW TO INDICATE NORTHERLY DIRECTION SHOULD APPEAR ON PLAN.

LEGEND

PROPERTY LINE

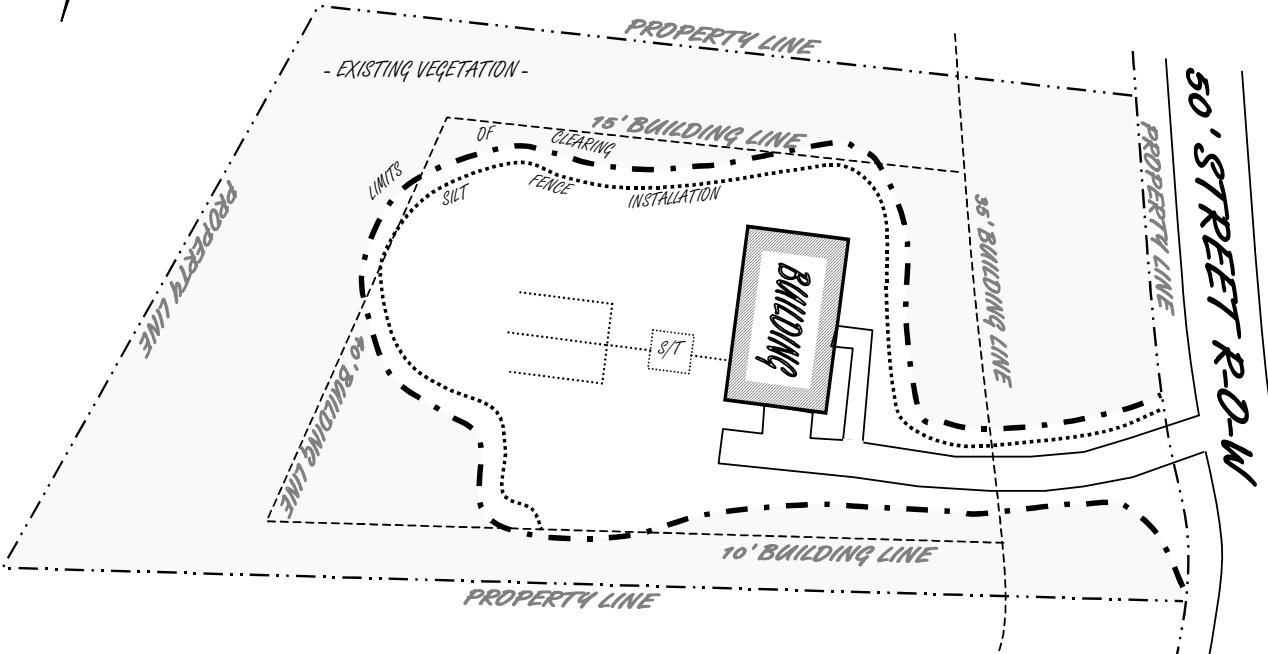
BUILDING SET BACK LINE

LIMITS OF CLEARING

SILT FENCE LINE

BUILDING FOOT PRINT

SEPTIC TANK & DRAIN FIELD S/T



Vulnerability Category	A	B	C	D	E	F	TOTAL
Total Lot Area (Sq. Ft.)							
Cleared Proposed (Sq. Ft.)							
Maximum Cleared Allowed (Sq. Ft.)							
Impervious Surface Proposed (Sq. Ft.)							
Maximum Impervious Surface Allowed (Sq. Ft.)							

SAMPLE CHATTAHOOCHEE RIVER CORRIDOR
HOUSE LOCATION PLAN ON SEPTIC TANK

SUBDIVISION NAME

LOT NUMBER & BLOCK

STREET ADDRESS

SCALE: (ARCHITECT OR ENGINEER) DATE

13. Residential Drainage Plan (RDP).

Occasionally, the Storm Water Management Plan Review Section of the Department of Planning and Development may require that a notation be placed on a Final Plat that a Residential Drainage Plan (RDP) must be approved prior to the issuance of a Building Permit. The reason for the RDP is because certain lots need additional site-specific engineering to ensure proper grading of the lot for drainage purposes. These lots include, but are not limited to:

- A lot containing floodplain where fill or other encroachment into the floodplain is planned or reasonably expected.
- A lot containing severe topographic features interdicting the building site.
- A lot containing a drainage easement with a pipe discharge or other facilities, or flow characteristics that may adversely affect the location of a building or other site improvements.

A RDP must be drawn “to scale” on a certified boundary survey of the lot prepared and sealed by a registered Land Surveyor, registered Professional Engineer, or registered Landscape Architect. If pipe design & installation is required, the RDP must bear the seal of a registered Professional Engineer. RDP requirements also apply to lots that in previous years required a SPED (Site Plan Engineering Division). A RDP must show the following information:

- a. Boundary lines of the lot with distances & bearings.
- b. Location & names of all abutting streets or other street rights-of-way.
- c. Minimum required front, side & rear building setback lines with dimensions.
- d. The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines as required to locate the major improvements on the lot.
- e. Location & dimensions of any water, sewer, drainage or other easements, storm water management facilities, septic tank, and septic tank drain field located on the lot.
- f. Subdivision name, lot & block designation, land lot & district.
- g. North arrow & scale.
- h. Contour lines based on sea level datum. These shall be drawn at intervals of not more than two feet, and shall be based on a field survey. Proposed grading of the lot shall be shown along with the finished floor elevation of the lowest habitable floor of the house.
- i. Storm water features, including swales, pipes, storm water detention and other structures, all drainage easements (DE), and directions of flow.
- j. Floodplain features, including the limits of the flood hazard area, 100-year flood high water elevation, origin of the floodplain data, and any proposed modifications to the floodplain limits.
- k. Sedimentation and erosion control measures to be taken or placed on the lot during construction.
- l. Name, address, and telephone number of the owner and the person who prepared the RDP.
- m. Seal, registration number, and date of expiration of the Land Surveyor, Professional Engineer, or Landscape Architect who prepared the RDP.

14. Residential Drainage Study (RDS).

Occasionally the Storm Water Management Plan Review Section of the Department of Planning and Development may require that a notation be placed on a Final Plat that a Residential Drainage Study (RDS) must be approved prior to issuance of a Building Permit. The reason for the RDS is because certain lots need particular attention to site grading for proper drainage but formal engineering design is not needed. An RDS is handled in the field so that proper site grading occurs. The RDS is conducted on a designated lot after the following has been completed by the builder but prior to approval of a footing

or foundation inspection:

- Rough grading of the lot.
- Staking of the corners of the proposed house & driveway location.
- Flagging or staking of all property line corners.
- Placement of erosion control devices.

The requirements for a RDS also apply to lots that in previous years required approval of a SSED (Site Study -Engineering Division) prior to the issuance of a Building Permit.

15. Site Plan Required by the Health Department.

Occasionally, the Environmental Health Department may require that a notation be placed on a Final Plat that a Site Plan must be approved prior to the issuance of a Building Permit. The purpose for the plan is because certain lots may require additional site-specific engineering to insure that the lot will be suitable for a septic tank. Such lots include, but are not limited to:

- A lot containing floodplain.
- A lot containing severe topographic features affecting the building site.
- A lot containing a flowing creek, stream or drainage easement.

The plan is typically drawn on a certified boundary survey of the lot prepared by a registered Land Surveyor and bearing the seal of a registered Professional Engineer. The extent of the plan is dependent upon the requirements of the Environmental Health Department.

Section 4.4. Building Inspections.

The county Construction Code requires inspections at certain construction stages. Once a Building Permit has been obtained, inspections must be scheduled using the Automated Inspection Request System (AIRS) at 678.518.6277. When all construction is complete and all inspections have passed, a Certificate of Occupancy is issued.

1. List of Inspections.

The following is a list of inspections usually required on most projects. However, other inspections may be required. It is suggested, though not required, that contact be made with the appropriate inspection group for a pre-construction meeting prior to beginning construction activities.

Building Inspections

Erosion & Sediment Control
Footing/Foundation
Monolithic Slab
Framing (exterior sheathing on non-residential)
Firewall (non-residential, multifamily, townhouses)
Final Building

Electrical Inspections

Erosion & Sediment Control
Underground
Rough-In
Final

Plumbing Inspections

Mechanical Inspections

Erosion & Sediment Control
Underground
Rough-In
Final

Gas Inspections

Erosion & Sediment Control
Rough Piping
Final Piping
Final

Swimming Pool Inspections

Erosion & Sediment Control
Underground
Rough-In
Final

Erosion & Sediment Control
Site Location & Temporary Barrier
Reinforcing Steel or Basket
Electrical Light Bonding
Air Test of Pool Pump Lines
Electrical Rough-In
Mechanical (if heated with gas)
Final

Ground & Oversized Signs

Erosion & Sediment Control
Electrical Underground (if applicable)
Footing & Site Location
Electrical Final
Final

2. Other Agency Inspections (Fire Marshal & Environmental).

The Fire Marshall's Office and Environmental Health conduct the following inspections:

Fire Marshal

50% Inspection (multifamily only)
80% Inspection (non-residential/multifamily only)
100% Inspection (non-residential/multifamily only)

Environmental Health

(Septic Tanks, Public Pools, Restaurants
Hotels & Motels Only)

3. Description of Inspections.

The following is a description of the typical required inspections. It is possible to obtain "partial inspections" of completed work for non-residential & multifamily construction. Please contact the appropriate inspection group to determine applicability.

Structural Inspections.

- **Footing/Foundation Inspection.** Made after all trenches are excavated, forms erected and all reinforcing steel (if required) is in place.
- **Monolithic Slab Inspection.** In-slab plumbing, electrical and mechanical inspections must be signed off first (gravel if specified), vapor barrier and wire mesh must be installed before footing approval.
- **Partial Framing Inspection** (non-residential multifamily). Exterior sheathing is fastened in accordance with the approved plans and specifications. The inspection is made prior to covering exterior sheathing.
- **Framing Inspection.** Made after Mechanical, Plumbing, Electrical Roughs and Fire Marshal inspections are complete and signed off; all framing complete; fire blocking and bracing; roof complete; pre-fabricated fireplace must be set, vented through roof and capped.
- **Ceiling Inspection** Made after all trades and Fire Marshal have inspected penetrations through rated assemblies and any mechanical system that would be concealed by the installation of ceiling tiles or sheetrock ceilings (typically, this inspection pertains to non-residential construction).
- **Firewall Inspection (non-residential, multifamily & townhouses).** All commercial and multifamily construction with firewalls and fire rated assemblies after gypsum board is installed but before mudding and taping has started. (Note: for non-residential construction, firewalls are required to be one-sided and properly screwed off prior to requesting the framing inspection. Once the

framing inspection has passed, the opposite side may be hung and finished without a follow-up inspection.) This will be performed in conjunction with the Fire Marshal's Office.

- **Final Inspection.** Made after all final electrical, plumbing, and mechanical inspections have been signed off; interior and exterior is complete; landscaping is complete; smoke detectors installed in sleeping areas; 100% Fire Marshal's Office signoff (non-residential & multifamily); Water and Sewer signoff (sewer), Environmental Health signoff (septic tank, restaurants, hotels/motels and public pools); building is complete and ready for occupancy with all holds released, if any.

Electrical Inspections.

- **Underground Inspection.** Made after trenches or ditches are excavated, conduit or cable installed, and before any backfill is put in place.
- **Rough-In Inspection.** Made after the roof, framing, fire blocking and bracing is in place and prior to the installation of wall or ceiling membranes. Electrical panel set in place; all wiring installed and terminated in approved boxes or fittings; service cable installed and meter can set; all splices and taps made up and all wire fastened or stapled according to code.
- **Final Inspection.** Made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.

Plumbing Inspections.

- **Underground Inspection.** Made after trenches or ditches are excavated, piping installed, and before any backfill is put in place.
- **Rough-In Inspection.** Made after the roof, framing, fire blocking and bracing are in place and all soil, waste and vent piping is complete, and prior to the installation of wall or ceiling membranes. Waste lines and vent installed; wasteline braced and strapped as required; water test on water lines; water piping installed; water piping braced and strapped as required; water or air test on water piping.
- **Final Inspection.** Made after the building is complete, all plumbing fixtures are in place and properly connected, and the structure is ready for occupancy. Note: see the Plumbing Code for required tests.

Mechanical Inspections.

- **Underground Inspection.** Made after trenches or ditches are excavated, underground duct and fuel piping installed, and before any backfill is put in place.
- **Rough-In Inspection.** Made after the roof, framing, fireblocking and bracing are in place and all ducting, and other concealed components are completed, and prior to the installation of wall or ceiling membranes. Boot stackheads in; furnace vents roughed in; thermostat wire in place; bath fans vented; vest on concealed gas line.
- **Final Inspection.** Made after the building is complete, the mechanical system is in place and properly connected, and the structure is ready for occupancy.

Gas Inspections.

- **Rough Piping Inspection.** Made after all new piping authorized by the permit has been installed, and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected.
- **Final Piping Inspection.** Made after all piping authorized by the permit has been installed and after

all portions that are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.

- **Final Inspection.** Made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes, to insure compliance with all the requirements of this code and to assure that the installation and construction of the gas system is in accordance with reviewed plans.

Fire Marshal Inspections

- **50% Inspection (Non-Residential & Multifamily Only).** Involves vertical (up & down) penetrations. These penetrations are usually inside of walls so must be inspected before drywall is installed. Fire vehicle access to the site is checked. Fire vehicle access and hydrants must be provided whenever combustible construction is started. If installed, attic firestops are checked at this stage.
- **80% Inspection (Non-Residential & Multifamily Only).** Involves horizontal (coming out of the wall) penetrations in firewalls. These penetrations include fire dampers, electrical wiring, plumbing pipes, computer lines, telephone lines, firewalls, etc. Attic access is normally checked at this time if there is a combustible attic space.
- **100% Inspection (Non-Residential & Multifamily Only).** Involves exiting requirements such as access to and discharge from exits, doors and their hardware, exit signs, emergency lights, stairs, handrails and guardrails. Fire suppression and detection systems need to be installed also. This includes smoke detectors, duct detectors, fire alarms, sprinkler systems, hydrants, fire pumps and fire extinguishers. Accessibility requirements are verified including restroom features, water fountains, parking, ramps, dressing rooms and elevator controls.

Section 4.5. Certificate of Occupancy (CO).

The Construction Code states that a new building shall not be occupied or a change made in the occupancy or nature of the use of a building or part of a building until a Certificate of Occupancy (CO) has been issued. It also states that the CO will not be issued until completion of a building, erected in accordance with approved plans, and after the Final Inspection has been made. Below is a checklist for inspections needed prior to the issuance of a CO.

Checklist for Non-Residential Certificate of Occupancy (CO):

1. Final Electrical Inspection passed.
2. Final Mechanical Inspection passed.
3. Final Plumbing Inspection passed.
4. Final Elevator Inspection made (if applicable).
5. 100% Inspection passed by Fire Marshal's Office.
6. Certificate of Development Conformance (CDC) submitted to the Development Inspections Section with release of project signed on the Permit Yard Card by the Development Inspector.
7. All "holds" on site or building construction or CO issuance have been released.
8. Final Sewer Inspection approval.
9. Final Water Inspection approval.
10. Environmental Health approval (if applicable).
11. All ancillary Permits associated with the project closed out
12. Final Building Inspection passed.

Section 4.6. Certificate of Completion (CC).

A Certificate of Completion (CC) is a written release from Planning & Development, that an

uninhabited structure or system is complete and is released for use. Examples of the type of structures requiring issuance of a CC are: signs, retaining walls and accessory buildings.

Section 4.7. Building Construction Codes.

Gwinnett County has not adopted any local amendments to the Georgia State Minimum Standard Building Codes. The following codes are in effect in the county and the state with the applicable edition of the codes stated in the Appendix Chapter:

International Building Code
International Mechanical Code
International Plumbing Code
International Fuel Gas Code
NFPA National Electrical Code
International Energy Conservation Code
International Residential Code for One & Two Family Dwellings
International Fire Code
NFPA Life Safety Code
Georgia Accessibility Code
Fire Protection & Life Safety Ordinance
Gwinnett County Construction Code

The Georgia General Assembly deleted the plumbing chapters of the International Residential Code. Therefore, the plumbing requirements of the International Plumbing Code must be used in one & two family dwelling construction in Georgia. The Georgia Assembly deleted the electrical chapters of the International Residential Code and requires the use of the National Electrical Code in one & two family dwelling construction in Georgia.

G: Chapter 4 (2008)

Chapter 5. Other Useful Information

Section 5.1. Chattahoochee River Corridor.

Under the Georgia Metropolitan River Protection Act (MRPA) of 1973, the Atlanta Regional Commission (ARC) is charged with reviewing all proposed land disturbance activities within a 2,000-foot corridor measured from the banks of the Chattahoochee River. This normally applies to Building or Development Permits. The purpose of the review is to determine whether the proposed project is consistent with adopted standards that limit the amount of cleared area and impervious surface in the corridor.

The Chattahoochee River Corridor review process begins with the submittal of an Application for Metropolitan River Protection Act Certificate, an application fee and plans, including a Soil Erosion & Sediment Control Plan, to the Development Review Section of Planning & Development. A pre-application conference is recommended. Both ARC and the Development Review Section have a set of maps of the corridor that delineate properties into six (6) Vulnerability Categories. Each category has limitations on the amount of cleared area and impervious surface area and must be shown on plans submitted for review. Accurate and detailed plans facilitate a speedier review by ARC. At the conclusion of ARC's review, they will publish findings that state whether or not the application is consistent with the Chattahoochee Corridor Plan. The process concludes with a public hearing by the Board of Commissioners, on the fourth day of the next month. The public hearing must be advertised in the Gwinnett Daily Post for at least two (2) consecutive weeks prior to the public hearing. There may be modifications to the submitted plans required by ARC in order to meet the review standards. Because of the legal requirements, it normally takes two (2) months to complete the review and issuance of a Chattahoochee River Certificate.

Summary Steps in the Metropolitan River Corridor Review Process

1. Applicant submits a complete application "package" for a Metropolitan River Act Certificate to the local government (no time limit).
2. Local government reviews the application for completeness and forwards it to the ARC (no time limit).
3. If the application is complete, ARC staff acknowledges its receipt to the local government and the applicant (no time limit).
4. No more than ten (10) days after acknowledgement, the following occur:
 - a. ARC staff makes a "Preliminary Finding" of "consistent," "equivalent consistent," "inconsistent and modify to be consistent," or "inconsistent and modify to be equivalent consistent."
 - b. ARC sends the Preliminary Finding to both the local government and the applicant.
 - c. ARC requests comments from affected public agencies and advisory groups within ten (10) days upon application and the preliminary finding.
5. Ten days after the preliminary finding, ARC staff considers comments, if any, and either:
 - a. Closes review and says application is consistent or equivalent consistent and ARC's review ends; or,
 - b. After notifying the local government and the applicant that the application is inconsistent, works with the local government designee for ten (10) days to seek the

applicant's agreement to modify the application to be consistent or equivalent consistent. If this is successful, ARC review ends.

6. If 5(b), above, is unsuccessful, ARC staff asks the commission to make finding (same options as 4, above) and ARC review ends.
7. The local government holds a public hearing after receiving ARC's finding.
8. If ARC has not recommended modification of the application, the local government may issue the Chattahoochee Certificate.
9. If ARC has recommended modification, the local government can:
 - a. Adopt ARC's recommended modification and issue a Certificate incorporating same; or,
 - b. Override ARC's recommended modification if it:
 - (1) Holds a second public hearing, and,
 - (2) Makes a second specific finding (with a two-thirds majority vote of the full governing body both times) that the application is either consistent or equivalent consistent, provided the local government has obtained a written finding from the Georgia EPD Director that the application is consistent with the plan or, while not consistent with the plan in all respects, will provide a level of land and water resources protection equivalent to an application consistent with the Plan.
 - c. Request ARC to reconsider its finding at a public hearing.
10. After receiving a Certificate, the applicant files the Certificate with the real estate records of the Clerk of Superior Court of the county in which the affected land lies.
11. Applicant initiates land-disturbing activity after securing necessary permits from the local government.

Section 5.2. Developments of Regional Impact (DRI's).

Developments of Regional Impact (DRI's) are large-scale developments that are likely to have effects beyond the local government jurisdiction in which they are proposed. Developments deemed to be DRI's are subject to regional review and comment from nearby affected local governments, state, and regional agencies before the local government acts upon the proposal (i.e. rezoning, Development Permit or Building Permit issuance). The Atlanta Regional Commission (ARC) and the Georgia Regional Transportation Authority (GRTA) facilitate this intergovernmental review/comment process. The DRI review is designed to improve communication between affected governments and to provide a means of revealing and assessing the potential impacts of large-scale developments before conflicts arise. At the same time, local government autonomy is preserved since the host government maintains authority to make the final decision upon whether a proposed development will or will not proceed.

Each local government is responsible for identifying potential DRI's as part of the local zoning and development review process. A list of eligible projects considered as a DRI is as follows:

Developments of Regional Impact	
Type of Development	Threshold (Effective 01/01/2005)
Office	Greater than 400,000 gross sq. ft.
Commercial	Greater than 300,000 gross sq. ft.
Wholesale & Distribution	Greater than 500,000 gross sq. ft.
Hospitals & Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day
Housing	Greater than 400 new lots or units
Industrial	Greater than 500,000 gross sq. ft.; or employing more than 1,600 workers; or covering more than 400 acres
Hotels	Greater than 400 rooms
Mixed Use	Greater than 400,000 gross sq. ft. (cumulative); or covering more than 120 acres
Airports	All new airports, runways, and runway extensions
Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000
Post Secondary Schools	New school with capacity of more than 2,400 students, or, expansion of this type of school by at least 25% of capacity
Waste Handling Facilities	New facility, or expansion of use of an existing facility by 50% or more
Quarries, Asphalt & Cement Plants	New facility, or expansion of an existing facility by more than 50%
Wastewater Treatment Facilities	New facility, or expansion of an existing facility by more than 50%
Petroleum Storage Facilities	Storage greater than 50,000 barrels, if within 1,000 feet of any water supply; otherwise storage capacity greater than 200,000 barrels; and located within one-half mile of a jurisdictional boundary
Water Supply Intakes/Reservoirs	New Facility
Intermodal Terminals	New Facility

Developments of Regional Impact	
Type of Development	Threshold (Effective 01/01/2005)
Truck Stops	A new facility with more than three (3) diesel fuel pumps; or containing one-half acre of truck parking, or ten (10) truck parking spaces
Any other development types not identified above (including parking facilities)	1,000 parking spaces

Examples of activities triggering the process include rezoning applications and the proposed issuance of development permits or building permits. A description of the review process follows:

- Local governments submit projects that exceed the established DRI thresholds to the Atlanta Regional Commission to initiate the regional review process.
- The Atlanta Regional Commission (ARC) distributes a summary of the proposed development to other affected local governments and public agencies and requests their comments.
- The ARC evaluates the likely impacts of the proposed development and determines whether the development is consistent with the regional plan and the plans of affected local governments.
- If applicable, the Georgia Regional Transportation Agency (GRTA) evaluates the likely impacts of the proposed development and determines whether the development will, to the maximum extent practicable, contribute to improved regional mobility and air quality within the area of GRTA's jurisdiction.
- Based on the evaluation of impact and comments received from affected parties, the ARC determines whether the proposed development is in the best interest of the region and notifies the host local government of its finding. GRTA makes a decision to allow or disallow state or federal funding of specified transportation improvements.

The ARC's report about the results of the intergovernmental review process is advisory in nature. It is designed to help local governments anticipate possible impacts of a proposed development. Local governments are encouraged to take this information into account in deciding whether to approve, deny, or require modifications to the development in order to mitigate any undesirable impacts uncovered in the DRI review. However, GRTA's decision is not advisory and their decision to disallow state or federal funding stays in effect for 5 years.

Section 5.3. Plat, Deed & Covenant Recording.

Final Plats, Exemption Plats and deeds are recorded in the Real Estate Record's Office of the Clerk of Superior Court. This office is located in the judicial wing of the Gwinnett Justice & Administration Center, 75 Langley Drive, Lawrenceville, Georgia 30045 (phone 770.822.8100). This office requires blue line or bond copies of plats not to exceed 17 ½" x 22 ½" in size. Office hours are 8 am to 5 pm (4:30 pm for plat & deed recording), Monday through Friday, except holidays. The Clerk of Superior Court charges a recording fee for Final Plats and Exemption Plats that are approved by the Department of Planning & Development. There are also fees to record other documents such as deeds, covenants and boundary survey plats. Please contact Real Estate Records Office for fee information.

Section 5.4. Floodplain Information.

For floodplain determination, the county must use the FIRM (Flood Insurance Rate Maps) panels that are published by FEMA (Federal Emergency Management Agency). These maps are broken down into three (3) zones with Zone A being land located within the 100 year floodplain, Zone B being land located within the 500 year floodplain, and Zone C being areas of minimal flooding.

If a property owner needs to find out their property is within the 100-year floodplain, they may visit the Storm Water Management Section to view the FIRM panels. It is often difficult to determine whether or not the property is within a floodplain because these maps are at a small scale (1"=1000') and district lines, land lot lines, and property lines are not shown on the panels. Further, floodplain determination is based upon a vertical elevation that a Registered Land Surveyor must establish. If the property is located in a subdivision that was recorded after June 1981, the Final Plat should show the floodplain limits and the established elevation, if any. Property owners in subdivisions recorded prior to this date must hire a Registered Land Surveyor to make the floodplain determination. **(Note: Gwinnett County does not certify floodplain locations or elevations!)**

For information about allowable uses in a 100-year floodplain, please refer to Section 1312 of the 1985 Zoning Resolution as well as the Floodplain Management Ordinance.

Section 5.5. Wetlands.

Disturbing wetlands can be complicated. Frequently, a permit from the US Army Corps of Engineers (COE) is required. Proper and timely notice to the COE is very important. Seek advice from a knowledgeable consultant. The time frame for COE permits can vary up to or more than a year. Section 5.10 of the county's Development Regulations requires design professionals to certify the presence of wetlands on plans for land disturbance.

Section 5.6. Roads & Rights-of-Way.

1. Median Policy.

The Gwinnett Department of Transportation (DOT) hired the Georgia Institute of Technology to research and recommend guidelines for selecting the type of median best suited for both new and reconstructed multi-lane arterials. The median policy is intended to provide a set of guidelines governing the use of medians on existing and planned future roads. The policy serves to guide and direct the operation, planning, design, construction and reconstruction of major arterials and the developments that are adjacent to them. The Board of Commissioners adopted the Median Policy on April 17, 1991.

2. Pavement Striping Plans.

Any major road with three (3) or more lanes must be striped with thermo plastic. The developer must submit a striping plan to the Gwinnett DOT for approval. The developer is responsible for hiring a subcontractor to perform the striping. If desired, the developer may pay the Gwinnett DOT for the county to do the striping. If the striping is to be completed by the County, the cost is based on material and labor costs.

3. Right-of-Way (R/W) Dedication Requirements.

The Development Regulations requires the dedication of right-of-way (R/W) on proposed developments that have frontage on Major Thoroughfares. These roads are shown on the adopted Long Range Road Classification Map. The amount of R/W required is derived from Table 6-A of the Development Regulations based upon the specific classification of the road. Right-of-way is dedicated by deed during the review and approval process prior to the issuance of a Development Permit for non-residential & multifamily projects and prior to Final or Exemption Plat approval for subdivisions. R/W required on a state highway will be dedicated to the GaDOT unless the county requirement exceeds the requirement of the GaDOT.

Section 5.7. Fences & Walls.

The Zoning Resolution and the Property Maintenance Ordinance contain requirements about the location, height, material, and maintenance of fences and walls. In addition, the Development Regulations contain restrictions about the construction of fences and walls in a drainage easement. All of these requirements are applicable in the unincorporated areas of the county.

Fences proposed to be located in the rear yard shall not exceed the maximum allowable height of 8 feet. Fences proposed to be located in the front yard shall not exceed a maximum height of 4 feet. Materials used for fences in the front yard shall be ornamental in design and constructed with materials such as brick, masonry, picket or split rail. Chain link or other woven wire fences are not allowed in the front yard. Corner lots have two (2) front yards and the same regulations and restrictions on fences in the front yard apply to the yard areas adjacent to both streets.

Fences and walls are not allowed to be located in the street right-of-way. Although only a professional survey can determine the actual right-of-way, in most cases it is the area approximately 11 feet from the back of the curb toward the property.

Fences and walls constructed after April 1999 are not allowed in a drainage easement unless written permission from the county is given. For further information about fences and walls in drainage easements, please contact the Storm Water Management Section at 678.518.6150 between the hours of 8 AM and 5 PM, Monday through Friday, except holidays. Drainage easements are indicated on Final Subdivision Plats that are kept on file in the Real Estate Records Office of the Clerk of Superior Court.

Fences may extend to, or may be placed at, the property line although it is recommended that adequate room be provided between the fence and the property line for maintenance purposes without having to access someone else's property without their permission.

Barbed wire and electric fences are not permitted on residential properties less than 3 acres in size.

Building permits are required for fences greater than 8 feet in height (and provided a height variance is granted by the Zoning Board of Appeals) and for walls that are greater than 4 feet in height.

Section 5.8. Blasting Permits (Fire Marshal's Office).

The following information is necessary in order for the Fire Marshal's Office to issue yearly Blasting Permits:

- Yearly State Explosive License.
- Current Certificate of Insurance.
- Name and phone number of person applying for permit.
- Name of responsible person(s) at blasting site and their phone number.
- Advise if any explosives will be stored in Gwinnett County and the storage location.

It is required to report each day of blasting done in Gwinnett County. Prior to blasting, fax to the Fire Marshal's Office, on company letterhead, the approximate time and complete directions to include main roads and cross streets. We will accept one sheet listing all locations and dates for no more than one week in advance. A week is considered to run from Sunday through Saturday. You may fax this information to us at 678.518.6147. For additional information, please call 678.518.6100 between the hours of 8 am and 5 pm, Monday through Friday, except holidays.

Section 5.9. Building Setback Determination.

On March 14, 1989, the Zoning Board of Appeals (ZBA) upheld an Appeal of Administrative Decision (Case Number A-03-89) regarding the manner in which building setbacks are determined. The ruling made by the ZBA was quite different from the way building setbacks were measured prior to that date.

As required by the appeal, building setback requirements are now determined by the lot configuration rather than by the location of the principle building on the lot. By establishing required front, side and rear building setbacks on the lot, a "building envelope" is thus created regardless of which way the principal building faces. Since each zoning district has different building setback requirements please refer to Article XIV, Section 1401 of the Zoning Resolution. Illustrations of various lot configurations and setback determinations can be found on the following pages:

BUILDING SETBACKS - CUL-DE-SAC LOT CONFIGURATIONS

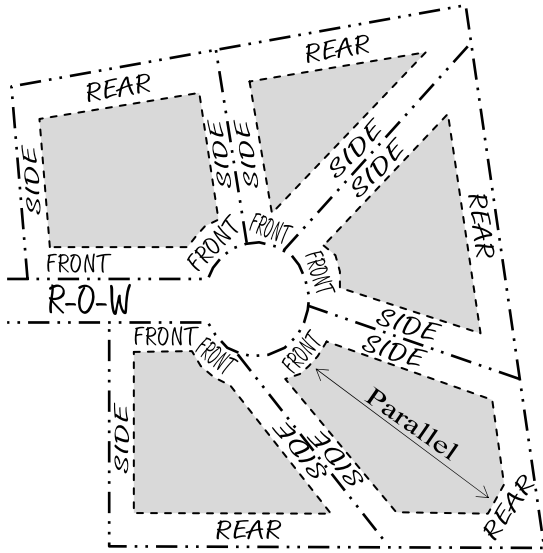


Illustration 1.

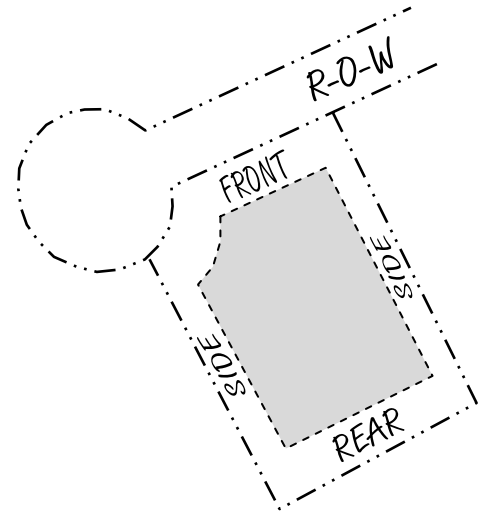
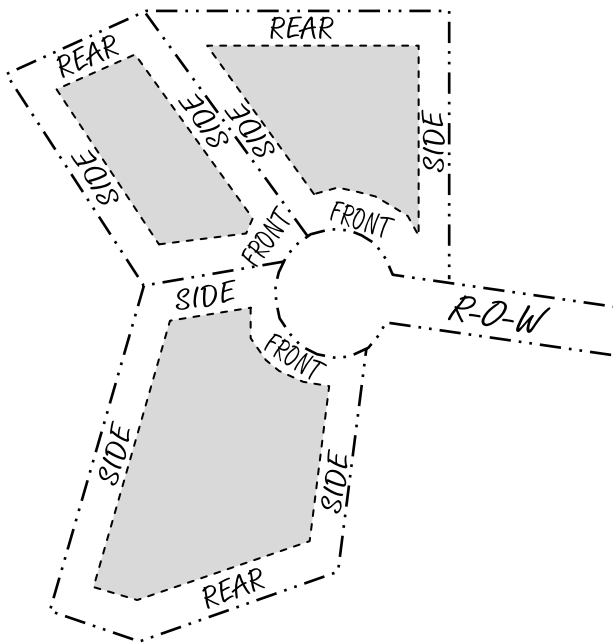


Illustration 2.

Illustration 3.



BUILDING SETBACKS - ODD LOT CONFIGURATIONS

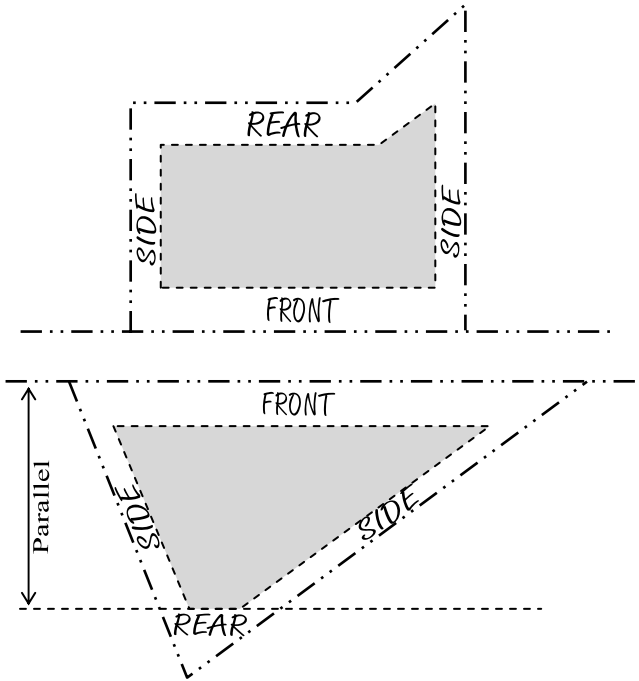


Illustration 1.

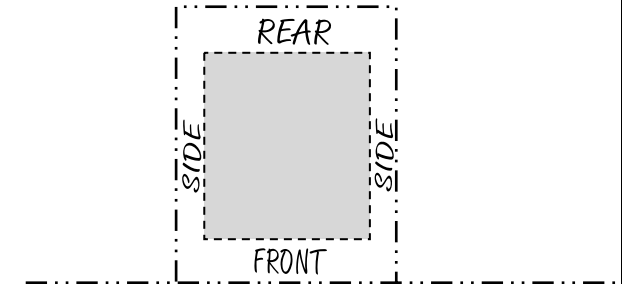


Illustration 2.

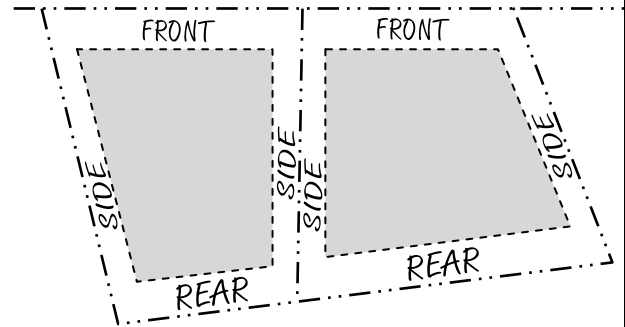
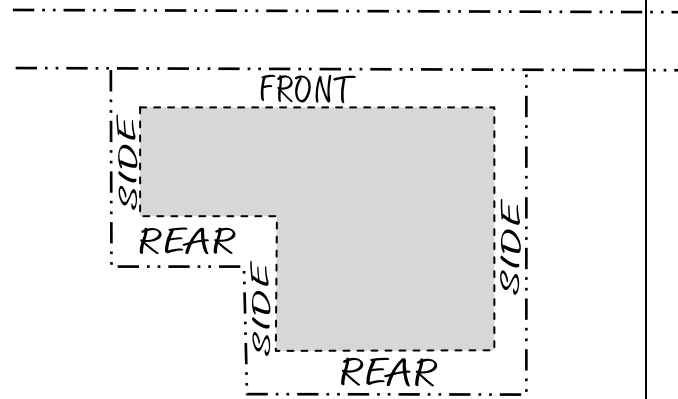
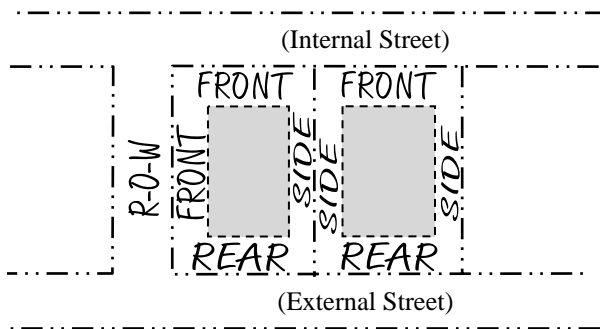


Illustration 4.

Illustration 3.



BUILDING SETBACKS - CORNER LOT CONFIGURATIONS

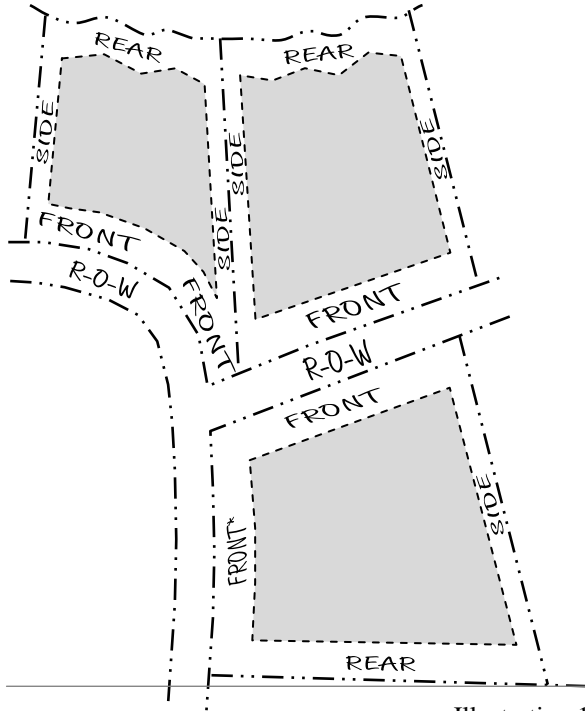


Illustration 1.

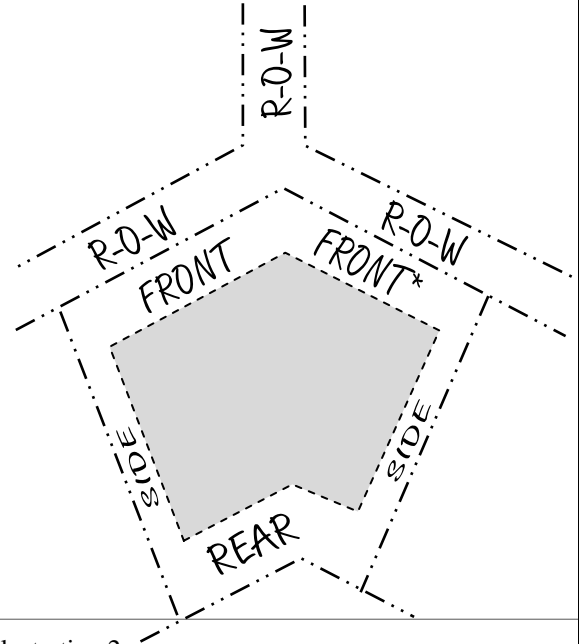
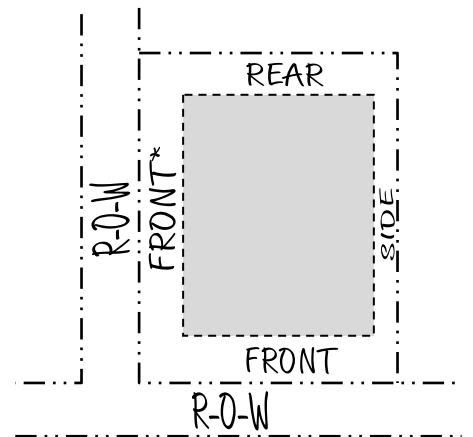
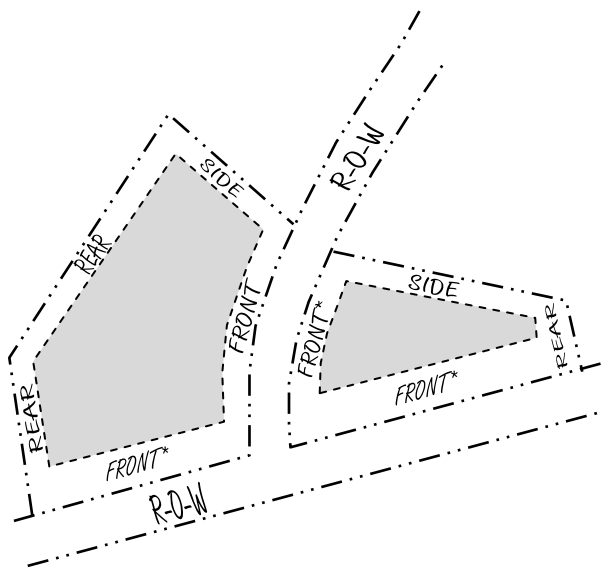


Illustration 2.

Illustration 3.

Illustration 4.



* Corner lot frontage is the shortest side of a lot that has two sides on a street right-of-way.
If it is a "square" lot, either side of the lot along a street right-of-way is an optional front of the builder's choosing.

Section 5.10. Covenants.

Protective or restrictive covenants are **private** restrictions on the use of land. They are established by the recording of a deed, subdivision plat or other legal instrument in the Real Estate Records Office of the Clerk of Superior Court. Covenants are a form of private legal “contract” among the parties subject to the covenant. A covenant runs with the land and is binding upon all property owners, including subsequent property owners, referenced on the legal instrument used. Only the parties subject to the covenants may enforce them. Therefore, the county can’t enforce covenants since the county is not a legal party to them. Please refer to Georgia Law OCGA 44-5-60 for additional information about covenants as well as their renewal or time limitations.

In order to enforce protective covenants, a civil action in Superior Court must be filed. A lawyer would need to prepare the filing documents. For information about obtaining a copy of covenants, please contact the Real Estate Records Office of the Clerk of Superior Court at 770.822.8100.

Section 5.11. Subdividing Residential Property (Exemption Plats).

The division or subdivision of five or fewer lots from a parcel of land that existed in January 1988 may be approved as an Exemption Plat. If the property has road frontage upon an existing public street, the Exemption Plat process would allow an exemption from road improvements, storm water management facilities and the installation of utilities. The Exemption Plat process is used to subdivide residential property for the purpose of sale or as a gift to a family member. All divisions of land into more than one lot must be reviewed and approved by the county. The purpose of the review process is to insure that the lot(s) that are being created meet the minimum requirements of the Zoning Resolution for lot size, lot width and road frontage. An Exemption Plat must bear the seal of a Registered Land Surveyor and must include boundary survey information for both the original tract and the new lot(s). The Exemption Plat must also include general information such as zoning, owner information, land lot, district, street name and street addresses. In some cases, dedication of right-of-way along the frontage road may be required and the property owner will have to prepare a deed for the dedication. The Exemption Plat must be reviewed and approved by approved by the following county agencies:

- Water & Sewer Plan Review of Planning and Development (water or sewer easements).
- Environmental Health (if using private septic tank system).
- Storm Water Management Plan Review of Planning and Development (drainage easements & floodplain).
- Mapping Section of Tax Assessor’s Office (parcel numbers).
- Street Address Section, Development Review Section of Planning & Development (street addresses).
- Gwinnett or Georgia (state highways) Transportation (right-of-way dedication, slope easements).
- Development Review Section of Planning & Development (lot width, area, road frontage, plat information).

After approval by all agencies, the Development Review Section approves the Exemption Plat and authorizes it to be recorded in the Real Estate Records Office of the Clerk of Superior Court. For further information about the Exemption Plat approval process, the Development Review Section should be contacted.

Section 5.12. Appeals, Variances or Waivers.

At some point in the review process, one may encounter a requirement in which a developer believes is unreasonable or not feasible. This may be due to topographic or site constraints. In these cases, there may be some form of appeal or variance that may be available. The appeal procedure will vary depending upon what code, ordinance or regulation is involved. The Development Services Section processes all applications noted above with the exception of Modification applications. The Development Review Section processes Modification applications. The submittal of an application form, one or more copies of a boundary survey and site plan, and the payment of the applicable fee must usually accompany each appeal. The time frame involved in the decision process varies. The following is a list of the codes, ordinances or regulations typically applicable during the development process and the appropriate appeal procedure:

Appeals, Variances or Waivers			
Code, Ordinance or Regulation	Appeal Type	Decision Authority	Application Fee
Zoning Resolution	Variance	Zoning Board of Appeals (Public Hearing)	\$100
Zoning Resolution Buffer Reduction Greater than 50%	Buffer Reduction	Board of Commissioners (Public Hearing)	\$200
Zoning Resolution Setback (not to exceed 10 ft on front or rear nor 5 ft on side), Parking Quantity (not to exceed 10%), Buffer (not to exceed 50%), or Building Height (not to exceed 10 ft) Requirements	Variance	Planning & Development Staff (Administrative)	\$200
Development Regulations	Waiver	Board of Commissioners (Public Hearing)	\$100
Storm Water Management Regulations of Articles 8 or 9 of the Development Regulations	Waiver	Board of Construction Adjustments & Appeals (Public Hearing)	\$100
Design or Performance Standards of Article 9 of the Development Regulations	Modification	Planning & Development Staff (Administrative)	\$0
Buffer, Landscape & Tree Ordinance	Waiver	Board of Commissioners (Public Hearing)	\$100
Construction Codes (Building, Electrical, Mechanical, Plumbing, Residential)	Variance	Board of Construction Adjustments & Appeals (Public Hearing)	\$100
Floodplain Management Ordinance	Waiver	Board of Commissioners (Public Hearing)	\$100

Note: an application for an Administrative Variance from the Zoning Resolution may be forwarded to the Zoning Board of Appeals for their review and approval at the discretion of Planning & Development staff.

Section 5.13. Municipalities.

Below, please find a table listing the county's municipalities with their addresses & phone numbers.

GWINNETT COUNTY MUNICIPALITIES			
CITY NAME	ADDRESS	PHONE	WEB SITE
AUBURN	1369 Fourth Ave. Auburn, GA 30011	770.963.4002	www.cityofauburn-ga.org
BERKELEY LAKE	4040 Berkeley Lake Rd. Berkeley Lake, GA 30096	770.368.9484	www.berkeley-lake.ga.us
BRASELTON	4982 HWY 53 Braselton, Ga 30517	706.654.3915	www.braselton.net
BUFORD	2300 Buford Hwy Buford, GA 30518	770.945.6761	www.cityofbuford.com
DACULA	442 Harbins Rd. Dacula, GA 30019	770.963.7451	www.daculaga.gov
DULUTH	3578 W. Lawrenceville St. Duluth, GA 30096	770.476.1790	www.duluthga.net
GRAYSON	475 Grayson Pkwy. Grayson, GA 30017	770.963.8017	www.cityofgrayson.org
LAWRENCEVILLE	70 South Clayton St. Lawrenceville, GA 30046	770.963.2414	www.lawrencevillega.org
LILBURN	76 Main St. Lilburn, GA 30047	770.921.2210	www.cityoflilburn.com
LOGANVILLE	4385 Pecan St. Loganville, GA 30052	770.466.2633	www.loganville-ga.gov
NORCROSS	65 Lawrenceville St. Norcross, GA 30071	678.421.2027	www.norcrossga.net
REST HAVEN	428 Thunder Rd. Buford, GA 30518	770.945.8659	No web site Kenneth Waycaster, Mayor
SNELLVILLE	2342 Oak Rd. Snellville, GA 30078	770.985.3513 770.985.3514	www.snellville.org
SUGAR HILL	4988 West Broad St. Sugar Hill, GA 30518	770.945.6734	www.cityofsugarhill.com
SUWANEE	373 Buford Hwy Suwanee, GA 30024	770.945.8996	www.suwanee.com

Chapter 6. Boards & Committees

Section 6.1. Board Of Commissioners (BOC).

The Board of Commissioners (BOC) is responsible for setting directions and formulating policies for the county government. The BOC adopts the county government budget and authorizes expenditures. The BOC also takes action upon specific agenda requests, such as rezoning of private property. Five (5) members constitute the BOC. The county is divided into four (4) commission districts. Voters in each district elect a District Commissioner who serves in what is considered a part-time position. Voters countywide elect the Commission Chairman, whose position is a full-time job. All are elected to four-year terms, but the terms are staggered so that the Chairman and two (2) District Commissioners are elected during one election cycle and two years later the other two District Commissioners are elected.

BOC meetings are open to the public. Work Session and Business Session meetings are typically conducted on the first and third Tuesday of the month at 10:00 am (work session) and 2:00 pm (business session). An agenda is published for each meeting. Typically, on the fourth Tuesday of each month (except December), the BOC holds a public hearing to consider rezoning, Special Uses (SUP) and other matters requiring a public hearing. Meetings are held in the auditorium of the Gwinnett Justice & Administration Center, 75 Langley Drive, Lawrenceville. The names and contact information for the members of the BOC are listed on our web site at www.gwinnettcountry.com.

Section 6.2. Municipal-Gwinnett Planning Commission.

The Municipal-Gwinnett Planning Commission is a body of county citizens appointed by the Board of Commissioners (BOC) to research, review and make recommendations to the BOC on zoning, the Zoning Resolution, zoning map amendments, special uses, the comprehensive plan and the elements thereof, development regulations and other policies and procedures of the Department of Planning & Development and related matters.

Two (2) members are appointed by each District Commissioner and the at-large member is appointed by the Commission Chairman. The members are required to live in the district for which they are appointed. The Planning Commission holds public hearings typically on the first and third Tuesday of the month at 7:00 pm in the auditorium of the Gwinnett Justice & Administration Center, 75 Langley Drive, Lawrenceville. The first Tuesday meeting is generally held to consider new rezoning and related Special Use (SUP) applications. The third Tuesday meeting is generally held to consider Special Use (SUP) and Moved-in-House applications. The names and contact information of the members of the Planning Commission are listed on our web site at www.gwinnettcountry.com.

Section 6.3. Zoning Board Of Appeals (ZBA).

The Zoning Board of Appeals (ZBA) consists of five (5) members appointed by the Board of Commissioners to serve one (1) year terms. The ZBA was established to authorize, upon appeal in specific cases, variances from the terms of the Zoning Resolution and the Sign Ordinance. Variances granted are not to be contrary to the public interest where, owing to special conditions, a literal enforcement of the Zoning Resolution or Sign Ordinance will, in an individual case, result in unnecessary hardship, so that the spirit of the Zoning Resolution or Sign Ordinance shall be observed, public safety and welfare secured, and substantial justice done. The ZBA also is charged with hearing and deciding upon appeals when it is alleged there is error in any order, requirement, decision, or determination made by the Department of Planning and Development in the

enforcement of the Zoning Resolution or Sign Ordinance. The Chairman and Vice-Chairman are elected among its members and each serves for one (1) year. The ZBA typically meets on the second Tuesday of the month to consider Variances and Appeals of Administrative Decisions. Meetings are held at 6:30 p.m. in the auditorium of the Gwinnett Justice and Administration Center, 75 Langley Drive, Lawrenceville. The names and contact information of the members of the ZBA are listed on our web site at www.gwinnettcountry.com.

Section 6.4. Board of Construction Adjustments & Appeals (BCAA).

The Board of Construction Adjustments & Appeals (BCAA) consists of eight (8) members representing the heating and air conditioning, electrical, building, plumbing, architectural, civil engineering, and fire protection engineering trades. The members are appointed by the Board of Commissioners and serve two (2) year terms. The BCAA typically meets on the second Wednesday of the month at 3:00 pm in the auditorium of the Gwinnett Justice & Administration Building, 75 Langley Drive, Lawrenceville, Georgia. The purposes of the BCAA are as follows:

- To review and make decisions about appeals concerning the interpretation or administration of the Gwinnett County Construction Code (codes administrative provisions), the Georgia State Minimum Construction Codes (building, one & two family, electrical, plumbing, mechanical, gas, energy, and swimming pool), the Gwinnett County Fire Prevention and Protection Code, the Standard Fire Prevention Code, and the National Fire Prevention Codes.
- To review and make decisions about variance requests from specific code requirements of the codes listed above.
- To advise the Board of Commissioners, the Department of Planning & Development, and the Department of Fire & Emergency Services about issues and matters of concern regarding the codes listed above.
-

The names and contact information of the members of the BCAA are listed on our website at www.gwinnettcountry.com.

Section 6.5. Development Advisory Committee (DAC).

The Board of Commissioners (BOC) established the Development Advisory Committee (DAC) in February 1988 for the following purposes:

- To advise the Board of Commissioners (BOC) and the Department of Planning and Development about issues and matters of concern regarding land development activities and regulations.
- To assist the Department of Planning and Development in the interpretation and implementation of land development regulations.
- To review proposed new regulations and amendments and to advise the Department of Planning and Development and the BOC about their impact and effectiveness.
- To carry out such studies or investigations regarding the land development regulatory process or requirements as the BOC may request from time-to-time.

The DAC consists of 21 members appointed by the BOC for two (2) year terms. The DAC typically meets on the third Wednesday of the month at 12:00 pm. Meetings are held in the conference center of the Gwinnett Justice & Administration Center, 75 Langley Drive, Lawrenceville. The names and contact information of the members of the DAC are listed on our web site at www.gwinnettcountry.com.

Section 6.6. Tree Advisory Committee (TAC).

The Board of Commissioners (BOC) established the Tree Advisory Committee (TAC) in October 1999 for the following purposes:

- To advise the BOC and the Department of Planning and Development about issues and matters of concern regarding the preservation and replacement of trees.
- To assist the Department of Planning and Development in the interpretation and implementation of the Buffer, Landscape & Tree Ordinance.
- To review proposed new regulations and amendments to the Buffer, Landscape & Tree Ordinance and to advise the Department of Planning and Development and the BOC about their impact and effectiveness.
- To establish educational and other programs to encourage proper management and maintenance of trees in the unincorporated areas of the county.
- To carry out such studies or investigations regarding trees and the land development process as the BOC may request from time-to-time.

The TAC consists of nine (9) members appointed by the BOC for two (2) year terms. The TAC typically meets on the first Monday of each month at 6:00 pm. Meetings are held in the conference center at the Gwinnett Justice and Administration Center, 75 Langley Drive, Lawrenceville. The names and contact information of the members of the TAC are listed on our web site at www.gwinnettcounty.com .

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