

MOVED-IN HOUSE APPLICATION



Gwinnett County
Department of Planning & Development
Planning Division

446 West Crogan Street, Suite 250

Lawrenceville, Georgia 30046

(678) 518-6000

ONLY COMPLETE APPLICATIONS ACCEPTED

MOVED-IN HOUSE APPLICATION

APPLICANT INFORMATION

APPLICANT: _____

HOUSE MOVER: _____

ADDRESS: _____

ADDRESS: _____

ZIP CODE: _____

ZIP CODE: _____

PHONE NUMBER: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF NOTARY PUBLIC

DATE

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE OF OWNER

DATE

SIGNATURE OF NOTARY PUBLIC

DATE

PROPERTY INFORMATION

ADDRESS OF LOT WHERE HOUSE WILL BE MOVED:

STREET ADDRESS: _____

ZONING: _____ LAND DISTRICT: _____ LAND LOT: _____ PARCEL: _____

HOUSE INFORMATION

NUMBER OF ROOMS: _____ HEATED LIVING AREA (in square feet): _____

LENGTH OF HOUSE: _____ WIDTH OF HOUSE: _____

CURRENT LOCATION OF HOUSE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DEPARTMENT USE ONLY

PLANNING COMMISSION HEARING DATE: _____

BOARD OF COMMISSIONER HEARING DATE: _____

FEE: \$ _____ RECEIPT #: _____ RECEIVED BY: _____

BUILDING OFFICIAL COMMENTS: _____

INSPECTED BY: _____ DATE: _____

**PLEASE ATTACH A PHOTOGRAPH OF THE HOUSE TO BE MOVED AND A
MAP SHOWING THE CURRENT LOCATION OF THE HOUSE.**

MOVED-IN HOUSE INFORMATION AND APPLICATION

I. PUBLIC HEARING

If the property where the house is to be placed is zoned R-LL, R-140, R-100, R-75, R-60, R-SR, R-ZT, R-TH or RM, approval at a Public hearing must be granted.

If the property is zoned RA-200, public hearing approval is **NOT** required.

ITEMS REQUIRED TO PROCESS AN APPLICATION

- a. Application form
- b. Copies of boundary survey of the property including proposed location of house – one copy to scale and one 8-1/2 X 11 reduction.
- c. Typed legal description of the property.
- d. \$300.00 non-refundable application fee.
- e. Photograph of the house to be moved.
- f. Map of current house location.

2. LOT AND HOUSE SIZES

The minimum lot and house size required is determined by the zoning district of the property where the house will be placed as follows:

ZONING DISTRICT	LOT WIDTH	LOT SIZE	MINIMUM HOUSE SIZE
R-100	100 Feet	*15,000 Square Feet – Sewer 25,000 Square Feet - Septic	1,400 Square Feet
R-75	75 Feet	*12,000 Square Feet – Sewer 25,500 Square Feet - Septic	1,200 Square Feet
Other zoning districts – contact the Current Planning Section at (678) 518-6000 for information.			

*Minimum lot sizes indicated are for septic tank as the method of sewage disposal. Actual lot size will be determined by the Environmental Health Division.

3. **HOUSE INSPECTION**

The Building Inspections Section of Planning and Development will inspect the house once an application to move a house is made. The applicant shall make arrangements with the inspector to gain entry to the home.

4. **HOUSE MOVING PERMIT**

If approval has is granted to move a house, the house mover must obtain a separate House Moving Permit. This permit is obtained from the Development Division.

PLEASE NOTE: The house mover **MUST** notify the Gwinnett County Department of Police Services that a house is to be moved two (2) days prior to the date of moving.

5. **BUILDING PERMIT**

A Building Permit must also be obtained at the time the House Moving Permit is obtained for inspection of all remodeling work.

ITEMS REQUIRED TO PROCESS AN APPLICATION

1. APPLICATION FORM

One (1) copy of the Moved-In House Application Form, notarized where indicated.

2. APPLICATION FEE

A \$300.00 non-refundable application fee is required. Acceptable payment methods are: cash, check or credit card (Visa, MasterCard). Checks should be made payable to Gwinnett County.

3. LEGAL DESCRIPTION

One “metes and bounds” typed legal description of the property where the house will be placed.

4. BOUNDARY SURVEY

Two (2) copies of a boundary survey of the property where the house will be moved, including proposed house location – one copy to scale and one 8-1/2” X 11” reduction.

5. PHOTOGRAPH

A photograph of the house to be moved.

6. MAP

A map of the current house location.