

Department of Planning and Development

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



Waiver Application Guidelines & Information (Development Regulations, Buffer, Landscape & Tree Ordinance, Stream Buffer Protection Ordinance, and Stormwater Systems and Facilities Installation Standards and Specifications)

There are two types of waiver applications, those decided by the Board of Commissioners (most requirements) and those decided by the Board of Construction Adjustments & Appeals (storm water management requirements). After a review by staff, waivers are scheduled for public hearing. The Board of Commissioners review & decide upon waiver applications monthly at their 3rd Tuesday 2:00 PM meeting. The Board of Construction Adjustments & Appeals review & decide upon waiver applications monthly at their 2nd Wednesday 3 PM meeting. Processing time typically takes 45 to 60 days for a decision. Please see the [Waiver Filing Deadline & Hearing Date Schedule](#). If approved, a waiver applies only to a specific project or property requirement with which it is associated.

Note: The Board of Commissioners established a limit of five (5) upon the number of waiver applications that they will consider each month.

The following items are necessary to process a waiver application:

1. Application Form
Please complete and sign the Waiver Application form.
2. Application Fee
Application fee is \$250.00. Please make checks payable to **Gwinnett County**.
3. Full-sized Site Plan and/or Boundary Survey
One (1) full-size copy of a closed boundary survey and one (1) full-size copy of the development, site or subdivision plan. If the plan is drawn on a closed boundary survey, only one (1) copy is required. Please clearly indicate on the plan the area on the drawing that the waiver is to apply. It is recommended that the applicant provide as much information as possible that might support the application.
4. Reduced Site Plan
Please provide one (1) copy of the plan reduced to 8½ by 11 inches.
5. Plan Review Comments
Please attach a copy of the plan review comments report written by county staff about the project (if applicable).

Please submit the completed application to the Development Services Section of Planning & Development (P&D). The deadline for submitting a waiver application is 12 PM on Tuesdays (except as otherwise noted). Incomplete applications WILL NOT be processed and will be returned to the applicant. Please call 678.518.6000 for more information

Note: P&D recommends that the applicant, or the applicant's representative, attend the public hearing or the likely result will be postponement or denial of the application by the Board of Commissioners or the Board of Construction Adjustments & Appeals.

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**WAIVER PROCESS
CHANGE**

Effective June 6, 2002

Each request must be on a separate application. Example: You are requesting to eliminate the tie connection to two separate existing stub street. You now must submit two separate applications, each with its own paper work.

Another example: You want to have private streets. You also want to have a reduced pavement width, all within the same subdivision. You now must submit two separate applications.

Another example: You want to eliminate the curb and gutter on a street and you also want to eliminate the required extra right-of-way. This would now be two separate and complete applications.

If you have any questions, please call Development Services at 678.518.6000. Thank you for your cooperation.

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Waiver Application
(Development Regulations, Buffer, Landscape & Tree Ordinance, Stream Buffer Protection Ordinance and Stormwater Systems and Facilities Installation Standards and Specifications)

Please complete this application & submit it, with all attachments as stated in the Waiver Application Guidelines & Information, to the Development Services Section by 12 PM on Tuesdays. Please TYPE or PRINT using BLUE or BLACK ink. Incomplete applications will not be processed.

<u>Applicant Information</u>	<u>Developer / Property Owner Information</u>
Name: _____	Name: _____
Address (This address will be used for all correspondence): _____	Address: _____ _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Phone: _____	Phone: _____
Contact Name: _____ Phone Number: _____	
Email Address: _____	
Applicant is the (please check or circle one of the following): <input type="checkbox"/> Developer / Property Owner <input type="checkbox"/> Developer's / Property Owner's Agent	

Address or Location of Property _____

Subdivision or Project Name _____

District, Land Lot, Parcel (MRN) _____ Development Type _____

Waiver Requested _____

Justification for Waiver (use attachments if necessary) _____

Have plans been reviewed? Yes No. If yes, please attach a copy of the plan review comments.

Waiver Case No. WVR _____

<u>Applicant Signature</u>	<u>Developer / Property Owner Signature</u>
_____ Signature of Applicant/Date	_____ Signature of Developer / Property Owner Date
_____ Typed or Printed Name & Title	_____ Typed or Printed Name & Title

Gwinnett County Government Use Below Only

Date Received _____ Received By _____

Type of Board Action Required Board of Commissioners Board of Adjustments & Appeals

MRN _____ Commission District _____

Code Section _____ Waiver Type _____

Zoning District _____ Zoning and/or SUP Case No _____

Planning & Development Recommendation (if applicable)

Denial Approval Approval with Conditions

Storm Water Plan Review Recommendation (if applicable)

Denial Approval Approval with Conditions

Conditions _____

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**2011
 WAIVERS
 Application Filing Deadline & Hearing Date Schedule
 Board of Commissioners Applications**

Filing Deadline 12 PM on Tuesdays	Board of Commissioners Meeting 2 PM (usually 3rd Tuesday) (Usually a day Meeting)
November 16, 2010	January 18, 2011
December 14, 2010	February 15, 2011
January 11, 2011	March 15, 2011
February 15, 2011	April 19, 2011
March 15, 2011	May 17, 2011
April 12, 2011	June 21, 2011
May 17, 2011	July 19, 2011
June 14, 2011	August 16, 2011
July 12, 2011	September 20, 2011
August 16, 2011	October 18, 2011
September 13, 2011	November 15, 2011
October 25, 2011	December 20, 2011

Note: All dates are subject to change. Submit all applications as soon as possible. Waiting until the last date may cause delays.

**** ALL DATES SUBJECT TO CHANGE**

**** FEES ARE NON-REFUNDABLE**

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**Board of Construction Adjustments & Appeals (BCAA)
Filing Deadline & Meeting Schedule 2011
WAIVER ONLY**

Filing Deadline Date (12 pm)	Meeting Date (2nd Wednesday)
December 14, 2010	January 12, 2011
January 11, 2011	February 9, 2011
February 8, 2011	March 9, 2011
March 15, 2011	April 13, 2011
April 12, 2011	May 11, 2011
May 10, 2011	June 8, 2011
June 14, 2011	July 13, 2011
July 12, 2011	August 10, 2011
August 9, 2011	September 14, 2011
September 13, 2011	October 12, 2011
October 11, 2011	November 9, 2011
November 8, 2011	December 14, 2011

* BCAA meetings are normally held on the 2nd Wednesday of the month at 3 pm. Meetings are held in the Auditorium of the Gwinnett Justice & Administration Center (GJAC) located at 75 Langley Drive in Lawrenceville
* All dates are subject to change.