



IMPORTANT INFORMATION

TO: Contractors, Homeowners, and Developers, and Other Interested Parties

SUBJECT: Changes to Certificate of Development Conformance (CDC) Review Process

DATE: October 12, 2017

The Department of Planning and Development is pleased to announce a new procedure for submitting Certificate of Development Conformance (CDC) packages for review. Effective December 1, 2017, online submittal of CDC packages will replace the current paper submittal for the ease and convenience of department customers. Submittal of an electronic (PDF only) copy of the complete CDC package will be received through the County plan review portal at <https://eddspermits.gwinnettcounty.com/citizenaccess/> after submittal authorization is granted by Scott Medders (Chief Development Inspector.)

The Department of Planning and Development is committed to completing the review of each CDC package within five (5) business days following the date of receipt.

Customers will receive email notification regarding the status of CDC package review including instructions for submitting the original signed copy of the approved CDC package.

For assistance with online submittal, contact Susan Owen at 678.518.6034 or susan.owen@gwinnettcounty.com. For all other questions or additional information, please contact Scott Medders directly at 678.518.6074 (office) / 678.414.8370 (cell) or scott.medders@gwinnettcounty.com.