




Memorandum

To: Rezoning Applicants, Representatives, and Design Consultants

From: Kathy S. Holland, Director 

Subject: Pre-Application Meeting Requirement for Rezoning, Special Use Permit, Buffer Reduction, and Change In Conditions Applications

Date: December 23, 2020

Effective January 16, 2021, a pre-application meeting will be required prior to the submittal of Rezoning, Special Use Permit, Buffer Reduction, and Change in Conditions applications. This meeting will allow applicants and Current Planning staff to review and discuss proposed applications prior to official application submittal.

Pre-application meetings are required for the following case types:

- Single-Family Residential district rezoning (10 lots or greater);
- Townhouse district rezoning;
- Multi-Family Apartment district rezoning;
- Mixed-Use district rezoning;
- Office, Commercial, and Industrial district rezoning;
- Special Use Permit (related to the above listed districts);
- Buffer Reduction; and
- Change In Conditions.

Pre-application meetings will be scheduled based on the attached Public Hearing Schedule and may be scheduled by emailing your request and a proposed site plan to P&DZoning@gwinnettcounty.com. At minimum the proposed site plan shall include:

- Project location;
- Lot design/layout;
- Gross and net density;
- Open space/common area;
- Access driveways and parking;
- Buffers and setbacks; and
- Stormwater management facility location(s).

The applicant is required to attend the pre-application meeting; however, the applicant's legal counsel and design professionals are also encouraged to attend. At the conclusion of the pre-application meeting, the applicant and a staff member will sign a required acknowledgment form. The signed form and all action items/site plan changes noted at the pre-application meeting must be included with the future officially submitted application.

Thank you for your participation in this process as we strive to enhance customer service.