



MEMORANDUM

To: Gwinnett County Customers

From: Tyler Lasser, Planner I
Development Plan Review

Subject: Change in Variance Application Process

Date: October 31, 2019

PROCEDURE FOR VARIANCE APPLICATION PROCESS STARTING DECEMBER 1st, 2019

In an effort to present choice opportunities to Gwinnett County Planning and Development customers, beginning December 1, 2019, all customers seeking a variance from the Unified Development Ordinance will be required to schedule and complete a pre-application meeting with a Development Review Planner prior to the submittal of any variance application.

Pre-application meetings will assure customers are thoroughly informed about the options, processes, and appropriate documentation in respect to obtaining a variance. Moreover, in-depth discussion with the customer will allow for the planner to provide comprehensive reports for review and resolution by the Zoning Board of Appeals or Director of Planning and Development.

To schedule a pre-application meeting, please speak with one of the Planning and Development staff members located at 446 West Crogan Street, Suite 150, or contact the Department of Planning and Development at 678.518.6000.