




To: Zoning Applicants

From: Kathy S. Holland 
Department Director

Thru: Cyndi Sloan
Acting Planning Division Director

Date: October 28, 2020

Re: Application Submittal to the Planning Division

To better serve the customers of the Department of Planning and Development, we are issuing the following reminder regarding submittal of applications for Rezoning, Special Use Permits, or Change in Conditions:

- Completed application packages must be received in the Planning Division by 5:00 pm on the filing date indicated on the Public Hearing Schedule.
- If during the review of submitted applications, it is determined that required attachments or exhibits have been omitted or if they are incorrect, incomplete, or illegible, the applicant will be notified that application package is rejected. A complete application must be resubmitted. Once accepted, it will be scheduled for the next public hearing date.

To help expedite application submittal and acceptance:

1. Always use the most recent form from the website, as application forms are updated periodically:
2. Remember that applications now are accepted electronically by emailing them to P&DZoning@gwinnettcounty.com
3. Stay alert for future updates to the application submittal process.

If you have questions or need additional information, please phone the department, or email staff at P&DZoning@gwinnettcounty.com.