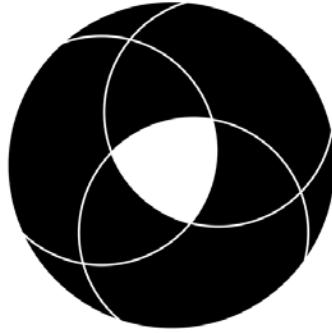


# MOVED-IN HOUSE APPLICATION



**Gwinnett**

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**Gwinnett County**

**Department of Planning & Development**  
**Planning Division**

446 West Crogan Street, Suite 250

Lawrenceville, Georgia 30046

**(678) 518-6000**

**ONLY COMPLETE APPLICATIONS ACCEPTED**

## MOVED-IN HOUSE APPLICATION

APPLICANT INFORMATION	
APPLICANT: _____	HOUSE MOVER: _____
ADDRESS: _____ _____	ADDRESS: _____ _____
ZIP CODE: _____	ZIP CODE: _____
PHONE NUMBER: _____	PHONE NUMBER: _____
EMAIL ADDRESS: _____	PARCEL ID NUMBER: _____
_____ SIGNATURE OF APPLICANT	
_____ DATE	
_____ SIGNATURE OF NOTARY PUBLIC	
_____ DATE	
PROPERTY OWNER INFORMATION	
NAME: _____	
ADDRESS: _____	
CITY: _____	STATE: _____
ZIP CODE: _____	
PHONE NUMBER: _____	
EMAIL ADDRESS: _____	
_____ SIGNATURE OF OWNER	
_____ DATE	
_____ SIGNATURE OF NOTARY PUBLIC	
_____ DATE	

<b>PROPERTY INFORMATION</b>	
ADDRESS OF LOT WHERE HOUSE WILL BE MOVED:	
STREET ADDRESS: _____	
ZONING: _____ PARCEL NUMBER(S): _____	
<b>HOUSE INFORMATION</b>	
NUMBER OF ROOMS: _____ HEATED LIVING AREA (in square feet): _____	
LENGTH OF HOUSE: _____ WIDTH OF HOUSE: _____	
CURRENT LOCATION OF HOUSE: _____	
CITY: _____ STATE: _____ ZIP CODE: _____	
<b>DEPARTMENT USE ONLY</b>	
PLANNING COMMISSION HEARING DATE: _____	
BOARD OF COMMISSIONER HEARING DATE: _____	
FEE: \$ _____ RECEIPT #: _____ RECEIVED BY: _____	
BUILDING OFFICIAL COMMENTS: _____	
INSPECTED BY: _____ DATE: _____	

**PLEASE ATTACH A PHOTOGRAPH OF THE HOUSE TO BE MOVED AND A MAP  
SHOWING THE CURRENT LOCATION OF THE HOUSE.**

**MOVED-IN HOUSE INFORMATION AND APPLICATION**

1. **PUBLIC HEARING**

If the property where the house is to be placed is zoned R-LL, R-140, R-100, R-75, R-60, R-SR, R-ZT, R-TH or RM, approval at a Public hearing must be granted.

If the property is zoned RA-200, public hearing approval is **NOT** required.

**ITEMS REQUIRED TO PROCESS AN APPLICATION**

- a. Application form
- b. Copies of boundary survey of the property including proposed location of house – one copy to scale and one 8-1/2 X 11 reduction.
- c. Typed legal description of the property.
- d. \$300.00 non-refundable application fee.
- e. Photograph of the house to be moved.
- f. Map of current house location.

2. **LOT AND HOUSE SIZES**

The minimum lot and house size required is determined by the zoning district of the property where the house will be placed as follows:

ZONING DISTRICT	LOT WIDTH	LOT SIZE	MINIMUM HOUSE SIZE
R-100	100 Feet	*15,000 Square Feet – Sewer 25,000 Square Feet - Septic	1,400 Square Feet
R-75	75 Feet	*12,000 Square Feet – Sewer 25,500 Square Feet - Septic	1,200 Square Feet
Other zoning districts – contact the Current Planning Section at (678) 518-6000 for information.			

\*Minimum lot sizes indicated are for septic tank as the method of sewage disposal. Actual lot size will be determined by the Environmental Health Division.

3. **HOUSE INSPECTION**

The Building Inspections Section of Planning and Development will inspect the house once an application to move a house is made. The applicant shall make arrangements with the inspector to gain entry to the home.

4. **HOUSE MOVING PERMIT**

If approval has is granted to move a house, the house mover must obtain a separate House Moving Permit. This permit is obtained from the Development Division.

**PLEASE NOTE:** The house mover MUST notify the Gwinnett County Department of Police Services that a house is to be moved two (2) days prior to the date of moving.

5. **BUILDING PERMIT**

A Building Permit must also be obtained at the time the House Moving Permit is obtained for inspection of all remodeling work.

## **ITEMS REQUIRED TO PROCESS AN APPLICATION**

1. **APPLICATION FORM**

One (1) copy of the Moved-In House Application Form, notarized where indicated.

2. **APPLICATION FEE**

A \$300.00 non-refundable application fee is required. Acceptable payment methods are: cash, check or credit card (Visa, MasterCard). Checks should be made payable to Gwinnett County.

3. **LEGAL DESCRIPTION**

One "metes and bounds" typed legal description of the property where the house will be placed.

4. **BOUNDARY SURVEY**

Two (2) copies of a boundary survey of the property where the house will be moved, including proposed house location – one copy to scale and one 8-1/2" X 11" reduction.

5. **PHOTOGRAPH**

A photograph of the house to be moved.

6. **MAP**

A map of the current house location.