



### **PROCEDURES FOR OBTAINING ZONING CERTIFICATION LETTER**

The Gwinnett County Planning Division will certify the zoning of property by using the following procedures. Please send your request for zoning certification to the address below:

Gwinnett County Planning Division  
Attn: Melody Maloney  
446 West Crogan Street, Suite 250  
Lawrenceville, GA 30046

Required items:

1. A legible **boundary survey** of the property. The **surveyor stamp, title block and metes and bounds** must be legible.
2. A typed **legal description** (metes and bounds) of the property.
3. Cash, credit card or check for **\$50.00** made payable to **Gwinnett County**.
4. Indicate the **recipient's name and mailing address** to be included on the letter.
5. Provide an **e-mail address** if you would like a scanned (.pdf) copy of the letter.

You will receive from our office a letter certifying the zoning, the conditions of zoning, if applicable, and the section of the Unified Development Ordinance that governs the permitted uses in the zoning district.

**Please allow 3 to 10 business days for processing, not including mailing time.**

The Zoning Certification Letter does not indicate a development's conformance with the standards contained in the Unified Development Ordinance, or conformance with Building Codes, Fire Codes, or Sewer/Water Ordinances. If such information is needed, you must contact the applicable Department/Section directly.

*Melody Maloney*

Administrative Support Associate II  
Current Planning  
[Melody.Maloney@gwinnettcounty.com](mailto:Melody.Maloney@gwinnettcounty.com)

If you need additional information, please contact the Planning Division at 678.518.6000.