

Department of Planning and Development

446 West Crogan Street • Lawrenceville, GA 30046-2440
 (tel) 678.518.6000
 www.gwinnettcounty.com



TALL STRUCTURE PERMIT APPLICATION

**FOR STRUCTURE 50 FEET IN HEIGHT OR GREATER
 (DOES NOT INCLUDE TELECOMMUNICATIONS TOWER)**

Applicant Information:

Applicant's Name:	
Agent for Applicant:	
Contact Person:	
* Mailing Address:	
City, State, Zip Code:	
Telephone No.:	Mobile Telephone No.:
Email Address:	

* Note: All correspondence will be sent to this address.

Property Owner Information:

Name/Corporation:	
Mailing Address:	
City, State, Zip Code:	
Telephone No.:	Contact Person:

Proposed Structure Information:

Purpose of Structure:		
Description of Structure:	<input type="checkbox"/> Principle Use	Design, materials and color:
	<input type="checkbox"/> Accessory Use	
Overall Height of Structure (from base to highest point):		
Check all applicable:	<input type="checkbox"/> New Construction	<input type="checkbox"/> Permanent
	<input type="checkbox"/> Alteration	<input type="checkbox"/> Temporary, length of time: ____ (months)
If alteration to an existing structure is proposed, describe the proposed scope of work:		

Case #: _____

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SUBMITTAL INSTRUCTIONS FOR TALL STRUCTURE PERMIT APPLICATION (Does not Include Telecommunications Towers)

Included in these guidelines are the informational requirements necessary to process an application for tall structure permits for all structures higher than 50 feet in height and Amateur Radio towers over 75 feet in height. For new telecommunications towers over 50 feet in height, please consult the Telecommunications Tower and Antenna Ordinance and Submittal Instructions for New Telecommunications Tower Tall Structure Permit Application.

The Department of Planning and Development (P&D) reserves the right not to accept an application for a new tall structure permit if the required information is not present with the application submittal.

1. Submit the complete application package and application fee to the Development Plan Review Section on the Submittal Deadline by 5:00 p.m. Refer to the [Checklist for Tall Structure Permit Application](#) for required documents to be submitted with the application. Note: additional information may be required based upon review of the application.
2. The Applicant will be required to post a sign advertising the public hearing and send notification letters to the affecting property owners. Additional information on the handling of these items will be part of the instruction package to be picked up by the Applicant after the Withdrawal Deadline.
3. P&D staff strongly advises the Applicant to attend the public hearing(s) when the Board of Commissioners considers the application to answer questions as necessary.

NOTE: If the tall structure permit application is approved, a separate Commercial Development Permit and/or a Building Permit will be required prior to construction.

Please submit the complete application package to:

Gwinnett County Department of Planning and Development Department
Development Plan Review Section
446 West Crogan Street, Suite 150
Lawrenceville, GA 30046



Notification Letters for Tall Structure Permit Application Mailing Instructions

1. As Applicant for a Tall Structure Permit, you are responsible for notifying by mail the owners of properties and governing authority and municipalities located within the vicinity of the pending application.
 - a. The applicant must mail a notification letter to each Property Owner of Record as shown on the Tax Commissioner's Office, and not to the tenant or lessee of the property.
 - b. The required mailings must be postmarked by the Notification Deadline as shown in the submittal calendar.
2. To assist with this process, P&D staff provides a parcel list parcel list of properties located within 1,000 feet of the Tall Structure Permit application along with the mailing address of these owners. The parcel list and property owner information come from the office of the Gwinnett Tax Commissioner, and available from the website www.gwinnetttaxcommissioner.com.

PLEASE NOTE: The parcel list includes tax parcel information within Gwinnett County. If there are properties located in adjacent counties within 300 feet of the proposed subject tract, you must obtain the owner and mailing information from the adjoining county office(s).

3. Attached is a sample Notification letter for your use. All correspondence must be typed. Handwritten correspondence is unacceptable. Each property owner of record must be notified of the following information:
 - a. The Tall Structure Permit (TSP) case number
 - b. The Applicant's contact person and phone number
 - c. The date and time of the public hearing
 - d. The location of the public hearing: Gwinnett Justice and Administration Center Auditorium, 75 Langley Drive, Lawrenceville, GA 30046
 - e. A copy of the application as submitted
 - f. The applicant's letter of intent
 - g. A vicinity map indicating the location of the property under consideration for TSP
 - h. A copy of the submitted site plan at 8.5"x11" size
4. Notification letters must be mailed with first-class postage. Certified or registered mail is not required. You **MUST** list the name and address of each and every addressee on the Postal Service Form(s) 3877 and submit this form postmarked no later than the Notification Deadline stated on the Submittal Dates for the application. Each and every PS Form 3877 must bear the original date stamp by the U.S. Postal Service showing the date of mailing.
5. Please contact the Development Plan Review Section if there are any questions regarding the above instructions. **Failure to mail the Notification Letters by the Notification Deadline may result in the withdrawal of your application.**

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PARCEL LIST

NOTIFICATION DEADLINE: _____

FOR PUBLIC HEARING SCHEDULED ON _____

(SAMPLE- on Company's Letterhead)

**TALL STRUCTURE PERMIT APPLICATION
NOTIFICATION LETTER**

This letter is to inform you that a Tall Structure Permit application has been submitted to the Gwinnett County Planning and Development Department on a tract of land within 1,000 feet of your property.

Please be advised of the following information pertaining to the Tall Structure request and public hearing:

CASE NUMBER :
APPLICANT NAME :
STREET LOCATION :
PROPERTY SIZE : ACRES
PROPOSED STRUCTURE :
STRUCTURE HEIGHT :
CONTACT PERSON :
TELEPHONE NUMBER :

**BOARD OF COMMISSIONERS HEARING:
(MONTH/DATE/YEAR) AT 7:00 P.M.**

**PUBLIC HEARING LOCATION: Gwinnett Justice and Administration Center Auditorium
75 Langley Drive, Lawrenceville, GA 30046**

For further information, please contact the Applicant as listed above or Gwinnett County Department of Planning and Development, Development Plan Review Section at One Justice Square, 446 W. Crogan Street, Suite 150, Lawrenceville, GA, (678) 518-6000.

If for any reason the subject hearing is continued or tabled to another date, please call (678) 518-6000 for the exact date and time.

Name and Address of Sender

Check type of mail or service:

- Adult Signature Required
- Certified Mail
- COD
- Delivery Confirmation
- Express Mail
- Insured
- Adult Signature Restricted Delivery
- Recorded Delivery (International)
- Registered
- Return Receipt for Merchandise
- Signature Confirmation

Affix Stamp Here
(If issued as a certificate of mailing or for additional copies of this bill)
 Postmark and Date of Receipt

Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	DC Fee	SC Fee	SH Fee	RD Fee	RR Fee
1.														
2.														
3.														
4.														
5.								Adult Signature Required	Adult Signature Restricted Delivery	Delivery Confirmation	Signature Confirmation	Special Handling	Restricted Delivery	Return Receipt
6.														
7.														
8.														
Total Number of Pieces Listed by Sender	Total Number of Pieces Received at Post Office	Postmaster, Per (Name of receiving employee)												

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Sign Posting Instructions for Public Hearings and Deposit Refund Policy
For Tall Structure Application

Sign Posting Instructions: The Gwinnett County Board of Commissioners has adopted sign posting procedures for public hearings. Under these procedures, the applicant is required to:

1. Obtain the Sign from the Department of Planning and Development (P&D) at 446 West Crogan Street, Suite 150, Lawrenceville GA. The fee for the Sign is \$150 payable to Gwinnett County (\$100 Sign Deposit Fee is included).
2. Post the Sign no later than one (1) day before the Notification Deadline as shown on the Submittal Schedule.
 - a. The Sign may be picked up from P&D office one (1) week prior to the Notification Deadline.
 - b. Failure to post the Sign by the deadline may result in administrative withdrawal of the application. Failure to maintain the Sign continuously throughout the variance application process may delay or prohibit consideration of the application.

Please note: The P&D Director may require the placement of multiple Signs at various locations for large acreage tracts or sites with multiple road frontages.

3. Mount the Sign on a hard surface to prevent curling or bending and erect it at or near the right-of-way line of the subject property so that it is visible from the roadway but not interfering with sight distance of any intersection or driveway.
4. Take a photo of the posted sign and email it to Site.Planreview@gwinnettcountry.com.

Sign Deposit Refund: Return the Sign no later than 15 calendar days after the final Board's action in order to receive a refund of \$100 for the sign deposit. Failure to return the Sign within the 15-day period deposit will result in the sign deposit forfeited.

Applicant's Acknowledgment of Sign Posting Instructions

I, the undersigned have read and understand the above Sign Posting Instructions. I further understand that I must pick up the Sign and post it on the subject site on or before the date _____.

In order to receive the \$100 sign deposit, I understand that I must return the Sign no later than 15 days after the final public hearing for the application I submitted.

Signed by: _____ Date: _____

Printed Name: _____ Telephone: _____

Address: _____

Case Number: TSP _____

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CHECKLIST FOR TALL STRUCTURE PERMIT APPLICATION
(Does not include telecommunications tower application)

The Applicant must complete and submit this checklist along with the submission of a Tall Structure Permit application. Gwinnett County Department of Planning and Development reserves the right not to accept the application if any of the following information or document is not completed.

- _____ 1. Application completed and signed.
- _____ 2. Application fee \$ _____ payable to Gwinnett County

- _____ 3. Site Plan sets: one (1) at full scale, and one (1) at 8.5" x 11" reduction. Include with Site Plan:
 - a. Property lines, with bearings and distances
 - b. All roadways, name, and right-of-way size
 - c. Existing and proposed driveways, and parking area (if applicable)
 - d. Existing and proposed easements
 - e. Existing and proposed structures
 - f. Topographic information, drawn at 2-foot intervals
 - g. Zoning setback lines as required by Ordinance
 - h. Location of proposed structure
 - i. Distances from structure to all adjoining property lines
 - j. Distances from structure to all residential structures on adjoining property
 - k. All adjoining property owner's names
 - l. All adjoining zoning classifications
 - m. Proposed fencing and fence details
 - n. Existing screening vegetation
 - o. Proposed landscaping strips and landscaping details

- _____ 4. Boundary survey (unless shown on site plan) and Legal description of overall site and leased area.

- _____ 5. Building Plan sets: one (1) full size and one (1) 8.5" x 11" reduction. Include with Building Plan details of the proposed structure:
 - a. Elevations
 - b. Overall Design
 - c. Overall height (to highest point)
 - d. Antennae and appendage (for amateur radio application only)
 - e. Type material, color and lighting

- _____ 6. Separate scaled map showing proposed structure site and nearest airport. Include statement for separation distance between site and airport.

- _____ 7. Letter of intent which includes a statement demonstrating compliance with current standards and regulations. Amateur Radio Service Communications: Applicant must include statement regarding compliance with the FAA, FCC and other federal agency with authority to regulate such communications.
- _____ 8. Signed Acknowledgment of Sign Posting and Instructions.
- _____ 9. Submit 2 CD disks containing electronic copies of the application and supporting documents as shown above.

Checklist completed by Applicant: _____
Printed Name, Title Date