



GWINNETT COUNTY
Department of Planning & Development
One Justice Square
446 West Crogan Street, Suite 275
Lawrenceville, Georgia 30046
Phone: 678.518.6150 Fax: 678.518.6152
www.gwinnettcountry.com

Request for Variance from Stormwater Detention

Application Guidelines & Information

Variance requests from the requirements of the *SSFISS* shall be submitted using this application form, as prescribed by the Director of the *Department of Planning and Development* or the Director's designee, along with such fees as shall be established by the *Board of Commissioners*. The Director of the *Department of Planning and Development* or the Director's designee shall coordinate the review of each variance request with all other affected County departments and shall forward such comments or recommendation as may be received to the *Board of Construction Adjustments and Appeals* for action in their normal course of business. The review will include a recommendation from the *Department of Planning and Development - Stormwater Plan Review Section*.

Submittal Requirements

The application includes the application form, plans, fees and all related material required for review and processing. Failure to submit all required information can result in delaying the processing of your request and may extend the public hearing date beyond the date you are trying to attend.

Application Requirements

Included in these guidelines are general requirements necessary to process an application.

1. Application Form

Please complete all portions of this form. The application must be signed and the signatures notarized by both the applicant and the property owner. Incomplete applications cannot be processed.

2. Application Fee

The application fee is \$200.00 and is non-refundable. Please make check payable to Gwinnett County.

3. Letter of Intent

The Letter of Intent should explain what is proposed and why you, the applicant, believes the request is justified. The Letter of Intent shall be a clearly identified, separate document.

4. Site Plan and Boundary Survey

Provide two (2) full size copies of the site plan and boundary survey. Also provide one (1) 8 ½ X 11 reduction of both the site plan and boundary survey.

5. Plan Review Comments

Attach any plan review comments prepared by county staff (if applicable).

6. Hydrology Report

Provide all necessary documentations, including but not limited to drainage area maps, hydrological analysis, and generated runoff hydrographs supporting to variance request. The applicant must provide a hydrology report that calculates the runoff for three conditions, forested, existing and proposed. The report must show that the peak flows for the developed condition not exceed the existing condition. The variance request can only be for the detention volume required to reduce the peak from existing conditions to forested conditions. Water quality for the site must be provided. A hydrology report is required to determine the volume required to provide water quality, the detention volume required so that peak flow under proposed conditions is less than or equal to existing conditions, and the detention volume required so that the peak flow for the proposed condition is equal to or less than the forested condition.

7. **Redevelopment Evaluation Tool**

Provide a copy of the fully completed Redevelopment Evaluation Tool. This tool assists the applicant in 1) determining the detention volume necessary to reduce peak stormwater discharge to an acceptable condition (see 50% Rule, SSFISS Section 11.2.3), and 2) estimating the associated fee in lieu of detention.

8. **Additional Plans and Documentation**

Submit additional plans as necessary to support the application, or additional information that may be helpful for the Board of Construction Adjustments and Appeals and staff to make a decision. Please provide two (2) full size and one (1) 8 ½ X 11 reduction of all plans.

9. **Additional Requirements**

Submit any additional documents, plans or studies as may be required by the Department of Planning and Development - Stormwater Plan Review Section.



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Variance Application
Request for Variance from Stormwater Detention

Please complete this application & submit it with all attachments as stated in the Variance Application Guidelines & Information. Please **TYPE** or **PRINT** using **BLUE** or **BLACK** ink. A variance cannot be processed unless all information accompanies the application; a variance will not be considered when actions of any property owner of a given property have created conditions of a hardship on that property.

<u>Applicant Information</u>	<u>Property Owner Information</u>
Name _____	Name _____
Address _____ _____	Address _____ _____
City _____	City _____
State _____ Zip _____	State _____ Zip _____
Phone _____	Phone _____
Contact Person's	
Name _____ Phone _____ _____	
Applicant is the (please check or circle one of the following): <input type="checkbox"/> Developer <input type="checkbox"/> Property Owner <input type="checkbox"/> Developer's/Property Owners Agent	

Address of Property _____

Subdivision or Project Name _____ Lot & Block _____

District, Land Lot, & Parcel (MRN) _____

Development Type _____

Variance Requested _____

Applicant Certification

The undersigned is authorized to make this application and is aware that an application or reapplication for a variance from stormwater detention on a property shall be heard within 12 months from the date of last action by the Board of Construction Adjustments and Appeals, and in no case may such application or reapplication be considered in less than six months from the date of last action by the Board of Construction Adjustments and Appeals (Article 4, Section 4.2.2).

Notary Seal

Signature of Applicant	Date
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Typed or Printed Name & Title	
<hr/>	
Signature of Notary Public	Date

Property Owner Certification

The undersigned is the record owner of the property considered in this application and is aware that no application or reapplication for a variance from stormwater detention on a property shall be heard within 12 months from the date of last action by the Board of Construction Adjustments and Appeals unless such 12-month period is waived by the Board of Construction Adjustments and Appeals, and in no case may such application or reapplication be considered in less than six months from the date of last action by the Board of Construction Adjustments and Appeals (Article 4, Section 4.2.2).

Notary Seal

Signature of Property Owner	Date
<hr/>	
Typed or Printed Name & Title	
<hr/>	
Signature of Notary Public	Date

Planning & Development Use Below Only

Date Received _____ Received By _____
MRN _____ Variance Type _____
Code Section _____
Zoning District _____ Commission District _____
Hearing Date _____