

Department of Planning and Development

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



APPLICATION FOR APPEAL OF AN ADMINISTRATIVE DECISION

Please complete this application and submit with all necessary attachments as outlined on the Appeal of an Administrative Decision instructions.

INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED

APPLICANT INFORMATION		OWNER INFORMATION	
APPLICANT _____		OWNER _____	
ADDRESS _____		ADDRESS _____	
	ZIP _____		ZIP _____
PHONE _____	DATE _____	PHONE _____	DATE _____

ADDRESS OF PROPERTY _____

DISTRICT _____ LAND LOT _____ PARCEL _____ ZONING DISTRICT _____

SUBDIVISION/PROJECT NAME _____ LOT/BLOCK _____

Please attach a TYPED legal description unless located in a recorded subdivision.

Describe the specific decision that is under appeal (State applicable Article, Section, and Paragraph of the Unified Development Ordinance).

Article _____ Section _____ Paragraph _____

Case Number _____

APPLICATION FOR APPEAL OF AN ADMINISTRATIVE DECISION

It is understood by the undersigned that this application is to be considered by the Zoning Board of Appeals under the provisions of the Unified Development Ordinance Section 270-90. It is further understood that it is the responsibility of the applicant to present sufficient evidence to justify over-ruling a decision of the Director of the Department of Planning and Development.

Signature of Applicant Date

Typed or Printed Name and Title

Signature of Notary Public Date

NOTARY SEAL

DEPARTMENT OF PLANNING AND DEVELOPMENT USE ONLY

DATE RECEIVED _____ **RECEIVED BY** _____

COMMISSION DISTRICT _____ **MRN** _____

HEARING DATE _____

ACTION OF ZONING BOARD OF APPEALS

APPROVED _____ **APPROVED WITH CONDITIONS** _____ **DENIED** _____

CONDITIONS _____

DATE OF ACTION _____

Case Number _____

Department of Planning and Development

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



**INFORMATION SHEET
FOR AN APPEAL OF AN ADMINISTRATIVE DECISION**

The following items are necessary in order to process an Appeal of an Administrative Decision:

1. **APPLICATION FORM & FEE**
Answer all questions. Incomplete applications cannot be accepted. Include the \$100.00 application fee.
2. **LEGAL DESCRIPTION OF PARCEL**
Must be typed (not required if located within a recorded subdivision).
3. **SITE PLAN AND/OR COPY OF BOUNDARY SURVEY**
 - A. All documents related to the application in order for the Board of Appeals to render a decision are necessary.
 - B. 8 1/2 x 11 reduction of site plan
 - C. Full size site plan.

MEETINGS

The Gwinnett County Zoning Board of Appeals meets on the second Tuesday of each month at 6:30 P.M. at the Gwinnett Justice and Administration Center, 75 Langley Drive, Lawrenceville. The meeting dates are as follows:

January 12, 2016
February 9, 2016
March 8, 2016
April 12, 2016
May 10, 2016
June 14, 2016

July 12, 2016
August 9, 2016
September 13, 2016
October 11, 2016
November 8, 2016
December 13, 2016

*** NOTICE ***

Planning and Development strongly recommends that the applicant, or someone familiar with the request to represent the applicant, attend the public hearing. Failure to do so could result in the postponement and/or subsequent denial of the request.

**** NOTICE ****

An Appeal of an Administrative Decision MUST be filed, in person, within fifteen (15) days after written decision from Planning & Development Department (Section 270-90, Unified Development Ordinance).