
INSTRUCTIONS FOR REQUESTING A PRE-APPLICATION MEETING FOR REZONING, SPECIAL USE PERMIT, CHANGE IN CONDITIONS, AND VARIANCE APPLICATIONS

1. **Complete a Pre-Application Information Form** (see Page 2).
2. **Prepare a Concept Plan** that conveys the proposed project. Minimum concept plan requirements for a pre-application meeting include:
 - a. Property boundary;
 - b. Existing and proposed building(s) labeled with square footage and height;
 - c. Density and/or Floor Area Ratio;
 - d. Existing and proposed curb cuts, internal streets, sidewalks and parking;
 - e. Buffers and setbacks;
 - f. Floodplain, wetlands, state waters (including streams), dam breach zones, lakes, ponds, and associated buffers and setbacks;
 - g. Open space;
 - h. Proposed stormwater management facility location(s); and
 - i. Building floor plan (for certain Special Use Permits).
3. **Submit the Pre-Application Information Form and Concept Plan** before the published deadline in accordance with the [Public Hearing Schedule](#) to the Planning Division at P&D-PlanningZoning@GwinnettCounty.com. Staff will contact the applicant to schedule a Pre-Application Meeting.
4. **Attend the Pre-Application Meeting** with Planning Division staff. This meeting is intended for staff to provide feedback about the proposal, along with an overview of the application process. Once the Pre-Application Meeting is complete, staff will provide the applicant with Pre-Application meeting minutes.
5. **Include a copy of the Pre-Application Meeting Minutes** with the formal application submittal.



PRE-APPLICATION INFORMATION FORM

Project Summary:

Parcel Number(s): _____ Acreage: _____

Property Address(es): _____

Current Zoning: _____ Proposed Zoning (if applicable): _____

Application Type (Rezoning, Change in Conditions, Special Use Permit, Variance or Waiver):

Detailed Project Description (including proposed uses(s) and square footage of each use):

Number of Dwelling Units: _____ Total Building Sq. Ft.: _____

Applicant Information:

Name: _____ Company: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Pre-Application Information Form Submittal Checklist

Completed Pre-Application Information Form

Concept Plan in Adobe PDF format