



GENERAL INFORMATION

Proposed developments located in the **Gwinnett Place Overlay, Innovation Overlay, Venture Drive Overlay, and Satellite Boulevard/Sugarloaf Parkway Suboverlay Districts** shall submit a **Special Administrative Permit (SAP)** application to the Gwinnett County Department of Planning and Development (the “Department”) prior to submitting a land development or building permit application. A public hearing is **not required** for an SAP application, and there is no application fee. It is the responsibility of the applicant to review and adhere to the Overlay and/or Suboverlay regulations in Chapter 214 of the Gwinnett County [Unified Development Ordinance \(UDO\)](#).

SUBMITTAL AND REVIEW PROCESS

The following steps outline the special administrative permit submittal and review process:

- A. Pre-Application Meeting.** A pre-application meeting is required prior to application submittal. To schedule a pre-application meeting, please visit GwinnettZIP.com to submit a meeting request. The Department will schedule the pre-application meeting within three business days after receiving the request. The applicant is required to attend the pre-application meeting; however, the applicant’s design professionals and other representatives are also encouraged to attend. Following the pre-application meeting, staff will provide the applicant with pre-application meeting minutes.
- B. SAP Application Submittal and Acceptance.** The applications shall be submitted electronically to p&d-planningzoning@gwinnettcounty.com. Staff reviews the application for completeness and communicates with the applicant regarding any missing or incorrect information.
- C. SAP Application Review and Issuance.** Once staff deems the application is complete, the Department will coordinate with other County departments (Water Resources, Transportation, Parks and Recreation) and divisions within the Department (planning, development, and building) for review. The applicant does not need to schedule separate coordination meetings. The County will coordinate the issuance of sewer capacity and review of the traffic impact study (if applicable) as part of the SAP application.

Within four weeks of acceptance of a complete application, the Department will provide a list of comments to the applicant relative to compliance with the UDO standards. The applicant shall make amendments to the plans and resubmit as noted. If the proposal is in compliance with UDO standards, then the Department will issue the SAP and the applicant can move forward to apply for a land disturbance and/or building permit.



SPECIAL ADMINISTRATIVE PERMIT (SAP) APPLICATION CHECKLIST

The following is a checklist of information required for submission of an SAP application. The Planning and Development Department reserves the right to reject any incomplete application.

- ☐ **Application form** (Page 3)
- ☐ **Letter of intent**, with a summary of any requested variations
- ☐ **Site plan**
- ☐ **Building elevations**
- ☐ **Boundary survey**, drawn by a registered land surveyor no more than two years prior to the date of application

- ☐ **Additional Documents**, as applicable:
 - ☐ Phasing plan
 - ☐ Variation(s) request (Page 4)
 - ☐ Current sewer capacity certification letter
 - ☐ Traffic impact study, as prescribed in the Gwinnett County Department of Transportation's [Traffic Impact Study Guidelines](#).
 - ☐ Review form for Development of Regional Impact (DRI)
 - ☐ Proposed design of any publicly accessible open space
 - ☐ Official approval documentation from the Rowen Architectural Guidance and Design Review Board, if in the Innovation Overlay District



SPECIAL ADMINISTRATIVE PERMIT APPLICATION

Property Information:

Property Address(es): _____

Property Parcel ID(s): _____

Overlay and/or Suboverlay District: _____

Zoning District: _____ Acreage: _____

Project Description: _____

Variations Requested: ☐ Yes ☐ No If Yes, complete the Request for Variations Form on the next page

Applicant Information: Applicant is: ☐ Property Owner ☐ Owner's Agent ☐ Contract Purchaser

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Property Owner Information (if property owner is a person other than the applicant)

Name: _____

Phone Number: _____ Email Address: _____

Primary Contact:

Name: _____

Phone Number: _____ Email Address: _____

Signatures:

Applicant: _____ Property Owner: _____

Printed Name: _____ Printed Name: _____

Date: _____ Date: _____



REQUEST FOR VARIATION(S)

The Department Director may grant a variation from any of the standards set forth in the Overlay and/or Suboverlay, with the exception of uses and any associated provisions. Variations may be granted when, in the opinion of the Director, strict adherence to a provision creates a hardship due to extreme topographical or site provisions.

Code section subject to variation: _____

Description of request: _____

Justification: _____

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