

Department of Planning and Development

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



gwinnettcountry

PROCEDURES FOR OBTAINING ZONING CERTIFICATION LETTER

The Gwinnett County Planning Division will certify the zoning of property by using the following procedures. Please send your request for zoning certification to the address below:

Gwinnett County Planning Division
Attn: Melody Maloney
446 West Crogan Street, Suite 250
Lawrenceville, GA 30046

Required items:

1. A legible **boundary survey** of the property. The **surveyor stamp, title block and metes and bounds** must be legible.
2. A typed **legal description** (metes and bounds) of the property.
3. Cash, credit card or check for **\$50.00** made payable to **Gwinnett County**.
4. Indicate the **recipient's name and mailing address** to be included on the letter.
5. Provide an **e-mail address** if you would like a scanned (.pdf) copy of the letter.

You will receive from our office a letter certifying the zoning, the conditions of zoning, if applicable, and the section of the Unified Development Ordinance that governs the permitted uses in the zoning district.

Please allow 3 to 10 business days for processing, not including mailing time.

The Zoning Certification Letter does not indicate a development's conformance with the standards contained in the Unified Development Ordinance, or conformance with Building Codes, Fire Codes, or Sewer/Water Ordinances. If such information is needed, you must contact the applicable Department/Section directly.

Melody Maloney

Administrative Support Associate II
Current Planning
Melody.Maloney@gwinnettcountry.com

If you need additional information, please contact the Planning Division at 678.518.6000.