

MOBILE HOME APPLICATION



Gwinnett County
Department of Planning & Development
Planning Division

446 West Crogan Street, Suite 250

Lawrenceville, Georgia 30046

(678) 518-6000

ONLY COMPLETE APPLICATIONS ACCEPTED

GWINNETT COUNTY PLANNING DIVISION MOBILE HOME – REZONING/SPECIAL USE PERMIT PROCESS

All applications for Mobile Home Rezoning and/or Special Use Permits are reviewed by the Planning Division Staff, the Municipal-Gwinnett County Planning Commission, and the Gwinnett County Board of Commissioners. Mobile homes must be located on land zoned RA-200. If the property is not presently zoned RA-200, the applicant must file applications for both rezoning to RA-200 and a Special Use Permit.

- (1) An application is submitted to the Planning Division. Please refer to the Public Hearing Schedule for filing deadlines and public hearing dates.
- (2) The Planning Division reviews the application and makes both a written recommendation and an oral recommendation at public hearing. The written recommendation is mailed to the applicant approximately 1-2 weeks before the Planning Commission public hearing. Additional copies of the report may be obtained by calling (678) 518-6000.
- (3) The Planning Division will place a legal notice in the Gwinnett Daily Post newspaper at least 15 days before the first public hearing.
- (4) A public hearing sign is erected on the property the month before the public hearings. This sign will be provided by the County and erected by the Applicant. Where only a Special Use Permit is required, the County will mail notices to neighboring property owners whose parcels abut the request. Where a rezoning of the property to RA-200 is required, the Applicant must mail such notice to the owners of neighboring parcels lying within 1,000 feet of the site. A listing of parcel numbers within 1,000 feet and mailing instructions will be provided by the County.
- (5) The Planning Commission reviews the facts in the case at its scheduled meeting. A recommendation is decided upon following the public hearing. This recommendation is forwarded to the Board of Commissioners. The Planning Commission meets the first and third Tuesday of each month to consider Rezoning and Special Use Permits. Meetings are held at 7:00 p.m. at the Gwinnett Justice and Administration Center Auditorium, 75 Langley Drive, Lawrenceville, Georgia.

- (6) The Board of Commissioners meets on the fourth Tuesday of each month to consider Mobile Home applications. This meeting is held at 7:00 p.m. at the Gwinnett Justice and Administration Center Auditorium, 75 Langley Drive, Lawrenceville, Georgia.
- (7) Once an application is made, the applicant may withdraw the application without prejudice only before legal advertisement of a public hearing is placed in the newspaper. The application may not be withdrawn after the legal advertisement has been placed. **Please refer to the Public Hearing Schedule for withdrawal deadlines.** Written notification of withdrawal is required.
- (8) If an application is withdrawn before placement of the legal advertisement, a refund of the application fee will be made.
- (9) No application or reapplication affecting the same land shall be acted upon with 12 months from the date of last action by the Board of Commissioner unless waived by the Board of Commissioners. A request to consider such a waiver is submitted to the Planning Division. In no case shall an application or reapplication be acted upon in less than 6 months from the date of last action by the Board of Commissioners.
- (10) A request to change the conditions of the Rezoning and/or Special Use Permit will be processed as a new application and will be subject to the required waiting period. All application filing deadlines, requirements and fees will apply to a request for a change in conditions.
- (11) All applicants, their attorneys, or representatives, must submit information as required by the Official Code of Georgia Section 36-67A-1, et. seq, Conflict of Interest in Zoning Actions.

MOBILE HOME – REZONING/SPECIAL USE PERMIT INFORMATION

The items listed below are necessary to process Rezoning and/or Special Use Permit application for a Mobile Home. Please note that the Gwinnett County Planning Division processes applications for unincorporated Gwinnett County. Please refer to the Public Hearing Schedule for filing deadlines and public hearing dates.

The Planning Division strongly urges pre-application conferences to discuss the proposal. However, they are not required. An appointment with the Current Planning Section staff is suggested.

The Board of Commissioners has limited the number of Rezoning case to 14 per month, and Special Use Permits to eight (8) per month. In order to ensure fair and equal treatment to all concerned, all applications must be complete with all items listed below. **IF NOT COMPLETE, THE APPLICATION CANNOT BE ACCEPTED BY THE PLANNING DIVISION FOR PROCESSING.**

Any amendments to an application must be submitted to the Planning Division for staff review prior to the Planning Commission hearing.

REQUIRED ITEMS

1) **APPLICATION FORM**

One (1) copy of the completed Application Form(s).

Mobile homes must be located on land zoned RA-200. If the property is not presently zoned RA-200, the applicant must file applications for both rezoning to RA-200 and a Special Use Permit.

2) **APPLICATION FEE**

Checks should be made payable to Gwinnett County. Visa, Mastercard and ATM/Debit cards are also accepted.

3) **LEGAL DESCRIPTION**

The legal description may be a "metes and bounds" description or a copy of the warranty deed for the property. Metes and bounds descriptions must establish a point of beginning and from the point of beginning give each dimension bounding the property, calling the directions and distances which the boundary follows around the property returning to the point of beginning.

4) **BOUNDARY SURVEY**

One (1) copy of a boundary survey to scale for the subject property, displaying all metes and bounds. This is not necessary if the Site Plan (next item) includes this information.

5) **SITE PLAN**

Four (4) copies of a Site Plan drawn to scale. This site plan must show:

- proposed location of the mobile home
- existing house or building locations (if applicable)
- existing or proposed driveways and/or parking pads

One 8-1/2 x 11 reduction of the site plan must also be submitted.

6) **LETTER OF INTENT**

A. One (1) copy of a Letter of Intent

B. The letter of Intent must give details of the proposed Mobile Home, and must include:

- a description of the home (single or double wide)
- the purpose for the mobile home (as a primary residence; to house relatives; for rent, etc.)
- a description of any hardship being claimed

7) **NOTARIZED SIGNATURES**

The application forms must have notarized signatures of both the property owner(s) and the applicant(s), or an attachment if multiple owners are involved.

8) **CONFLICT OF INTEREST CERTIFICATION FORM**

Applicants shall disclose conflict of interest and campaign contributions as required by O.C.G.A. Sec. 36-67A. The enclosed form must be signed, notarized and submitted with the application.

9) **PROOF OF PAID PROPERTY TAXES**

The applicant must provide proof that current property taxes have been paid on the land. This form must be signed by the applicant, verified and signed by the Tax Commissioner's Office, and submitted when the application is filed.

10) **SPECIAL USE PERMIT WITHIN RESIDENTIAL ZONING**

This form must be signed, notarized and submitted with the application.

ADDITIONAL INFORMATION FOR MOBILE HOME APPLICANTS:

Mobile Home Rezoning and/or Special Use Permits are subject to the following:

- An applicant may propose to permanently locate a mobile home (principal use) on vacant land, zoned RA-200. However, if the mobile home is proposed as an accessory use to an existing residence on the property, the initial Special Use Permit shall be valid for no more than a two-year period. Upon or before the expiration of the Special Use Permit, the owner shall make application to continue the Special Use Permit if continuance is desired.

- For accessory mobile homes, the owner of the property shall submit with the application, a signed statement in which he/she agrees that the Special Use Permit, if approved, shall automatically terminate in the event that the property is sold, transferred or otherwise conveyed to any other party. The owner shall also agree to notify the Planning Director in writing upon the occurrence of any of these events.

- The use for which a Special Use Permit is granted shall commence operations within 12 months of the date of approval by the Board of Commissioners. If, at the end of this 12-month period, the Director determines that active efforts are not proceeding, a report may be forwarded to the Board of Commissioners through the Planning Commission which may recommend that action be taken to remove the Special Use Permit from the property.

REZONING APPLICATION

AN APPLICATION TO AMEND THE OFFICIAL ZONING MAP OF GWINNETT COUNTY, GEORGIA

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION*
NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ PHONE: _____	NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ PHONE: _____
CONTACT PERSON: _____ PHONE: _____ E-MAIL: _____ FAX: _____	

* Include any person having a property interest and any person having a financial interest in any business entity having property interest (use additional sheets if necessary).

<p style="text-align: center;">APPLICANT IS THE:</p> <input type="checkbox"/> OWNER'S AGENT <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> CONTRACT PURCHASER		
PRESENT ZONING DISTRICT(S): _____ REQUESTED ZONING DISTRICT: _____ PARCEL NUMBER(S): _____ ACREAGE: _____ ADDRESS OF PROPERTY: _____ PROPOSED MOBILE HOME IS A: <input type="checkbox"/> PRINCIPAL USE <input type="checkbox"/> ACCESSORY USE		
<p>NOTE: PLEASE ATTACH A LETTER OF INTENT DETAILING THE MOBILE HOME PROPOSAL.</p>		

REZONING APPLICANT'S RESPONSE
STANDARDS GOVERNING THE EXERCISE OF THE ZONING POWER

PURSUANT TO REQUIREMENTS OF THE UNIFIED DEVELOPMENT ORDINANCE, THE BOARD OF COMMISSIONERS FINDS THAT THE FOLLOWING STANDARDS ARE RELEVANT IN BALANCING THE INTEREST IN PROMOTING THE PUBLIC HEALTH, SAFETY, MORALITY OR GENERAL WELFARE AGAINST THE RIGHT TO THE UNRESTRICTED USE OF PROPERTY AND SHALL GOVERN THE EXERCISE OF THE ZONING POWER.

PLEASE RESPOND TO THE FOLLOWING STANDARDS IN THE SPACE PROVIDED OR USE AN ATTACHMENT AS NECESSARY:

(A) WHETHER A PROPOSED REZONING (OR SPECIAL USE PERMIT) WILL PERMIT A USE THAT IS SUITABLE IN VIEW OF THE USE AND DEVELOPMENT OF ADJACENT AND NEARBY PROPERTY:

(B) WHETHER A PROPOSED REZONING (OR SPECIAL USE PERMIT) WILL ADVERSELY AFFECT THE EXISTING USE OR USABILITY OF ADJACENT OR NEARBY PROPERTY:

(C) WHETHER THE PROPERTY TO BE AFFECTED BY A PROPOSED REZONING (OR SPECIAL USE PERMIT) HAS REASONABLE ECONOMIC USE AS CURRENTLY ZONED:

(D) WHETHER THE PROPOSED REZONING (OR SPECIAL USE PERMIT) WILL RESULT IN A USE WHICH WILL OR COULD CAUSE AN EXCESSIVE OR BURDENSOME USE OF EXISTING STREETS, TRANSPORTATION FACILITIES, UTILITIES, OR SCHOOLS:

(F) WETHER THERE ARE OTHER EXISTING OR CHANGING CONDITIONS AFFECTING THE USE AND DEVELOPMENT OF THE PROPERTY WHICH GIVE SUPPORTING GROUNDS FOR EITHER APPROVAL OR DISAPPROVAL OF THE PROPOSED REZONING (OR SPECIAL USE PERMIT).

REZONING APPLICANT'S CERTIFICATION

THE UNDERSIGNED BELOW IS AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED IS AWARE THAT NO APPLICATION OR REAPPLICATION AFFECTING THE SAME LAND SHALL BE ACTED UPON WITHIN 12 MONTHS FROM THE DATE OF LAST ACTION BY THE BOARD OF COMMISSIONERS UNLESS WAIVED BY THE BOARD OF COMMISSIONERS. IN NO CASE SHALL AN APPLICATION OR REAPPLICATION BE ACTED UPON IN LESS THAN SIX (6) MONTHS FROM THE DATE OF LAST ACTION BY THE BOARD OF COMMISSIONERS.

SIGNATURE OF APPLICANT

DATE

TYPE OR PRINT NAME AND TITLE

SIGNATURE OF NOTARY PUBLIC

DATE

NOTARY SEAL

REZONING CHECKLIST

The following is a checklist of information required for submission of a rezoning or Rezoning or Special Use Permit application. The Planning and Development Department reserves the right not to accept any incomplete applications.

- _____ Application Form
- _____ Legal Description
- _____ Boundary Survey
- _____ Site Plan (Four (4) copies and one (1) 8-1/2 x 11 reduction)
- _____ Standards Governing Exercise of the Zoning Power
- _____ Letter of Intent
- _____ Applicant Certification with Notarized Signature
- _____ Property Owner Certification with Notarized Signature
- _____ Conflict of Interest Certification/Campaign Contributions
- _____ Verification of Paid Property Taxes (most recent year)
- _____ Application Fee - Make checks payable to Gwinnett County

Please bring this checklist when filing for Rezoning

MOBILE HOME - SPECIAL USE PERMIT APPLICATION

AN APPLICATION TO AMEND THE OFFICIAL ZONING MAP OF GWINNETT COUNTY, GA.

<u>APPLICANT INFORMATION</u>	<u>OWNER INFORMATION*</u>
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
CITY: _____	CITY: _____
STATE: _____ ZIP: _____	STATE: _____ ZIP: _____
PHONE: _____	PHONE: _____
CONTACT PERSON: _____ PHONE: _____	
APPLICANT'S E-MAIL: _____	

*Include any person having a property interest and any person having a financial interest in any business entity having property interest (use additional sheets if necessary).

APPLICANT IS THE:
<input type="checkbox"/> OWNER'S AGENT <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> CONTRACT PURCHASER
PRESENT ZONING DISTRICTS(S): _____
PARCEL NUMBER(S): _____ ACREAGE: _____
ADDRESS OF PROPERTY: _____
PROPOSED MOBILE HOME IS A: <input type="checkbox"/> PRINCIPAL USE <input type="checkbox"/> ACCESSORY USE

PLEASE ATTACH A LETTER OF INTENT EXPLAINING WHAT IS PROPOSED

SPECIAL USE PERMIT APPLICANT'S RESPONSE
STANDARDS GOVERNING THE EXERCISE OF THE ZONING POWER

PURSUANT TO REQUIREMENTS OF THE UNIFIED DEVELOPMENT ORDINANCE, THE BOARD OF COMMISSIONERS FINDS THAT THE FOLLOWING STANDARDS ARE RELEVANT IN BALANCING THE INTEREST IN PROMOTING THE PUBLIC HEALTH, SAFETY, MORALITY OR GENERAL WELFARE AGAINST THE RIGHT TO THE UNRESTRICTED USE OF PROPERTY AND SHALL GOVERN THE EXERCISE OF THE ZONING POWER.

PLEASE RESPOND TO THE FOLLOWING STANDARDS IN THE SPACE PROVIDED OR USE AN ATTACHMENT AS NECESSARY:

- (A) WHETHER A PROPOSED REZONING (OR SPECIAL USE PERMIT) WILL PERMIT A USE THAT IS SUITABLE IN VIEW OF THE USE AND DEVELOPMENT OF ADJACENT AND NEARBY PROPERTY:

- (B) WHETHER A PROPOSED REZONING (OR SPECIAL USE PERMIT) WILL ADVERSELY AFFECT THE EXISTING USE OR USABILITY OF ADJACENT OR NEARBY PROPERTY:

- (C) WHETHER THE PROPERTY TO BE AFFECTED BY A PROPOSED REZONING (OR SPECIAL USE PERMIT) HAS REASONABLE ECONOMIC USE AS CURRENTLY ZONED:

- (D) WHETHER THE PROPOSED REZONING (OR SPECIAL USE PERMIT) WILL RESULT IN A USE WHICH WILL OR COULD CAUSE AN EXCESSIVE OR BURDENSOME USE OF EXISTING STREETS, TRANSPORTATION FACILITIES, UTILITIES, OR SCHOOLS:

- (E) WHETHER THE PROPOSED REZONING (OR SPECIAL USE PERMIT) IS IN CONFORMITY WITH THE POLICY AND INTENT OF THE LAND USE PLAN:

- (F) WHETHER THERE ARE OTHER EXISTING OR CHANGING CONDITIONS AFFECTING THE USE AND DEVELOPMENT OF THE PROPERTY WHICH GIVE SUPPORTING GROUNDS FOR EITHER APPROVAL OR DISAPPROVAL OF THE PROPOSED REZONING (OR SPECIAL USE PERMIT):

SPECIAL USE PERMIT APPLICANT'S CERTIFICATION

THE UNDERSIGNED BELOW IS AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED IS AWARE THAT NO APPLICATION OR REAPPLICATION AFFECTING THE SAME LAND SHALL BE ACTED UPON WITHIN 12 MONTHS FROM THE DATE OF LAST ACTION BY THE BOARD OF COMMISSIONERS UNLESS WAIVED BY THE BOARD OF COMMISSIONERS. IN NO CASE SHALL AN APPLICATION OR REAPPLICATION BE ACTED UPON IN LESS THAN SIX (6) MONTHS FROM THE DATE OF LAST ACTION BY THE BOARD OF COMMISSIONERS.

Signature of Applicant

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal

SPECIAL USE PERMIT PROPERTY OWNER'S CERTIFICATION

THE UNDERSIGNED BELOW, OR AS ATTACHED, IS THE OWNER OF THE PROPERTY CONSIDERED IN THIS APPLICATION. THE UNDERSIGNED IS AWARE THAT NO APPLICATION OR REAPPLICATION AFFECTING THE SAME LAND SHALL BE ACTED UPON WITHIN 12 MONTHS FROM THE DATE OF LAST ACTION BY THE BOARD OF COMMISSIONERS UNLESS WAIVED BY THE BOARD OF COMMISSIONERS. IN NO CASE SHALL AN APPLICATION OR REAPPLICATION BE ACTED UPON IN LESS THAN SIX (6) MONTHS FROM THE DATE OF LAST ACTION BY THE BOARD OF COMMISSIONERS.

Signature of Property Owner

Date

Type or Print Name and Title

Signature of Notary Public

Date

Notary Seal

**SPECIAL USE PERMIT IN A
RESIDENTIAL DISTRICT**

(Submit with Special Use Permit Application for a use within a residence)

I, the undersigned applicant, understand and agree that the Special Use Permit, if approved, shall automatically terminate in the event that this property is sold, transferred or otherwise conveyed to any other party, or the business which operates the special use is sold, transferred, otherwise conveyed or discontinued.

Signature of Applicant

Type or Print Name

Date

Signature of Notary Public

Date

Notary Seal

CONFLICT OF INTEREST CERTIFICATION FOR SPECIAL USE PERMIT

The undersigned below, making application for a Special Use Permit, has complied with the Official Code of Georgia Section 36-67A-1, et. seq, Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.

 SIGNATURE OF APPLICANT DATE TYPE OR PRINT NAME AND TITLE

 SIGNATURE OF APPLICANT'S DATE TYPE OR PRINT NAME AND TITLE
 ATTORNEY OR REPRESENTATIVE

 SIGNATURE OF NOTARY PUBLIC DATE NOTARY SEAL

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the Board of Commissioners or a member of the Gwinnett County Planning Commission?

YES NO _____
 YOUR NAME

If the answer is yes, please complete the following section:

NAME AND OFFICAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (List all which aggregate to \$250 or More)	DATE CONTRIBUTION WAS MADE (Within last two years)

Attach additional sheets if necessary to disclose or describe all contributions.

SPECIAL USE PERMIT CHECKLIST

The following is a checklist of information required for submission of a Special Use Permit application. The Planning and Development Department reserves the right not to accept any incomplete applications.

- _____ Application Form
- _____ Legal Description
- _____ Boundary Survey
- _____ Site Plan (Four (4) copies and one (1) 8 1/2 x 11 reduction)
- _____ Standards Governing Exercise of the Zoning Power
- _____ Letter of Intent
- _____ Applicant Certification with Notarized Signature
- _____ Property Owner Certification with Notarized Signature
- _____ Conflict of Interest Certification
- _____ Verification of Paid Property Taxes (most recent year)
- _____ Special Use Permit Within a Residential District - signed statement
- _____ Application Fee - Make checks payable to Gwinnett County

Note: Please bring this checklist when filing your application