

**Department of Planning and Development**

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



**WAIVER APPLICATION  
 FROM THE UNIFIED DEVELOPMENT ORDINANCE**

For Consideration By:     BOARD OF COMMISSIONERS  
     BOARD OF CONSTRUCTION ADJUSTMENTS & APPEALS

**Applicant Information:**

Name/Corporation:	
Contact Person:	
Agent of Applicant (if applicable):	
* Mailing Address:	
City, State, Zip Code:	
Telephone Number:	Mobile Telephone Number:
Email Address:	

\* Note: All correspondence will be sent to this address.

**Property Owner Information:**

Name/Corporation:	
Mailing Address:	
City, State, Zip Code:	
Telephone Number:	Contact Person:

**Property Information:**

Subdivision or Project Name:	
Street Address:	
District, Land Lot, Parcel:	Development Type:

**Waiver Requested:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Justification for Waiver:** (Attach letter of intent if additional space required): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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### Waiver Application from the Unified Development Ordinance Guidelines & Information (Revised December 2014)

Included in these guidelines are the informational requirements necessary to process a waiver application from the Unified Development Ordinance (UDO).

#### Types of Waiver Applications

Depending on the nature of the waiver, the applications are processed for consideration by either: (1) the Board of Commissioners (BOC); or (2) the Board of Construction Adjustments and Appeals (BCAA).

**NOTE:** There will NOT be a public hearing held on the matter by either the BOC or the BCAA.

#### Waiver Application - BOC:

All waivers from the Unified Development Ordinance (UDO Section 340-40.2), except for stormwater requirements will be processed for consideration by the Board of Commissioners (BOC) at their 4<sup>th</sup> Tuesday monthly meeting at 7:00 PM. These applications are accepted and processed by the P&D Development Review Section. NOTE: The BOC will consider a maximum of five (5) waiver applications per month.

#### Waiver Application – BCAA:

All waivers from the stormwater management requirements will be processed for consideration by the Board of Construction Adjustments & Appeals (BCAA) at their 2<sup>nd</sup> Wednesday monthly meeting at 3:00 PM. These applications are accepted and processed by the P&D Stormwater Management Review Section.

#### Application Submittal Requirements

Waiver applications may only be considered for projects with a pending development permit or issued permits. If approved, a waiver applies only to a specific project or property requirement with which it is associated. Each waiver request must be on a separate application.

The waiver application submittal must include all of the following items:

1. **Application Form:** The application must be signed by both the applicant and the property owner and both signatures must be notarized.
2. **Application Fee:** The application fee is \$250.00 payable to Gwinnett County.
3. **Full-sized Site Plan and /or Boundary Survey:** One (1) full-sized copy of a closed boundary and one (1) full-sized copy of the development, site or subdivision plan. If the site plan is drawn on a closed boundary survey, only the site plan is required. Please clearly indicate on the plan the area to be considered for the waiver.
4. **Reduced Site Plan:** Provide one (1) copy of the plan reduced to 8-1/2 x 11 inches.
5. **Plan Review Comments:** Attach plan review comments applicable to this application.
6. **Additional information:** It is recommended that the applicant provide as much information as possible that might support the application. Additional information may be required based upon review of the application.

Processing time typically takes 45 to 60 days. For submittal deadlines to the BOC or BCAA, please refer to the applicable Waiver Filing Deadline & Hearing Date Schedule.

Please submit the complete applications to the Department of Planning & Development prior to 5:00 PM on the date of the submittal deadline. Incomplete applications WILL NOT be processed and will be returned to the applicant.