

## INSTRUCTIONS FOR REQUESTING A PRE-APPLICATION MEETING

### **Projects that Require a Pre-Application Meeting:**

- Rezoning;
- Special Use Permit;
- Waivers (including Buffer Reductions);
- Change in Conditions;
- Variance (Optional); and
- Any other application deemed necessary by staff.

### **Application Submittal and Review Process:**

1. **Complete a Pre-Application Information Form** that contains a detailed description of the request. Attach additional sheets, if necessary (see attached form).
2. **Prepare a Concept Plan** that conveys the proposed project. Minimum site plan requirements for a pre-application meeting include:
  - Property address;
  - Existing and proposed building locations and/or lot design/layout;
  - Gross and net density, building square footage, and building height;
  - Open space/common area;
  - Access driveways, sidewalks, and parking;
  - Building floorplan (for certain Special Use Permits);
  - Buffers and setbacks; and
  - Anticipated stormwater management facility location(s).
3. **Submit the Pre-Application Instruction Form and Concept Plans** before the published deadline to the Department of Planning and Development via email to [P&D-PlanningZoning@GwinnettCounty.com](mailto:P&D-PlanningZoning@GwinnettCounty.com). Once reviewed, staff will contact the applicant to schedule the Pre-Application Meeting. (Please note that due to COVID-19, all meetings are currently being held virtually.)
4. **Attend the Pre-Application Meeting** with Department of Planning and Development staff. This meeting is intended for staff to provide the applicant with feedback about the proposal, along with an overview of the application and review processes.
5. **Submit a Signed Copy of the Pre-Application Information Form** with the formal application. When the applicant is prepared to submit the completed application for the development activity or zoning process, a copy of the signed Pre-Application form must be included with the submittal.



### PRE-APPLICATION INFORMATION FORM

**NOTE:** Once the Pre-Application Meeting is complete, staff will provide the applicant with a signed copy of this form. This signed copy must be submitted with your official zoning/variance application.

#### Applicant Information:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Project Summary:

Address of Project: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Application Type (Rezoning, Change in Conditions, Special Use Permit, Buffer Reduction, Variance, Other):  
\_\_\_\_\_

Total Project Acreage: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_ Total Number of Lots/Units: \_\_\_\_\_

Detailed Description (Include Proposed Use(s) and Square Footage of Floor Area for each use): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Pre-Application Information Form Submittal Checklist:

- Completed Pre-Application Information Form
- One PDF digital version of Concept Plan

#### For Internal Use Only:

Pre-Application Meeting Date: \_\_\_\_\_

Staff Printed Name: \_\_\_\_\_ Signed: \_\_\_\_\_