

Public Participation Requirements For Rezoning, Change in Conditions, and Special Use Permits

For any Rezoning, Special Use Permit and/or Change in Conditions application(s), public participation is required if any of the following criteria are met for each application type:

1. Rezoning Applications:

- a) Resulting in the creation of more than 10 new residential lots and/or units.
- b) Resulting in the construction of more than 5,000 square feet of non-residential buildings and/or additions to buildings.
- c) Resulting in more than 10,000 square feet of land disturbance.

2. Special Use Permit Applications:

- a) Resulting in the construction of more than 5,000 square feet of non-residential buildings and/or additions to buildings.
- b) Resulting in more than 10,000 square feet of land disturbance.

3. Change-in-Conditions Applications:

- a) Resulting in the creation of more than 10 additional residential lots and/or units.
- b) Resulting in the construction of more than 5,000 square feet of additional non-residential buildings and/or additions to buildings.
- c) Resulting in more than an additional 10,000 square feet of land disturbance.
- d) Requesting any increase in building height, reduction of any building setback from an external property line, reduction of buffers, changes to the architecture of exterior façades, change in use or mixture of uses, or major changes to approved site plans as determined by the Planning and Development Director.

To ensure that applicants pursue early and effective dialogue with adjacent property owners who may be impacted by a proposed development, the Public Participation requirement consists of the following three parts:

1. **Public Participation Plan:** A Public Participation Plan (see Page 3) shall be completed and submitted as part of the application. Staff will provide the applicant with a mailing list of property owners within 1,000 feet of the property, along with the Pre-Application Meeting Minutes. The mailing list shall be included in the Public Participation Plan.
2. **Public Participation Meeting:** At least one in-person public participation meeting shall be held early in the process, at a convenient location and time. All interested parties identified in the Public Participation Plan shall be **mailed by first class mail**, a minimum of 14 days before the meeting. The notification cover sheet (see Page 5 for sample) shall include the purpose, place, and time of the meeting, as well as the following items:
 - The submitted application form (first page only).
 - The submitted letter of intent.
 - The submitted site plan (8.5" x 11").

Additional items such as elevations or renderings may also be included.

The applicant or representative shall attend this meeting and provide an opportunity for dialogue with interested parties. The applicant may schedule additional meetings as deemed necessary to ensure that interested parties have adequate opportunity to participate in the process.

3. **Public Participation Report:** A Public Participation Report (see Page 4) shall be completed and provided to the Planning Division according to the County's [public hearing schedule](#). This report will be made a part of the official file and will be provided to the Planning Commission and the Board of Commissioners.

Failure to complete the Public Participation Report requirement will delay your public hearings (Planning Commission and Board of Commissioners). Please contact the Planning Division at P&D-PlanningZoning@GwinnettCounty.com or 678-518-6000, if you have any questions regarding this requirement.

Public Participation Plan

- 1. Who do you intend to contact in addition to property owners within 1,000 feet of the site, if any?**

- 2. Where do you plan to host the Public Participation Meeting? Ensure that the meeting is held in person at a convenient location for interested parties.**

- 3. What date and time do you plan to host the Public Participation Meeting? Ensure that the meeting is held at a convenient time for interested parties, e.g. not during typical work hours on weekdays.**

- 4. What is your method for providing opportunities for discussion with interested parties at the Public Participation Meeting?**

Public Participation Report

1. List all groups that you notified of the requested application. Include a copy of the notification package and stamped Postal Service Form 3877 (attached) with itemized name and address of each addressee.

2. Provide the date, time, and location of all meeting(s) that the applicant and/or representative attended to discuss an application with interested parties.

3. Provide the number of people who participated in the meeting(s). Include the sign-in sheet(s) with meeting date, time, location, and attendee names.

4. What issues and concerns were expressed by attendees at the meeting(s)?

5. What are the applicant's responses to the issues and concerns that were expressed at the meetings? What changes to the development will be made?

NOTICE OF PUBLIC PARTICIPATION MEETING

This letter is to invite you to an **informational community meeting** to discuss a zoning application that has been submitted to the Gwinnett County Government.

Meeting Location: _____

Meeting Time & Date: _____

Case Number(s): _____

Property Address(es): _____

Detailed Project Description: _____

Type of Request(s): Rezoning Change in Conditions Special Use Permit

Applicant: _____

Contact Person: _____

Contact Phone Number: _____

Contact Email Address: _____

The following items are attached to this notice:

- The submitted application form (first page only)
- The submitted letter of intent
- The submitted site plan (8.5" x 11")



Name and Address of Sender		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail <input type="checkbox"/> Certified Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail		Affix Stamp Here <i>(for additional copies of this receipt).</i> Postmark with Date of Receipt.												
USPS Tracking/Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee		
1.				Handling Charge - if Registered and over \$50,000 in value												
2.																
3.																
4.									Adult Signature Required	Adult Signature Restricted Delivery	Restricted Delivery	Return Receipt	Signature Confirmation	Signature Confirmation Restricted Delivery	Special Handling	
5.																
6.																
7.																
8.																
Total Number of Pieces Listed by Sender	Total Number of Pieces Received at Post Office	Postmaster, Per (Name of receiving employee)														