



### **PROCEDURES FOR OBTAINING ZONING CERTIFICATION LETTER**

The Gwinnett County Planning Division will certify the zoning of property by using the following procedures.

Required items:

1. A legible **boundary survey** of the property. The **surveyor stamp, title block and metes and bounds** must be legible (minimum 300 DPI resolution).
2. A typed **legal description** (metes and bounds) of the property.
3. Indicate the **recipient's name and mailing address** to be included on the letter.
4. 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.

Please send your request for zoning certification via one of the options below:	
Electronic Mail: <a href="mailto:P&amp;D-planningzoning@gwinnettcountry.com">P&amp;D-planningzoning@gwinnettcountry.com</a>	Postal Mailing Address: Gwinnett County Planning Division Attn: Current Planning 446 West Crogan Street, Suite 300 Lawrenceville, GA 30046

**Fees are processed electronically via the instructions provided [here](#).** Staff will provide fee information for payment. If necessary, checks and cash payments may be processed at the postal mailing address.

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