

CITY OF LAWRENCEVILLE
PO BOX 2200, LAWRENCEVILLE, GA 30046
PLANNING, ZONING & INSPECTIONS DEPARTMENT

SPECIAL USE PROCESS 2012

In accordance with Article XI, Paragraph 6.2 (80)
of the City of Lawrenceville Zoning Ordinance)
<http://lawrencevillega.org/Portals/0/PZ/PZOrdinances/Articles%2006.pdf>

The application and all required documents must be complete, and fees must be paid or the application will not be accepted.

Documents required at the time of submittal:

- 1) Application Form, signed and notarized;
- 2) Disclosure of campaign contribution form;
- 3) Letter of Intent;
- 4) A typed, metes and bounds legal description;
- 5) A boundary survey certified by a GA. Registered Land Surveyor;
- 6) A Site Plan/Rezoning Exhibit: Provide one 11"x17" copy and 12 full size copies;
 - a. Prepared by a GA Registered Land Surveyor, Professional Engineer or Landscape Architect.
 - b. Drawn to scale of 1"=50' or greater.
 - c. Show property line data (metes and bounds) as well as existing infrastructure and existing site conditions including:
 - i. Minimum 2' interval contours (GIS acceptable);
 - ii. Existing structures;
 - iii. Full width of existing streets and intersecting streets;
 - iv. Streams, stream buffers and non-pervious easements;
 - v. Flood hazard zones (reference source of data); and
 - vi. A Vicinity Map.
 - d. Show proposed improvements including:
 - i. Buildings, setback, buffers and required screening.
 - ii. Streets, ingress/egress points, driveways, sidewalks & proposed parking.
 - iii. Storm water management facilities.
 - e. Show ownership, current zoning, tax parcel number, and current uses for the subject property and all adjacent properties including properties across any streets.
- 7) Fee
 - a. \$310.00 application fee
 - b. \$20.00 notification sign
 - c. Make checks payable to the City of Lawrenceville

The applicant is required to notify all adjoining property owners (including those across any streets) of the intention to rezone the property. The notification shall be sent by certified mail and be posted no later than _____, 20___. A sample notification letter is provided at the back of this package. A copy of Applicants notification letter and the accompanying information shall be mailed to Planning & Zoning by regular US mail at the same time that the certified mail to adjoining property owners is posted. Lawrenceville Planning & Zoning; PO Box 2200 Lawrenceville, GA 3046. The notice shall include:

- 1) Copy of the application;
- 2) The Letter of Intent;
- 3) Applicant contact information;
- 4) Copy of the Site Plan; and
- 5) Rezoning case number
- 6) Dates, time and place of public hearings.

Proof that the notifications were mailed as required must be delivered to the Planning Department as soon as soon as feasible but no later than 12:00 PM (noon) on Wednesday the week before the Planning Commission meeting. Failure to submit the required proof of mailing will result in the application being tabled to the next month's meeting.

The applicant is required to erect a notification sign (provided by the Planning Department) in a clearly visible location on the property no later than end of business on _____, 20___. It is the responsibility of the applicant to insure that the sign remains in place and visible throughout the rezoning proceedings.

Approximately one week prior to the scheduled Planning Commission Meeting the Planning Staff Report and Recommendation will be available at the Planning and Zoning office.

Meeting Schedule:

(NOTE: the Applicant is required to appear at the Planning Commission Meeting, the City Council First Reading, and the City Council Public Hearing. Failure to attend a meeting may result in an automatic tabling of the application until the next meeting of that group. However, the Planning Commission and the City Council may act on the application should they so choose.)

The applicant shall appear before the City of Lawrenceville Planning Commission to present the case in support of the rezoning application. Any opposition to the rezoning request will be given equal time to present its case. The Planning Commission may ask questions to the applicant and opposition. The Planning Commission is a recommending body. Their recommendation will be forwarded to the City Council.

After the Planning Commission action the application will be presented to the City Council for the First Reading at the next scheduled City Council meeting. The purpose of First Reading is to introduce the rezoning application and to determine if the application should be placed on the agenda for a Public Hearing at the next scheduled City Council meeting.

The applicant shall appear before the City Council for the Public Hearing. The applicant and the opposition will be given equal time to present their cases. The City Council may ask questions to the applicant and opposition prior to making their decision regarding the rezoning application.

If the rezoning application is denied by the Mayor and City Council, any new application for the same zoning classification of the subject property may not be submitted for at least twelve (12) months from the date of denial. Application for a different zoning classification on the property may be submitted after six (6) months from the date of the denial.

CITY OF LAWRENCEVILLE
PLANNING, ZONING & INSPECTIONS DEPARTMENT
SPECIAL USE APPLICATION 2012

APPLICANT: _____

OWNER: _____

ADDRESS: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

TELEPHONE NUMBER: _____

CONTACT PERSON: _____

CONTACT PERSON PHONE NUMBER _____

PROPERTY IN QUESTION

STREET ADDRESS: _____

PROPERTY IDENTIFICATION NUMBER: (TAX PARCEL NUMBER) ____/____/____

PRESENT ZONING: _____ REQUESTED ZONING: _____

ANNEXATION ALSO? _____ ACREAGE: _____

PROPOSED USE: _____

SIGNATURE OF APPLICANT DATE

SIGNATURE OF OWNER DATE

TYPED OR PRINTED NAME DATE

TYPED OR PRINTED NAME DATE

NOTARY PUBLIC DATE

NOTARY PUBLIC DATE

* If multiple landowners for one project, each owner must file an application form, however only one fee. Multiple projects with one owner, must file separate applications, with separate fees.

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 the Mayor of the City of Lawrenceville, a member of the City Council, or to a member of the Planning Commission of the City of Lawrenceville?_____

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

NAME OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (LIST ALL WHICH AGGREGATE TO \$250.00 OF MORE)	DATE WHEN CONTRIBUTION WAS MADE WITHIN LAST TWO YEARS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you, within the two years immediately preceding the filing of this application, made gifts having in the aggregate a value of \$250.00 or more to the Mayor of the City of Lawrenceville, a member of the City Council, or to a member of the Planning Commission of the City of Lawrenceville?_____

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

NAME OF GOVERNMENT OFFICIAL	DESCRIPTION OF GIFTS VALUED AT \$250.00 OR MORE	DATE WHEN GIFT WAS MADE WITHIN LAST TWO YEARS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

SAMPLE NOTIFICATION LETTER

DATE

Dear Sir/Madam:

Please be advised that *APPLICANT NAME* (____-____-____*CASE NUMBER*) applied for a rezoning of the above referenced property from _____(*DESCRIPTION OF ZONING*) to _____(*DESCRIPTION OF ZONING*)

The Lawrenceville Planning Commission will hold a public hearing on *MEETING DATE* in order to make a recommendation to the Mayor and City Council on the said rezoning request. This meeting will be at 7:00 P.M. in the Assembly Room of City Hall, which is located at 70 South Clayton Street, Lawrenceville, Georgia.

The Mayor and City Council will hold a public meeting on the aforementioned rezoning request on *MEETING DATE* . This meeting will also be held at 7:00 P.M. in the Assembly Room of City Hall.

If you would like to comment on the rezoning request, please plan to attend these meetings.

Sincerely,

Please enclose

Encl. Copy of application cover sheet

Copy of letter of intent

Applicant contact information

Vicinity map

Copy of site plan