



LAWRENCEVILLE

GWINNETT • METRO ATLANTA

APPEAL TO THE CITY COUNCIL PROCESS

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

Documents required at the time of submittal:

- 1) Application Form, signed and notarized
- 2) Demonstration Questionnaire
- 3) A typed, metes and bounds legal description
- 4) A boundary survey signed by a GA. Registered surveyor
 - a. Drawn to scale
- 5) A site Plan: 1 11" x 17" copy and 1 full size copy
- 6) Indemnification and Waiver form, signed and dated
- 7) Fee
 - a. \$150.00 application fee
 - b. \$20.00 notification sign
 - c. Please make check payable to the: City of Lawrenceville
One check is acceptable

The applicant is then required to notify all adjoining property owners (including those across any streets) of their intentions to request an appeal for the property. The notification shall be of certified mail and include:

- 1) Copy of application
- 2) Legal Description
- 3) Site plan
- 4) Appeal case number
- 5) Date, time and place of public hearing



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Proof of the mailing must be delivered to the Planning Department no later than Wednesday the week before the City Council meeting at 12:00PM (noon). 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) on the property not less than 15 days prior to the City Council meeting. It is the responsibility of the applicant to insure that the sign remain on the property throughout the rezoning proceedings.

The applicant shall appear* before the City of Lawrenceville City Council to present his case for the appeal at the next available City Council work session. The applicant will not give a formal presentation at the City Council work session but must be present to answer any questions the City Council may have.

The City Council will then hear the item at a regular meeting and will hold a public hearing where there will be an opportunity for opposition to speak. A decision will be made at that meeting (decision could be to approve, approve with conditions, deny or table), based on the evidence presented and other data collected.

* The applicant, or a representative on his behalf, must be present at all the meetings to answer any questions that may arise. If the applicant fails to attend the meetings, his appeal request may be tabled until the next meeting. However, the Mayor and City Council may act upon the appeal request if they choose to do so.

In compliance with the City of Lawrenceville Zoning Ordinance, you are required to submit the following:

Variance Application Fee:	\$150.00
Sign Cost:	\$ 20.00
TOTAL DUE:	\$ _____



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DEMONSTRATION QUESTIONNAIRE

Demonstrate the special conditions and circumstances that exist which are peculiar to the land, structure, or building for which the appeal is being requested:

Demonstrate that these special conditions or circumstances are unique to this property:

Demonstrate that these special conditions or circumstances are not the result from actions of the applicant:

Demonstrate that the appeal requested is the minimum that will make possible the reasonable use of land, structure, or building:

Demonstrate that the request is in harmony with the general purpose and intent of this ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare:



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INDEMNIFICATION AND WAIVER FORM

I, _____, do hereby agree to indemnify and defend the City of Lawrenceville should any litigation arise as a result of the appeal being granted by the Lawrenceville City Council.

I realize and understand that when the City of Lawrenceville grants an appeal it is agreeing not to enforce a city ordinance and that, as a result, the City incurs a risk of being sued due to the granting of the appeal. I, therefore, agree that I will be responsible for all costs in the event litigation arises concerning the granting of an appeal and will hold the City harmless for any expenses I incur to defend any claims on the granting of the appeal.

This _____ day of _____, 20____.

Signature

Title



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SAMPLE LETTER

DATE

RE: Attached Legal Description

Dear Sir or Madam:

PLEASE BE ADVISED THAT _____ HAS APPLIED FOR AN APPEAL TO
REQUEST _____

The Lawrenceville City Council will hold a public hearing at 6:00 p.m. on Monday, DATE OF MEETING in order to discuss and act upon this variance request. The meeting will be held in the Assembly Room of City Hall, which is located at 70 South Clayton Street, Lawrenceville, Georgia.

If you would like to comment on the appeal request, please plan to attend these meetings. The public is allowed to speak during City Council Public Hearing. If you plan to speak in opposition to this request, please be advised that in accordance with Chapter 36-67A-3(c) of the Code of Georgia, if you have made, within the two years immediately preceding the filing of this appeal action, campaign contributions aggregating \$250.00 or more to a local government official who will consider this application, you must contact this Department to obtain the appropriate Campaign Contributions Disclosure Form. This disclosure requirement must be filed at least five calendar days prior to the public hearing.

Sincerely,

Enclosure

Sincerely,

Please enclose

Encl. Copy of application
Demonstration Questionnaire
Legal Description
Site plan