

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

ELECTRONIC MESSAGING CENTER SPECIAL USE PROCESS

In accordance with Article X of the City of Lawrenceville Zoning Ordinance

http://www.lawrencevillega.org/userfiles/file/Government/Planning_Zoning/ZoningOrdinances/Article%20X/10-29-09.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: 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) 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. A Vicinity Map.
 - d. Show proposed sign location;
 - i. Buildings, setback.
 - ii. Streets, ingress/egress points, driveways.
 - 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 erect an EMC sign on 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) Special Use Permit 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 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 Special Use Permit 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 EMC Special Use Permit application. Any opposition to the Special Use Permit 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 Special Use Permit 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 Special Use Permit application.

If the Special Use Permit application is denied by the Mayor and City Council, any new application for the same EMC Special Use Permit of the subject property may not be submitted for at least twelve (12) months from the date of denial.

CITY OF LAWRENCEVILLE
ELECTRONIC MESSAGE CENTER SPECIAL USE PERMIT APPLICATION
PLEASE READ AND FILL OUT COMPLETELY

APPLICANT: _____ PROPERTY OWNER: _____

ADDRESS: _____ ADDRESS: _____

TELEPHONE NUMBER: _____ TELEPHONE NUMBER: _____

SIGN LOCATION ADDRESS _____ TAX PARCEL NUMBER: ____/____/____

Pursuant to Article X Section 10.5(C)(11) all EMC signs must meet the following minimum standards.

(Applicant must provide supporting documents to confirm compliance with minimum standards)

- Must first obtain a Special Use Permit from the City of Lawrenceville in accordance with Article IV Section 4.19
- Must be of monument style construction
- Must be located in either a General Business (BG) or Highway Service Business (HSB) zoning district
- Must be located on properties having frontage along one of the following portions of roads:
 - Scenic Highway – From City Limits to Moon Road
 - Buford Drive/SR 20 North – From City Limits (as SR 124 intersection) to Railroad Bridge
 - W Pike Street/SR 120 – From SR 316/City Limits to Railroad Bridge
 - Sugarloaf Parkway – From Lawrenceville/Suwanee Road to Five Forks Trickum Road

***NOTE:** Public and Private Schools, Religious Facilities, and Government Facilities may install EMC's in accordance with the regulations herein but may be exempt from any location requirements, after obtaining a Special Use Permit from the City of Lawrenceville in accordance with the procedures described in Article IV, Section 4.19.

- Must not interfere with any public safety vehicle or traffic control device
- Type of light sensor/monitor used to control brightness levels: _____
- Projected EMC sign light level (not to increase greater than 0.30 foot-candles above ambient levels): _____
- Area of Monument Sign allowed: _____ Area of Monument Sign requested: _____ Area of EMC: _____

***Area of EMC must not be greater than 40% of sign area allowed and shall not exceed 40 square feet.**

- Text height (shall not be less than 6 inches): _____
- Timing interval between static change (shall not be less than 6 seconds): _____

***Note: The display of video from an EMC sign is strictly prohibited regardless of applicant.**

- Type of screen: _____
 - Density (for LED signs): _____
- *Note: Density shall not be less than 19mm (bulb cluster spacing on center) except provided that if the EMC sign displays the price of commodities only and is not changed more than 5 times within a 24 hour period, the density may be less.**
- 24 hour, 7-day/week contact: _____ Telephone number: _____
 - Location of switch or circuit breaker in case of 40% sign malfunction: _____
 - Applicant shall certify that the sign shall not utilize, house or contain any interactive features or components or in any way function as an interactive sign.
 - Is the EMC sign planned to be located on an existing sign structure? _____

SIGNATURE OF APPLICANT DATE

SIGNATURE OF OWNER DATE

TYPED OR PRINTED NAME DATE

TYPED OR PRINTED NAME DATE

NOTARY PUBLIC DATE

NOTARY PUBLIC DATE

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 Electronic Messaging Center Special Use Permit on the above referenced property.

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 Special Use Permit 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 Special Use Permit 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 Special Use Permit 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