

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

ARCHITECTURAL REVIEW PROCESS 2008

(As per regulations 11.11 of the City of Lawrenceville Zoning Ordinance)  
<http://www.lawrencevillega.org/Portals/0/PZ/PZOrdinances/ARTICLE%20X1%20code%20of%20ord.pdf>

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) Letter of intent
  - a. Reasons why applicant can not meet the requirements
  - b. Reasons why alternative has been requested
- 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 8.5" x 11" copy and 12 full size copies
  - a. Must be done by a GA registered surveyor or engineer
  - b. Must be drawn to scale
  - c. Must show all improvements for the proposed development
    - i. Buildings, setbacks,
    - ii. Streets, Ingress/egress points, Driveways & parking lots
    - iii. Detention pond, sidewalks
    - iv. Buffers, screening
    - v. Landscaping plan
      1. Botanical names
      2. Common names
  - d. Must include ownership information, state specific proposed use
  - e. Must include existing features
    - i. Floodplain, streams, stream buffers
  - f. Structures that are to be removed
- 6) Floor plan
  - a. Drawn to scale
- 7) Color chart and materials of all facades
- 8)
- 9) Fee
  - a. \$525.00
  - b. Please make checks payable to the: City of Lawrenceville

The applicant shall appear\* before the City of Lawrenceville Downtown Architectural Review Board to present his case for variance. There will be an opportunity for opposition to speak. The Downtown Architectural Review Board will make a decision at that meeting.

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\* 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 meeting, his variance request may be tabled until the next meeting. However, the Downtown Architectural Review Board may act upon the variance request if they choose to do so.

CITY OF LAWRENCEVILLE  
PLANNING, ZONING & INSPECTIONS DEPARTMENT  
Downtown Architectural Review Board  
ARCHITECTURAL REVIEW PROCESS 2008

APPLICANT: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON PHONE NUMBER \_\_\_\_\_

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PROPERTY IN QUESTION

STREET ADDRESS: \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER: (TAX PARCEL NUMBER)    \_\_\_\_/\_\_\_\_/\_\_\_\_

CODE SECTION OF REQUEST: \_\_\_\_\_

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.