

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

SPECIAL USE PROCESS 2009

(as per regulations Article XI, section 6.2.(80) of the City of Lawrenceville
Zoning Ordinance)

<http://www.lawrencevillega.org/Portals/0/PZ/PZOrdinances/Article%2006.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) Disclosure of campaign contribution form
- 3) Letter of intent
- 4) A typed, metes and bounds legal description
- 5) A boundary survey signed by a GA. Registered surveyor
 - a. Drawn to scale
- 6) 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
 - d. Must include ownership information, state specific proposed use
 - e. Must include existing features
 - i. Floodplain, streams, stream buffers
 - ii. Structures that are to be removed
- 7) Fee
 - a. \$310.00 application fee
 - b. \$20.00 notification sign
 - c. Please make checks payable to the: City of Lawrenceville

The applicant is then required to notify all adjoining property owners (including those across any streets) of their intentions to rezone the property. The notification shall be of first class mail and include:

- 1) Copy of application
- 2) Letter of intent
- 3) Applicant contact information
- 4) Vicinity map
- 5) Site plan
- 6) Special Use case number
- 7) Date, time and place of public hearing

Proof of the mailing must be delivered to the Planning Department no later than the Wednesday the week before the Planning Commission 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 Planning Commission meeting. It is the responsibility of the applicant to insure that the sign remain on the property throughout the special use proceedings.

The applicant shall appear* before the City of Lawrenceville Planning Commission to present his case for Special Use. There will be an opportunity for opposition to speak. The Planning Commission is a recommending body and will forward their recommendation to the City Council.

The applicant does not appear before the City Council at the first reading to present his case for the Special Use. The first reading shall consist only of the Planning Department's introduction. No vote on the merit will be taken at this time.

The applicant shall appear* before the City Council for the second reading. The second reading will consist of the vote. There will be presentation by the applicant, and opposition will be given time to speak.

If the Special Use application is denied by the Mayor and City Council, a new application may not be submitted any earlier than twelve (12) months from the date of denial for the same Special Use or six (6) months from the date of the denial to a different Special Use.

* 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 rezoning request may be tabled until the next meeting. However, the Planning Commission and/or Mayor and City Council may act upon the rezoning request if they choose to do so.

CITY OF LAWRENCEVILLE
PLANNING, ZONING & INSPECTIONS DEPARTMENT
SPECIAL USE APPLICATION 2009

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 SPECIAL USE: _____

ACREAGE: _____

PROPOSED SPECIAL 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 LETTER

DATE

Dear Sir/Madam:

Please be advised that *APPLICANT NAME* (__ - __ - __ *CASE NUMBER*) applied for a Special Use of the above referenced property to allow _____ (*DESCRIPTION OF SPECIAL USE*)
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 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 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 request, please plan to attend these meetings.

Sincerely,

Please enclose

- Encl. Copy of application cover sheet
- Copy of letter of intent
- Applicant and contact information
- Vicinity map
- Site plan