LAWRENCEVILLE
GWINNETT · METRO ATLANTA

REZONING PROCESS

(In accordance with 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 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" x 17" copy and 1 full size copy;
   a. Prepared by a GA Registered Land Surveyor, or Professional Engineer or Landscape Architect
   b. Drawn to a 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. Existing structures;
      ii. Full width of existing streets and intersecting streets;
      iii. Streams, stream buffers and non-pervious easements;
      iv. Flood hazard zones (reference source of data); and
      v. A vicinity map.
   d. Show proposed improvements including;
      i. Buildings, setbacks, buffers and required screening;
      ii. Streets, ingress/egress points, driveways, sidewalks & proposed parking

7) Fee
   d. $310.00 application fee
   e. $20.00 notification sign
   f. Please make check payable to the: City of Lawrenceville. One check is acceptable.

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 by the deadline shown on the schedule provided by the Planning & Zoning Department.

The notice shall include:

1) Copy of application;
2) Letter of intent;
3) Applicant contact information;
4) Site plan;
5) Special Use Permit case number; and
6) Dates, time and place of public hearings.

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Proof that the notifications were mailed must be delivered to the Planning Department as soon as is feasible but no later than 12:00pm (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) located on the property clearly visible from the roadway no later than the end of business by the deadline shown on the schedule provided by the Planning Department. It is the responsibility of the applicant to insure that the sign remain on the property throughout the special use 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 work session, 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 application. Any opposition to the Special Use Permit request will be given equal time to present its case. The Planning Commission is a recommending body. Their recommendation will be forwarded to the City Council.

The applicant shall be present at the City Council work session. The applicant will not make a presentation to the City Council at this time. The applicant must be in attendance at the City Council work session should any questions arise from the City Council.

The applicant shall appear before the City Council for the Public Hearing. The applicant and any 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 application.

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

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APPLICANT: _____

ADDRESS: _____

_____

TELEPHONE NUMBER: _____

PROPERTY OWNER: _____

ADDRESS: _____

_____

TELEPHONE NUMBER: _____

CONTACT PERSON: _____

CONTACT PERSON PHONE NUMBER: _____
EMAIL: _____

PROPERTY IN QUESTION

STREET ADDRESS: _____

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

PRESENT ZONING: _____ REQUESTED SPECIAL USE: _____

ACREAGE: _____

PROPOSED SPECIAL USE: _____

_____

_____

SIGNATURE OF APPLICANT DATE

TYPED OR PRINTED NAME DATE

NOTARY PUBLIC DATE

SIGNATURE OF PROPERTY OWNER DATE

TYPED OR PRINTED NAME 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.

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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.

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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 rezoning request, please plan to attend these meetings. The public is allowed to speak during both the Planning Commission meeting and City Council Second Reading. 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 rezoning 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 first public hearing by the Planning Commission.

Sincerely,

Please enclose

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