



LAWRENCEVILLE

GWINNETT · METRO ATLANTA

ARCHITECTURAL REVIEW PROCESS

(In accordance with the requirements of the City of Lawrenceville Zoning Ordinance)

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 1 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) Fee
 - a. Refer to the Schedule of Fees, Charges, and Expenses
 - 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 the variance case. There will be an opportunity for opposition to speak. The Downtown Architectural Review Board will make a decision at that meeting.

* The applicant, or a representative on his/her 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.



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APPLICANT: _____

PROPERTY OWNER: _____

ADDRESS: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

TELEPHONE NUMBER: _____

CONTACT PERSON: _____

CONTACT PERSON PHONE NUMBER _____

PROPERTY IN QUESTION

STREET ADDRESS: _____

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

CODE SECTION OF REQUEST: _____

DISCRIPTION OF VARIANCE REQUESTED: _____

PROPOSED USE: _____

SIGNATURE OF APPLICANT DATE

SIGNATURE OF PROPERTY 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.