



### ADMINISTRATIVE DECISION APPEAL APPLICATION

(Revised 3/2020)

Please complete this application and submit with all necessary attachments as outlined on the Appeal of an Administrative Decision instructions to the Department of Planning and Development.

APPLICANT INFORMATION	OWNER INFORMATION
NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
CITY _____	CITY _____
STATE _____ ZIP _____	STATE _____ ZIP _____
PHONE _____	PHONE _____
EMAIL _____	EMAIL _____
CONTACT _____	PHONE _____
EMAIL _____	
<p>APPLICANT IS THE:</p> <p> <input type="checkbox"/> OWNER'S AGENT                <input type="checkbox"/> PROPERTY OWNER                <input type="checkbox"/> CONTACT PERSON         </p>	

PROPERTY INFORMATION
ADDRESS _____
DISTRICT _____ LAND LOT _____ PARCEL _____ ZONING _____
PROJECT NAME _____

**Please attach a TYPED legal description unless located in a recorded subdivision.**

Describe the specific decision that is under appeal. (State applicable Title, Chapter, Section, and Paragraph on the Gwinnett County Unified Development Ordinance.

Title \_\_\_\_\_ Chapter \_\_\_\_\_ Section \_\_\_\_\_ Paragraph \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CASE NUMBER \_\_\_\_\_

**NOTE:** The department shall not accept incomplete applications

**APPLICATION FOR APPEAL OF AN ADMINISTRATIVE DECISION**

It is understood by the undersigned that this application is to be considered by the Zoning Board of Appeals under the provisions of the Gwinnett County Unified Development Ordinance Section 270-90. It is further understood that it is the responsibility of the applicant to present sufficient evidence to justify over-ruling a decision of the Director of the Department of Planning and Development.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name and Title

NOTARY SEAL

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

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**DEPARTMENT OF PLANNING AND DEVELOPMENT USE ONLY**

DATE RECEIVED \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

COMMISSION DISTRICT \_\_\_\_\_

MRN \_\_\_\_\_

HEARING DATE \_\_\_\_\_

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**ACTION OF ZONING BOARD OF APPEALS**

APPROVED \_\_\_\_\_ APPROVED WITH CONDITIONS \_\_\_\_\_ DENIED \_\_\_\_\_

CONDITIONS \_\_\_\_\_

DATE OF ACTION \_\_\_\_\_

CASE NUMBER \_\_\_\_\_

## INFORMATION SHEET FOR AN APPEAL OF AN ADMINISTRATIVE DECISION

The following items are necessary in order to process an Appeal of an Administrative Decision:

1. **APPLICATION FORM & FEE**  
Answer all questions and include the Application Fee - \$100.00.
2. **LEGAL**  
Must be typed (not required if located within a recorded subdivision).
3. **SITE PLAN AND/OR COPY OF BOUNDARY SURVEY**
  - All documents related to the application in order for the Board of Appeals to render a decision are necessary.
  - 8 1/2 x 11 reduction of site plan.
  - Full size site plan.

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### MEETINGS

The Gwinnett County Zoning Board of Appeals meets on the second Tuesday of each month at 6:30 P.M. at the Gwinnett Justice and Administration Center, 75 Langley Drive, Lawrenceville. The meeting dates are as follows:

January 14, 2020	July 14, 2020
February 11, 2020	August 11, 2020
March 10, 2020	September 8, 2020
April 14, 2020	October 13, 2020
May 12, 2020	November 10, 2020
June 9, 2020	December 8, 2020

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### NOTICE

Planning and Development strongly recommends that the applicant, or someone familiar with the request to represent the applicant, attend the public hearing. Failure to do so could result in the postponement and/or subsequent denial of the request.

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### NOTICE

An Appeal of an Administrative Decision **MUST** be filed, in person, within fifteen (15) days after written decision from Planning & Development Department (Title 2, Chapter 270, Section 270-90, Gwinnett County Unified Development Ordinance).