

**Department of Planning and Development**

446 West Crogan Street • Lawrenceville, GA 30046-2440  
(tel) 678.518.6000  
www.gwinnettcountry.com



**gwinnettcountry**

**Temporary Accessory Structure Permit Checklist  
Unified Development Ordinance (UDO) Section 230-130.4.C**

Case Number: TUP Date: \_\_\_\_\_

Parcel # \_\_\_\_\_ (Two Donation Bins per parcel)

- Provide proof of bin owner’s tax status under Section 501 (c)(3) of the Internal Revenue Code by providing a current letter of determination from the IRS.
- Provide written consent from property owner. (See Sample Letter of Consent).
- Provide a site plan (to scale) showing, labeling and stating the following:
  - Provide address of property.
  - State zoning of the property.
  - State whether the parcel is publicly or privately owned.
  - Show the location of Donation Bin.
  - Show the building footprint.
  - Show and label front, rear, and side building setback.
  - Label concrete or asphalt surfaces.
  - Label landscape and planter areas.
  - Label and dimension zoning buffers (if applicable).
  - Show traffic circulation (One way and two way arrows).
  - Show & identify frontage road.
  - \_\_\_\_\_
  - \_\_\_\_\_
- Provide the quantity of existing Donation Bins on each parcel.
- Provide the quantity of proposed Donation Bins on each parcel.
- Complete the Temporary Accessory Structure Permit Application.
- Check rezoning and/or overlay conditions.
- Provide payment in the amount of \$100.00 for each application of permit. (One Donation Bin per permit)