



WAIVER APPLICATION

(Revised 6/2020)

(Unified Development Ordinance)

Please complete this application and submit with all necessary attachments as outlined on the Waiver Application instructions to the Department of Planning and Development

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

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

Waiver Requested _____

Justification for Waiver (use attachments if necessary) | _____

NOTE: The Department will not accept incomplete applications.

WAIVER CASE NUMBER _____ |

APPLICATION CERTIFICATION: I hereby certify that all statements made by me are true, complete and correct, to the best of my knowledge.

Signature of Applicant

Date

Typed or Printed Name and Title

NOTARY SEAL

Signature of Notary Public

Date

PROPERTY OWNER CERTIFICATION: I hereby certify that all statements made by me are true, complete and correct, to the best of my knowledge.

Signature of Property Owner

Date

Typed or Printed Name and Title

NOTARY SEAL

Signature of Notary Public

Date

NOTE: Failure to complete the application and/or provide the necessary documentation may result in non-acceptance of the application.

DEPARTMENT OF PLANNING AND DEVELOPMENT STAFF USE ONLY

Date Received: _____ Received By: _____ MRN: _____

Zoning District: _____ Hearing Date: _____ Commission District: _____

Waiver Type: _____ Code Section: _____

Related Case & Applicable Conditions: _____

Waiver Description: _____

Approved/Denied By: _____ BOC _____ BCAA _____ Action Date: _____

Conditions: _____

WAIVER CASE NUMBER _____ |

**Waiver Application from the Unified Development Ordinance (UDO)
Guidelines & Information**
(Revised 6/2020)

Included in these guidelines are the informational requirements necessary to process a waiver application from the Unified Development Ordinance (UDO).

Types of Waiver Applications

Depending on the nature of the waiver, the applications are processed for consideration by either:

1. The Board of Commissioners (BOC), or
2. The Board of Construction Adjustments and Appeals (BCAA).

Note: There will NOT be a public hearing held on the matter by either the BOC or the BCAA.

Waiver Application- BOC:

All waivers from the Unified Development Ordinance (UDO Section 340-40.2), except for stormwater requirements, will be processed for consideration by the BOC at their 4th Tuesday monthly meeting at 7:00 pm. These applications are accepted and processed by the Planning and Development (P&D) Development Review Section.

Note: The BOC will consider a maximum of five (5) waiver applications per month.

Waiver Application- BCAA:

All waivers from the stormwater management requirements will be processed for consideration by the BCAA at their 2nd Wednesday monthly meeting at 3:00 pm. These applications are accepted and processed by the P&D Stormwater Management Review Section.

Note: The BCAA will consider a maximum of five (5) waiver applications per month.

Application Submittal Requirements

Waiver applications may only be considered for projects with a pending development permit or issued permits. If approved, a waiver applies only to a specific project or property requirement with which it is associated. Each waiver request must be a separate application.

The waiver application submittal must include all the following items:

Waiver Application from the Unified Development Ordinance (UDO)
Guidelines & Information
(Revised 6/2020)

1. **Application Form**: The application must be signed by both the applicant and the property owner, and both signatures must be notarized.
2. **Application Fee**: The application fee is \$250.00 payable to Gwinnett County.
3. **Full-sized Site Plan and/or Boundary Survey**: One (1) full-size copy of a closed boundary and one (1) full sized copy of the development, site or subdivision plan. If the site plan is drawn on a closed boundary survey, only the site plan is required. Please clearly indicate on the plan the area to be considered for the waiver.
4. **Reduced Site Plan**: Provide one (1) copy of the plan reduced to 8 ½ x 11 inches.
5. **Letter of Intent**: Submit a Letter of Intent which includes:
 - a. Statement explaining how the requested waiver is consistent with the intent of the UDO (Section 340-40.2.B.)
 - b. Justification (reason) for the requested waiver.
 - c. Statement of hardship imposed on applicant by the UDO.
 - d. A statement explaining why the waiver will not be materially detrimental or injurious to other properties or improvements in the area in which the subject property is located.
6. **Plan Review Comment**: Attach plan review comments applicable to the application.
7. **Additional Information**: It is recommended that the applicant provide as much information as possible that might support the application. Additional information may be required based upon review of the application.

Processing time typically takes 45 to 60 days. For submittal deadlines to the BOC or BCAA please refer to the applicable Waiver Filing Deadline & Hearing Date Schedule.

Please submit the complete application to the Department of Planning and Development prior to 5:00 pm on the date of the submittal deadline. Incomplete applications WILL NOT be processed and will be returned to the applicant.