



APPEAL OF DIRECTOR'S DECISION APPLICATION

City of Lawrenceville Planning and Development Department

70 S. Clayton Street
Lawrenceville, Georgia 30046
678.407.6583



LAWRENCEVILLE

Planning & Development

APPLICATION

☐ BOARD OF APPEALS

GENERAL INFORMATION

A person may appeal a decision of the Director's if believed to be incorrect or inconsistent with the Zoning Ordinance. A letter stating that an appeal of the Director's decision is requested, a letter arguing the decision and the appropriate action desired by the Board of Appeals, and all required Attachments are to be submitted by 4:00pm of the posted deadline date, as shown on the Board of Appeals Application Schedule (see attached). Please submit the application, attachments, and associated fees to the Planning and Development Department, 70 South Clayton Street, Suite M76A, Lawrenceville, Georgia 30046. Staff shall determine whether the application is complete. If the application is not complete, the applicant will be notified of the deficiencies. Applications submitted or completed after the posted deadline date will be placed on next month's application cycle. The anticipated agenda date will be used in all public notice requirements.

APPELLANT INFORMATION

APPELLANT NAME:		APPELLANT TITLE:	
EMAIL:		PHONE:	
STREET ADDRESS:		SUITE:	
CITY:	STATE:	ZIP CODE:	

PROPERTY OWNER INFORMATION (as applicable)

PROPERTY OWNER NAME:			
EMAIL:		PHONE:	
STREET ADDRESS:		SUITE:	
CITY:	STATE:	ZIP CODE:	

SITE INFORMATION

APPEAL REQUEST:			
STREET ADDRESS:		SUITE/UNIT #:	
CITY:	STATE:	ZIP CODE:	
PIN:	LOT NO.:	BLOCK NO.:	



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ZONING INFORMATION

The act or process of partitioning a city, town, or borough into zones reserved for different purposes (such as residence or business).

ZONING CLASSIFICATION:

ZONING CASE:

PRINCIPAL USE:

SECONDARY USE (AS APPLICABLE):

APPEAL OF ADMINISTRATIVE REVIEW

1. Appeal of Administrative Review:

a. Hearings, Appeals, Notice

- i. Appeals to the Board of Appeals concerning interpretation or administration of the Zoning Ordinance may be taken by any person aggrieved or by any officer or bureau of the governing body of the City affected by any decision rendered.
- ii. Such appeals shall be submitted within thirty (30) days of the action by filing with the Director of Planning and Development a notice of appeal specifying the grounds thereof.
- iii. The Director of Planning and Development or his or her designee shall forthwith transmit to the Board all papers constituting the record upon which the action appealed from was taken. The Board of Appeals shall fix a reasonable time for the hearing of an appeal; give due notice thereof to all parties in interest; and after hearing, decide the same within a reasonable time. At the hearing, any party of interest may appear in person, or by agent or attorney, and be heard by the Board of Appeals.

b. Stay of Proceedings

- i. An appeal stays all proceedings in furtherance of the action appealed from, unless the Director, or other person or agency from whose action the appeal is taken certifies to the Board of Appeals after the notice of appeal is filed that by reason of facts stated in such certification a stay would, in the opinion of the person making the certification, cause imminent peril to life and property.
- ii. In such cases, proceedings may be stayed by a restraining order issued by the Board of Appeals, or by a court of record, on the application, on notice to the parties of interest, and for good cause shown.

c. Hearing of Appeal

The Board of Appeals shall conduct a public hearing.

d. Powers to Reverse or Affirm

In exercising the above-mentioned powers so long as such action is in conformity with the terms of this Ordinance, the Board shall have the power to reverse or affirm, wholly or partly, or to modify the order, requirement, decision, or determination as ought to be made, and to that end shall have the powers of the Director, or other person or agency from whom the appeal is taken. The concurring vote of three members of the Board of Appeals shall be necessary to reverse any order, requirement, decision, or determination from which the appeal was made, or to decide in favor of the applicant on any matter upon which it is required to pass under this Ordinance or to affect any variation in the application of the Ordinance.



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e. Board of Appeals Decisions

A written version of all Board of Appeals decisions shall be mailed to the applicant and any interested parties who make a written request for a copy of the written decision without unreasonable delay after the close of the hearing. Where an application has been denied, no new application on substantially the same facts shall be filed within twelve months of the date the previous denial, unless the Board of Appeals, for good cause shown by the applicant, grants permission to do so.

f. Duties of Administrative Official, Board of Appeals, City Council and Courts on Matters of Appeal

It is the intent of this Ordinance that all questions of interpretation of this Ordinance shall be first presented to the Director of Planning and Development. Questions of interpretation shall be presented to the Board of Appeals only upon appeals from a decision of the Director of Planning and Development. It is further the intent of this Ordinance that any such decision by the Board of Appeals shall be appealable to the City Council, and that the only recourse from the decisions of the City Council shall be to the Courts as provided by law.

The undersigned states the above information is true and correct as (s)he is informed and believes.

Signature(s) of Applicant(s):

Date:

Notary Statement

Sworn to and subscribed before me the ____ day of _____ 20__

Notary Public in and for the State of Georgia.

Notary Public / Printed

Seal

Expiration Date: _____



LAWRENCEVILLE

GEORGIA

REQUIRED DOCUMENTATION

The application and all required documents must be complete or the application will not be accepted.

Document and exhibits required at the time of application submittal:

1. Application Form (signed and notarized)
2. Disclosure of Campaign Contributions Form
3. Letter of Intent describing the proposed zoning change and development
4. Typed, metes and bounds Legal Description
5. Boundary survey (sealed by a Registered Land Surveyor)
6. Property tax verification
7. Site Plan/Rezoning Exhibit:
 - a. Prepared by a Registered Land Surveyor, Professional Engineer or Landscape Architect
 - b. One full size paper copy drawn to scale of 1" = 50' or greater
 - c. Electronic File (external hard drive)
 - d. 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 impervious setbacks
 - iv. Flood hazard zones (reference source of data)
 - v. A vicinity map
 - e. Show proposed improvements, including:
 - i. Proposed buildings, setbacks, buffers and required screening
 - ii. Proposed streets, ingress/egress, driveways, sidewalks and parking