



Application Instructions Rezoning/Special Use Permit/Change In Condition

APPLICATION

The following items are required to complete the rezoning, special use permit or change in condition application. See attached Review Process for filing deadlines and hearing dates. A pre-application conference is recommended.

- (1) **Application Form:** Available at the Department of Planning and Economic Development or at www.cityoflilburn.com. Please be specific and fill in all pertinent and required information.
- (2) **Application Fee:** Please make checks payable to City of Lilburn. Fee is non-refundable. See Application Fee Schedule below.
- (3) **Standards Governing Exercise of the Zoning Power Form:** Attached to application form at the Department of Planning and Economic Development.
- (4) **Conflict of Interest Form:** Attached to application form at the Department of Planning and Economic Development. Must be filed within ten (10) days of filing a rezoning, special use permit or change in condition application.
- (5) **Notarized Signatures:** Form attached to application form at the Department of Planning and Economic Development. The form must have notarized signatures of both the property owner and applicant, or an attachment, if multiple owners are involved.
- (6) **Letter of Intent:** The Letter of Intent should describe your request in detail and why you feel it is justified. Also state if you are requesting any buffer reductions.
- (7) **Legal Description:** The legal description should be typed and describe, by metes and bounds, only the property to be Rezoned or petitioned for a Special Use or Change in Condition.
- (8) **Site Plan:** Include one (1) copy to scale and five (5) copies reduced to 8½ x 11 sized paper or electronic file. The site plan should reflect how the property is proposed to be developed and show property lines, streets and right-of-ways, buffers, building setbacks, building locations, driveways, parking areas, lot layouts, floodplain (if applicable), and zoning and owner information for adjoining properties. The site plan may show existing and proposed topography, landscaping, and drainage ponds and structures.
- (9) **Boundary Survey:** This is not necessary, **if** the site plan includes this information.
- (10) **List of Adjoining Property Owners:** Names and addresses of all adjoining property owners must be attached.
- (11) **Architectural Renderings and Elevations:** This may be required for rezoning and special use permits where the applicant plans to erect or alter a building, sign, or other structure. An architectural rendering or elevation of each side of the structure visible from the street shall be submitted. The drawings shall be to scale or in proper perspective and shall include the materials of structures and roofing and location and size of wall signs. Visual imagery may be used.

APPLICATION FEE SCHEDULE

| REZONING PROPERTY | REZONING FEE | SPECIAL USE PERMIT PROPERTY | SPECIAL USE PERMIT FEE | CHANGE IN CONDITIONS FEE |
|----------------------|--------------|-----------------------------|------------------------|--------------------------|
| Less than 1 Acre: | \$ 500 | Less Than 1 Acre: | \$ 500 | |
| 1.0 to 4.9 Acres: | \$1,000 | | | |
| 5.0 to 9.9 Acres: | \$1,250 | 1.0 to 5.9 Acres: | \$ 750 | \$400 |
| 10.0 to 19.9 Acres: | \$1,500 | | | |
| 20.0 to 24.9 Acres: | \$1,750 | 6 Acres or Greater: | \$1,000 | |
| 25 Acres or Greater: | \$2,000 | | | |



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REZONING/SUP/CIC APPLICATION REVIEW PROCESS

All Rezoning, Special Use Permit and Change in Condition applications are reviewed by the City Planner, the City of Lilburn Planning Commission, and the Lilburn City Council.

- 1) **Submission:** A complete application and fee is submitted to the City of Lilburn. Please see the schedule below for filing deadlines and hearing dates.
- 2) **City Planner Analysis & Recommendation:** The result of which is a written recommendation to the Planning Commission for approval, denial or approval with conditions. This recommendation is presented at the scheduled Planning Commission meeting. It is then forwarded to the Lilburn City Council for final decision.
- 3) **Work Sessions:** The Planning Commission will schedule Work Sessions as necessary to discuss the case.
- 4) **Planning Commission Meeting/Public Hearing:** The Lilburn Planning Commission regularly meets the fourth (4th) Thursday of the month at 7:30 PM in the City Council Chambers at 340 Main Street. The Planning Commission reviews the facts in the case at the scheduled public hearing, and a recommendation is made. This recommendation is forwarded to the Lilburn City Council. The applicant must be represented during this meeting.
- 5) **Legal Notice:** The Gwinnett Daily Post is the official legal organ of the City of Lilburn. City of Lilburn will provide a Legal Notice to be printed in the Gwinnett Daily Post at least 15 days prior to a Public Hearing. In addition the City of Lilburn erects on the property a sign announcing the Public Hearing dates at least 15 days prior to the Public Hearing.
- 6) **City Council Meeting/Public Hearing:** The Lilburn City Council regularly meets on the second (2nd) Monday of the month at 7:30 PM in the City Council Chambers at 340 Main Street. The City Council reviews the facts in the case at the scheduled public hearing and a decision is announced. The applicant must be represented at this meeting.

If you have questions, or to schedule a pre-submittal conference, contact Doug Stacks, Director of Planning and Economic Development, at 770-279-3719 or dstacks@cityoflilburn.com.

| Filing Deadline | Public Notice (GDP Legals, Signs, Ltrs) | Planning Commission Hearing | City Council Hearing |
|-----------------|--|-----------------------------|----------------------|
| 1/28/20 | 2/12/20 | 2/27/20 | 3/9/20 |
| 2/25/20 | 3/11/20 | 3/26/20 | 4/13/20 |
| 3/24/20 | 4/8/20 | 4/23/20 | 5/11/20 |
| 4/28/20 | 5/13/20 | 5/28/20 | 6/8/20 |
| 5/26/20 | 6/10/20 | 6/25/20 | 7/13/20 |
| 6/27/20 | 7/8/2020 | 7/23/20 | 8/10/20 |
| 7/28/20 | 8/12/20 | 8/27/20 | 9/14/20 |
| 8/25/20 | 9/9/20 | 9/24/20 | 10/12/20 |
| 9/22/20 | 10/7/20 | 10/22/20 | 11/9/20 |
| 10/27/20 | 11/11/20 | 11/26/20 | 12/14/20 |
| 12/8/20 | 12/23/20 | 1/7/21 | 1/11/21 |
| 12/29/20 | 1/13/21 | 1/28/21 | 2/8/21 |
| 1/26/21 | 2/10/21 | 2/25/21 | 3/8/21 |