

PUBLIC HEARING APPLICATION

City of Lawrenceville

Planning and Development Department

70 S. Clayton Street

Lawrenceville, Georgia 30046

678.407.6583

Rezoning

Special Use Permit

Board of Appeals

Architectural Review Board

Change in Conditions

Buffer Reduction (> 50%)

Annexation

Administrative Variance

RZC2022-00033

Received: February 28, 2022

Planning and Development Department

ONLY COMPLETE APPLICATIONS ACCEPTED



LAWRENCEVILLE

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AN APPLICATION TO AMEND THE OFFICIAL ZONING MAP OF THE CITY OF LAWRENCEVILLE

APPLICANT INFORMATION	PROPERTY OWNER INFORMATION*
NAME: <u>DeThomas Investments, LLC.</u> ADDRESS: <u>1505 Lakes Parkway, Suite 190</u> CITY: <u>Lawrenceville</u> STATE: <u>Georgia</u> ZIP: <u>30043</u> PHONE: <u>678.584.9990</u>	NAME: <u>DeThomas Investments, LLC.</u> ADDRESS: <u>1505 Lakes Parkway, Suite 190</u> CITY: <u>Lawrenceville</u> STATE: <u>Georgia</u> ZIP: <u>30043</u> PHONE: <u>678.584.9990</u>
CONTACT PERSON: <u>Ronnie DeThomas</u> PHONE: <u>678.584.9990</u> CONTACT'S E-MAIL: <u>rdthomas@swopedethomas.com</u> or <u>rdethomas@abernathytimberlake.com</u>	
* If multiple property owners, each owner must file an application form or attach a list, however only one fee. Multiple projects with one owner, must file separate applications, with separate fees.	
ZONING DISTRICT(S): <u>BG (General Business District)</u> ACREAGE: <u>0.657 Acres</u> PARCEL NUMBER(S): <u>R7012 017</u> ADDRESS OF PROPERTY: <u>State Route 20 (Buford Drive) @ Ramp "Z"</u> PROPOSED USE: <u>General Business</u>	

SIGNATURE OF APPLICANT DATE

SIGNATURE OF OWNER DATE

TYPED OR PRINTED NAME

TYPED OR PRINTED NAME

NOTARY PUBLIC DATE

NOTARY PUBLIC DATE

PLEASE ATTACH A LETTER OF INTENT EXPLAINING WHAT IS PROPOSED

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NOTIFICATION REQUIREMENTS

Written Notification

The applicant is required to notify all adjoining property owners (including those across any streets) of their intention to rezone the property. The notification shall be sent by Certified Mail and be postmarked no later than the published deadline contained in the Rezoning Schedule. A sample notification letter is provided at the end of this packet.

The written notice shall include:

1. Special Use case number
2. Dates, times and place of public hearings
3. Copy of the application
4. Applicant contact information
5. Letter of Intent
6. Site plan
7. Vicinity map

Proof that the notifications were mailed as required must be delivered to the Planning Department as soon as is feasible, but no later than 12:00 p.m. (noon) on the Wednesday prior to the Planning Commission meeting. Failure to submit the required proof of mailing will result in the application being tabled to the next month's meeting.

Notification Sign

The applicant is required to post a notification sign (provided by the Planning Department) in a clearly visible location on the property, at or near the public street, no later than the published deadline contained in the Rezoning Schedule. It is the responsibility of the applicant to insure that the notification sign remain on the property throughout the rezoning proceedings. (COPY TO BE GIVEN TO APPLICANT)

CASE NUMBER

DATE

ACKNOWLEDGED BY (PRINT NAME)

SIGNATURE

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DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to the Mayor of the City of Lawrenceville, a member of the City Council, or to a member of the Planning Commission of the City of Lawrenceville? _____
Y/N

If the answer is yes, please complete the following section:

NAME OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (List all which aggregate to \$250 or more)	DATE CONTRIBUTION WAS MADE (Within last two years)

Have you, within the two years immediately preceding the filing of this application, made gifts having in the aggregate a value of \$250.00 or more to the Mayor of the City of Lawrenceville, a member of the City Council, or to a member of the Planning Commission of the City of Lawrenceville? _____
Y/N

If the answer is yes, please complete the following section:

NAME OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (List all which aggregate to \$250 or more)	DATE CONTRIBUTION WAS MADE (Within last two years)

Attach additional sheets if necessary to disclose or describe all contributions/gifts.

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VERIFICATION OF CURRENT PAID PROPERTY TAXES FOR SPECIAL USE PERMIT

THE UNDERSIGNED BELOW IS AUTHORIZED TO MAKE THIS APPLICATION. THE UNDERSIGNED CERTIFIES THAT ALL CITY OF LAWRENCEVILLE PROPERTY TAXES BILLED TO DATE FOR THE PARCEL LISTED BELOW HAVE BEEN PAID IN FULL TO THE TAX COMMISSIONER OF GWINNETT COUNTY, GEORGIA. IN NO CASE SHALL AN APPLICATION BE PROCESSED WITHOUT SUCH PROPERTY VERIFICATION.

*Note: A SEPARATE VERIFICATION FORM MUST BE COMPLETED FOR EACH TAX PARCEL INCLUDED IN THE SPECIAL USE PERMIT REQUEST.

PARCEL I.D. NUMBER: 7 - 012 - 017
(Map Reference Number) District Land Lot Parcel

Signature of Applicant

Date

Type or Print Name and Title

PLEASE TAKE THIS FORM TO THE TAX COMMISSIONER'S OFFICE AT THE GWINNETT JUSTICE AND ADMINISTRATION CENTER, 75 LANGLEY DRIVE, FOR THEIR APPROVAL BELOW.

TAX COMMISSIONER'S USE ONLY

(PAYMENT OF ALL PROPERTY TAXES BILLED TO DATE FOR THE ABOVE REFERENCED PARCEL HAVE BEEN VERIFIED AS PAID CURRENT AND CONFIRMED BY THE SIGNATURE BELOW)

NAME

TITLE

DATE

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Application Checklist

The following is a checklist of information required for submission of a Special Public Hearing application.

- Application Form with Notarized Signature
- Disclosure of Campaign Contribution Form
- Letter of Intent
- Legal Description
- Boundary Survey
- Site Plan (one (1) 11"x17" copy and one (1) full-size copy)
- Application Fee
- Other exhibits :
 - Elevations
 - Drawings
 - Legal representation letter
- Traffic Study (If applicable)
- Review Form for Development of Regional Impact (if applicable)

PLEASE BRING THIS CHECKLIST WHEN FILING FOR A PUBLIC HEARING

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INSTRUCTIONS FOR REQUIRED ITEMS

PRE-APPLICATION MEETINGS (if applicable)

A pre-application meeting will be required prior to the submittal of Rezoning, Special Use Permit, Buffer Reduction, and Change in Conditions applications. This process will provide Applicants and staff time to have preliminary discussions and review intended submittal information prior to official application submittal.

The following will require a pre-application meeting prior to official application submittal:

- Single-Family residential zoning district rezoning applications (10 lots or greater);
- Townhouse district rezoning applications;
- Multi-family apartment district rezoning applications;
- Mixed-use district rezoning applications;
- Office, Commercial, and Industrial district rezoning applications;
- Special Use Permit applications (related to the above listed districts);
- Buffer reduction applications; and
- Change in Condition applications.

A pre-application meeting may be scheduled by emailing a site plan of the project to planning@lawrencevillega.org

Minimum site plan requirements for the pre-application meeting should include:

- Project/building locations or lot design/layout;
- Gross and net density;
- Open space/common area;
- Access driveways and parking;
- Buffers and setbacks; and
- Anticipated stormwater management facility location(s).

The Applicant is required to attend the pre-application meeting; however, the Applicant's legal counsel and design professionals are also encouraged to attend. At the conclusion of the pre-application meeting, the Applicant and a staff member will sign a required acknowledgment form. The signed form and all action items/site plan changes noted at the pre-application meeting must be included with the future officially submitted application.

APPLICATION FORM

One (1) copy of the appropriate Application Form must be submitted. Separate applications will be required for non-contiguous property and a separate application will be required for each zoning classification requested (BG and OI, for example, would require two applications) even if properties are contiguous.

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APPLICATION FEE

See attached Fee Schedules. Acceptable payment methods are: cash, check, debit or credit card (Visa, MasterCard, or Discover). Checks should be made payable to City of Lawrenceville.

LEGAL DESCRIPTION

The legal description must be a "metes and bounds" description. It must establish a point of beginning and from the point of beginning give each dimension bounding the property, calling the directions (such as north, northeasterly, southerly, etc.) which the boundary follows around the property returning to the point of beginning. If there are multiple property owners, all properties must be combined into one legal description. If the properties are not contiguous, a separate application and legal description must be submitted for each property. For requests for multiple zoning districts, a separate application and legal description must be submitted for each district requested.

BOUNDARY SURVEY

One (1) copy of a boundary survey to scale for the subject property, displaying all metes and bounds. This is not necessary if the Site Plan (next item) includes this information.

SITE PLAN

Four (4) copies of a Site Plan to scale (except rezoning applications requesting one single family residence). This site plan must show (as applicable):

- Gross and net acreage (net acreage excludes 50% of 100-year floodplain or electric/gas transmission easements)
- Existing and proposed streets (paving and right-of-way)
- Existing and proposed building locations
- Driveways and parking spaces
- Required or proposed setbacks and buffers
- Floodplain
- Additional exhibits as may be required.
- One 8-1/2" X 11" reduction of the site plan and any other supporting documents/ exhibits shall be provided by the Applicant.

ADDITIONAL SITE PLAN REQUIREMENTS IF APPLICABLE

LETTER OF INTENT

A. One (1) copy of a Letter of Intent

B. The Letter of Intent must give details of the proposed use of the property and should include at least the following information (as applicable):

- A statement regarding the proposed use of the property
- The acreage or size of the tract

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- The zoning classification requested
- The number of lots or number of dwelling units proposed house size proposed
- The density in terms of gross square footage per acre for proposed commercial, industrial, office or institutional use)
- The number of parking spaces
- The height of buildings
- Any requested change in buffers

NOTARIZED SIGNATURES

The application form must have notarized signatures of both the property owner(s) and the Applicant(s), and an attachment if multiple owners are involved.

CONFLICT OF INTEREST CERTIFICATION FORM

This form must be signed, notarized and submitted with the required information.

PROOF OF PAID PROPERTY TAXES

The Applicant must provide proof that current property taxes have been paid on the land proposed for rezoning, change in condition or Special Use Permit. The form provided must be signed by the Applicant, verified and signed by the Tax Commissioner's Office, and submitted when the application is filed. The Tax Commissioner's Office is located at the Gwinnett Justice and Administration Center, 75 Langley Drive, Lawrenceville, GA 30046.

ADDITIONAL INFORMATION:

NOTIFICATION

Staff will provide a list of tax parcel numbers and property owner's names and mailing addresses for properties within 250 feet of the proposed Rezoning, Change in Conditions, or Special Use Permit. Each property owner of record within 250 feet of the subject property must be sent the following information by mail:

- The rezoning, change in conditions, and/or special use permit case number(s)
- The contact person and phone number
- The dates, time and place of the public hearings (Council Chambers, 4th floor, City Hall at 70 S Clayton Street, Lawrenceville, GA 30046
- The submitted application form (first page only)
- The Applicant's letter of intent
- A vicinity map indicating the location of the property

This mailing must go to the Property Owner of Record with the Tax Commissioner's Office, and not to the tenant or lessee of the property. This list will only include tax parcels within the City limits and Gwinnett County.

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Letters must be mailed with first class postage (certified or registered mail is not required). You **MUST** use Postal Service Form(s) 3877 (copy attached), and include the itemized name and address of each and every addressee, and it must be postmarked no later than the Notification Deadline stated on the parcel list. Each and every PS Form 3877 must be stamped by the U.S. Postal Service showing the date of mailing. The original Postal Service Form(s) 3877 must be submitted to the Planning and Development Department by the Notification Deadline.

TRAFFIC STUDIES

A traffic study is required for a Rezoning or Special Use Permit proposal which meets any of the following criteria:

- Office proposals in excess of 200,000 gross square feet
- Commercial proposals in excess of 250,000 gross square feet
- Industrial proposals which would employ over 500 persons
- Multi-family residential proposals in excess of 200 units

CONVERSION OF RESIDENTIAL STRUCTURES TO COMMERCIAL OR OFFICE USE

- Conversion of an existing one-family or two-family residential structure will typically require substantial code related upgrades to the homes mechanical systems and may require new installation of fire and life safety upgrades.
- Concurrent with the zoning process, the Department suggests that the Applicant consult with a registered architect or third-party engineer to determine the extent and costs of these code related improvements.
- You may contact the Fire Plan Review Sections (678.518.6000) at Gwinnett County with any additional questions regarding building and fire code requirements.

DEVELOPMENT OF REGIONAL IMPACT (DRI)

For information regarding thresholds for a DRI please contact the Planning and Development Department.

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