

# SNELLVILLE OFFICIAL ZONING MAP AMENDMENT

## Information Sheet

Snellville Planning & Development Department  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, Georgia 30078  
Phone 770.985.3514 Fax 770.985.3551  
www.snellville.org

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### **REZONINGS:**

The Snellville Zoning Ordinance allows changes, or amendments, to the Official Zoning Map of the City of Snellville. Attached is a Rezoning Application or Application to Amend the Official Zoning Map, Snellville, Georgia.

Unless initiated by the Snellville City Council or Planning Commission, an application to amend the Official Zoning Map must be submitted by the owner of the affected property or by an authorized agent of the owner. If the proposed rezoning would permit a use that is **NOT** consistent with the Land Use Plan, the applicant must also file a separate application for amendment to the Land Use Plan. An application to amend the Land Use Plan may be made concurrently with an application to amend the Official Zoning Map.

Once an application is filed, the Planning Department reviews the application and makes a written recommendation. The Planning Commission holds a public hearing to review the application and make a recommendation to Mayor and Council. A Public Hearing is then held by Mayor and Council for final action.

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### **IMPORTANT DATES:**

**Submittal Deadline: 12:00 Noon, 42-days prior to Planning Commission meeting date. Pre-submittal appointment shall be requested and completed a minimum of five (5) business days prior to application submittal deadline. Please call 770.985.3514 to schedule pre-submittal appointment date.**

### **The Planning Department will meet the following public notice requirements for each application submitted:**

Legal Notice appears in Gw. Daily Post:	15-days (minimum) before Planning Commission meeting
Public Notice Sign(s):	Erect public notice sign(s) <u>15-days (minimum)</u> before Planning Commission meeting
Letters to Adjoining Property Owners:	Mail Certified Mail with Return Receipt <u>15 days (minimum)</u> before Planning Commission meeting
Planning Commission meeting*:	4 <sup>th</sup> Tuesday of the month
Legal Notice appears in Gw. Daily Post:	15-days (minimum) before Mayor and Council Public Hearing
Letters to Adjoining Property Owners:	Mail Certified Mail with Return Receipt <u>15 days (minimum)</u> before Mayor and Council Public Hearing
Mayor and Council Public Hearing*:	4 <sup>th</sup> Monday of the month (following Planning Commission meeting)

\* Planning Commission and Mayor and Council public hearings are held at 7:30 p.m. at Snellville City Hall Council Chambers, 2342 Oak Road, Snellville, unless alternative meeting dates, times, and/or places are necessary.

The applicant may withdraw an application without prejudice until such time as the legal notice for the Mayor & Council public hearing is sent to the paper (no less than 21-days before the hearing date). No application shall be allowed to be withdrawn less than 21-days before the Mayor & Council public hearing unless the request for withdrawal is granted by Mayor & Council at the public hearing. **If an application is denied by Mayor & Council, no application affecting any portion of the same property shall be submitted less than six (6) months from the date of denial.**

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### **APPLICATION FEES:**

• Less than one acre	\$ 500.00
• 1 to 5 acres	\$ 560.00
• 5 to 10 acres	\$ 800.00
• 10 to 15 acres	\$ 1,050.00
• 15 to 20 acres	\$ 1,350.00
• Over 20 acres	\$ 1,900.00
• Public Notice Sign(s)	\$ 50.00 each (per parcel, per road frontage)
• Adjoining Property Owner Notification Letters	\$ 15.00 per notice

# APPLICANT SUBMITTAL CHECKLIST

## FOR REZONING APPLICATION

I T E M	THIS SUBMITTAL CHECKLIST IS PROVIDED AS A TOOL TO ENSURE APPLICATION IS COMPLETE AND CONTAINS ALL NECESSARY DOCUMENTS AND EXHIBITS. APPLICANT SHALL PLACE A CHECK MARK ( ✓ ) NEXT TO EACH ITEM THAT IS INCLUDED WITH APPLICATION SUBMITTAL (INCLUDING THE INDIVIDUAL BOXES ( <input type="checkbox"/> ) AS APPROPRIATE. UPON MEETING ALL APPLICATION REQUIREMENTS, PLEASE CONTACT THE CITY'S PLANNING DEPARTMENT (770.985.3514) TO SCHEDULE A PRE-SUBMITTAL APPLICATION REVIEW. YOUR COMPLETED CHECKLIST MUST ACCOMPANY YOUR APPLICATION TO THE PRE-SUBMITTAL REVIEW AND UPON APPLICATION SUBMITTAL. PLEASE UNDERSTAND, INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED. THANK YOU!	A P P L I C A N T	C I T Y S T A F F
1	Pre-submittal application review appointment scheduled.		
2	Payment of: <input type="checkbox"/> application fee; and <input type="checkbox"/> public notice signage fee; and <input type="checkbox"/> adjoining property owner(s) notification fee.		
3	Letter of Intent summarizing application request and submittal.		
4	Names, addresses, and notarized original signatures of the owners of the subject parcel(s) and their agents, if any (Attachment B); <input type="checkbox"/> If multiple parcels, page 1 of Application and Attachment B and Attachment C must be provided for each separate parcel owner (see item #15 below).		
5	Legal description prepared for each subject parcel. <input type="checkbox"/> If multiple parcels, a composite legal description must also be provided.		
6	Written verification from Gwinnett County Tax Assessor that all property taxes are current and paid-in-full for all subject parcels. Please use provided tax verification sheet (original).		
7	A Certificate of Title for all parcels subject to the application.		
8	The present and proposed zoning district(s) for the subject parcel(s). Listing of <u>ALL</u> permitted uses in requested Zoning District.		
9	Subject and adjoining parcel map labeled with: <input type="checkbox"/> current property owner name(s); and, <input type="checkbox"/> tax parcel number (district, land lot, and parcel).		
10	List of Adjoining Property Owner(s) including: <input type="checkbox"/> property owner name(s); <input type="checkbox"/> current mailing address; and <input type="checkbox"/> tax parcel number.		
11	Original Site & Concept Plan showing: <input type="checkbox"/> North arrow; <input type="checkbox"/> district, land lot(s), parcel number(s); <input type="checkbox"/> dimensions with bearing and distance; <input type="checkbox"/> acreage; <input type="checkbox"/> location of the tracts; <input type="checkbox"/> present zoning and land use classification of all subject and adjacent parcels; <input type="checkbox"/> proposed location of all structures, driveways, parking and loading areas; and storm water detention; <input type="checkbox"/> location and extent of required buffer areas; <input type="checkbox"/> location of any easements and ROW. <input type="checkbox"/> Site & Concept Plan shall be prepared by a professional Architect, Engineer, Landscape Architect, or Land Surveyor and whose Georgia state registration is current and valid. <input type="checkbox"/> Site Plan must be stamped, sealed, and signed by one of the four above-mentioned professionals no more than six (6) months prior to the date of application submittal.		
12	Architectural building renderings indicating: <input type="checkbox"/> building elevations; <input type="checkbox"/> colors; <input type="checkbox"/> construction materials, etc. of which the facades and roofs will consist. If existing buildings are to be used, <input type="checkbox"/> provide color photographs of all building elevations (printed on 8-1/2"x11" paper)		
13	CD-ROM containing a digital file of: <input type="checkbox"/> Site & Concept Plan in .PDF and .DWG file formats; <input type="checkbox"/> legal description(s) in .PDF file format; <input type="checkbox"/> Architectural building renderings in .PDF file format; and <input type="checkbox"/> completed and signed Rezoning Application (and supporting documents and exhibits) in .PDF file format.		
14	Analysis of impact of the proposed rezoning pursuant to Section 15.2(3)(e) of the Snellville Zoning Ordinance (Attachment A) completed in sufficient detail to substantiate application request for rezoning.		
15	Applicant's and/or Owner's Certification (Attachment B) and Conflict of Interest Certification and Disclosure of Campaign Contributions (Attachment C) completed, signed, and notarized by all property owners of the subject parcel(s).		
16	Thirty (30) original size copies of the Site & Concept Plan (item #11 above), folded to approximately 8-1/2"x11"		
17	Thirty (30) bound or stapled copies containing: <input type="checkbox"/> page 1 of Rezoning Application (and, if needed, sheets for additional property owners); <input type="checkbox"/> Letter of Intent; <input type="checkbox"/> Attachment A - Analysis of impact of the proposed rezoning pursuant to Section 15.2(3)(e) of the Snellville Zoning Ordinance; <input type="checkbox"/> Attachments B and C - Applicant and Property Owner Certifications; <input type="checkbox"/> 8-1/2"x11" reduction of the Site & Concept Plan (item #11 above); <input type="checkbox"/> Architectural building renderings. If existing buildings are to be used, provide color copies of all building elevations (printed on 8-1/2"x11" paper).		
18	Clip and attach folded copy of the Site & Concept Plan (item #16 above) behind the Rezoning Application (item #17 above).		
19	Original Rezoning Application submittal shall be clipped together and contain: <input type="checkbox"/> Completed, signed, and notarized Attachments A, B, and C; <input type="checkbox"/> Letter of Intent; <input type="checkbox"/> Legal Description for subject parcel(s) and composite legal description for all parcels; <input type="checkbox"/> Written verification from Gwinnett County Tax Assessor that all property taxes have been paid-in-full and are current; <input type="checkbox"/> Certificate of Title for all subject parcel(s); <input type="checkbox"/> Parcel map showing the subject and adjoining parcels and including property owner(s) names and tax parcel number; <input type="checkbox"/> List of adjoining property owners including property owner name(s), current mailing address, and parcel number; <input type="checkbox"/> Architectural building renderings or if existing buildings are to be used, color photographs of all building elevations (printed on 8-1/2"x11" paper); and <input type="checkbox"/> original Site and Concept Plan.		
20	Additional Information (specify):		
21	Additional Information (specify):		



# REZONING APPLICATION

APPLICATION TO AMEND THE OFFICIAL ZONING MAP, SNELVILLE GEORGIA

**City of Snellville**  
**Planning & Development Department**  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, GA 30078  
Phone 770.985.3514 Fax 770.985.3551 [www.snellville.org](http://www.snellville.org)

DATE RECEIVED: \_\_\_\_\_

CASE # **RZ** \_\_\_\_\_

**Applicant** is: (check one)  
 Owner's Agent  
 Contract Purchaser  
 Property Owner

**Owner** (if not the applicant):  Check here if there are additional property owners and attach additional sheets.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Phone Number(s)

\_\_\_\_\_  
Fax

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Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

-----  
Present Zoning Classification(s): \_\_\_\_\_

Proposed Zoning Classification(s): \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Property Address/Location: \_\_\_\_\_ District \_\_\_\_\_ Land Lot \_\_\_\_\_ Parcel(s) \_\_\_\_\_

**At a minimum, the following items are required with submittal of this application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

- √ Pre-submittal appointment shall be requested and completed a minimum of five (5) business days prior to Application deadline to ensure application is complete, accurate, and includes all required attachments/exhibits and required signatures;
- √ Payment of the appropriate application, public notice sign, and adjoining property owner notification fees;
- √ Letter of Intent explaining the request for rezoning and what is proposed;
- √ The names, addresses, and original signatures of the owners of the subject parcel(s) and their agents, if any;
- √ The present and proposed zoning district for the parcel(s). Include listing of ALL permitted uses in requested Zoning District;
- √ Analysis of impact of the proposed rezoning pursuant to Section 15.2(3)(e) of Snellville Zoning Ordinance. (Attachment A);
- √ Applicant's and/or Owner's Certification (Attachment B);
- √ Conflict of Interest Certification and Disclosure of Campaign Contributions (Attachment C);
- √ A current legal description of the parcel(s) to be rezoned. If the parcel proposed for amendment includes multiple parcels, provide a separate legal description for each individual parcel, together with a composite legal description for all parcels;
- √ Verification from county Tax Assessor that all property taxes have been paid and account is current (for all parcels subject to this application). Applicant to obtain confirmation of taxes paid using original Verification Sheet (attached);
- √ A Certificate of Title or Warranty Deed (for all parcels subject to this application);
- √ Map indicating the subject parcel(s) and the adjoining parcel(s), identified by property owner(s) name and tax parcel number;
- √ Thirty (30) copies and one (1) original of the proposed Site and Concept Plan, and one (1) 11" x 17" (or smaller) reduction of the plan, drawn to scale, showing: (a) north arrow; (b) district, land lot(s) and parcel number(s); (c) the dimensions with bearing and distance; (d) acreage; (e) location of the tract(s), (f) the present zoning and land use classification of all adjacent parcels, (g) the proposed location of structures, driveways, parking and loading areas; (h) and the location and extent of required buffer areas. Site and Concept Plan shall be prepared by an architect, engineer, landscape architect, or land surveyor whose Georgia state registration is current and valid. Site plan must be stamped and sealed by one of the four above-mentioned professionals no more than six (6) months prior to the date of submittal;
- √ Thirty (30) stapled or bound copies of: (a) Rezoning application (page 1 only and any additional sheets if there are additional property owners); (b) Analysis of impact of the proposed rezoning (Attachment A); (c) Certifications (Attachments B and C); (d) Letter of Intent; and (e), Architectural building renderings and all supporting documents. In addition, one (1) unbound application (original) bearing original signatures and all other required documents. All documents must be folded to 8-1/2" x 11"; and
- √ A CD-ROM containing a digital file of: (a) site plan in .pdf and .dwg file formats, (b) legal description(s) in .pdf file format, and (c) completed and signed Rezoning application (and all supporting documents) in .pdf file format;

Pursuant to Section 15.2(3)(e) of the Snellville Zoning Ordinance, **a written, documented analysis of the impact of the proposed rezoning with respect to each of the following matters shall be included.** Please respond to the following standards in the space provided or attach additional sheets if necessary. **Simple yes/no answers or re-statement of the questions are not acceptable.**

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Whether the zoning proposal would adversely affect the existing use or usability of adjacent or nearby property.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Whether the zoning proposal is in conformity with the policy and intent of the Land Use Plan.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







**CITY OF SNELLVILLE**

Department of Planning & Development  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, GA 30078  
Phone 770.985.3514 Fax 770.985.3551

**APPLICANT - PLEASE HAND DELIVER THIS VERIFICATION SHEET TO THE GWINNETT COUNTY TAX ASSESSORS OFFICE (SEE ADDRESS AND PHONE NUMBER BELOW) TO OBTAIN WRITTEN CONFIRMATION THAT REAL PROPERTY TAXES HAVE BEEN PAID-IN-FULL AND PROPERTY TAX ACCOUNT IS CURRENT. ATTACH COMPLETED ORIGINAL TO APPLICATION. IF SUBMITTING A LAND USE PLAN AMENDMENT APPLICATION TOGETHER WITH A REZONING APPLICATION, PROVIDE VERIFICATION SHEET(S) FOR ONLY ONE (1) APPLICATION.**

**APPLICANT NAME:** \_\_\_\_\_

CHECK HERE, IF THERE ARE MORE THAN FOUR (4) SUBJECT PARCELS AND ATTACH ADDITIONAL SHEETS.

PROPERTY OWNER NAME(S): \_\_\_\_\_ TAX PARCEL NO.: \_\_\_\_\_

AMOUNT OF CURRENT TAXES PAID: \$ \_\_\_\_\_ PAYMENT DATE: \_\_\_\_\_ ACCOUNT CURRENT?  YES  NO

PROPERTY OWNER NAME(S): \_\_\_\_\_ TAX PARCEL NO.: \_\_\_\_\_

AMOUNT OF CURRENT TAXES PAID: \$ \_\_\_\_\_ PAYMENT DATE: \_\_\_\_\_ ACCOUNT CURRENT?  YES  NO

PROPERTY OWNER NAME(S): \_\_\_\_\_ TAX PARCEL NO.: \_\_\_\_\_

AMOUNT OF CURRENT TAXES PAID: \$ \_\_\_\_\_ PAYMENT DATE: \_\_\_\_\_ ACCOUNT CURRENT?  YES  NO

PROPERTY OWNER NAME(S): \_\_\_\_\_ TAX PARCEL NO.: \_\_\_\_\_

AMOUNT OF CURRENT TAXES PAID: \$ \_\_\_\_\_ PAYMENT DATE: \_\_\_\_\_ ACCOUNT CURRENT?  YES  NO

**\*\*\* INFORMATION VERIFIED BY GWINNETT COUNTY TAX ASSESSOR'S OFFICE \*\*\***

COUNTY TAX DEPARTMENT REPRESENTATIVE (PRINT NAME):	DATE:
COUNTY TAX DEPARTMENT REPRESENTATIVE (SIGNATURE):	

**ONLY ORIGINAL VERIFICATION SHEET  
CAN BE USED TO CONFIRM PROPERTY TAX ACCOUNT STATUS**