

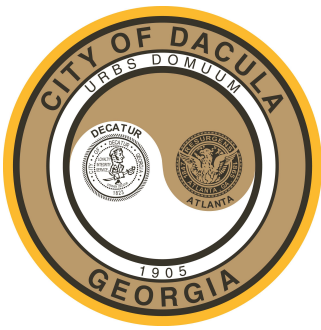
## SPECIAL EXCEPTION INFORMATION

The following items are necessary in order to process special exception applications:

1. APPLICATION FORM
  - a. Answer all questions.
  - b. Property owner must sign application.
  
2. APPLICATION FEE (Non refundable checks, payable to City of Dacula)
  - a. Special Exception                      \$350.00 plus \$25.00 administrative fee
  
3. LEGAL DESCRIPTION
  - a. Must be typed (not required if located within a recorded subdivision).
  
4. LETTER OF INTENT
  - a. The letter of intent must describe the proposed or existing use, the special exception(s) requested, and why you feel the special exception(s) is/are justified.
  
5. SITE PLAN and/or copy of BOUNDARY SURVEY
  - a. All documents related to the application in order for the City Council to render a decision are necessary.
  - b. 8-1/2" x 11" reduction of site plan.

### MEETINGS

The Planning Commission meets the last Monday of each month at 6:00 PM in the Council Chambers at the Dacula City Hall. The City Council meets on the first Thursday of each month at 7:00 P.M. at Dacula City Hall. The City will erect a Public Hearing sign 15 days before the public hearing. A legal advertisement appears in the official News Organ at least 15 days before the meeting. The Gwinnett Daily Post is the official news organ.



**City of Dacula**  
**Special Exception Application**

**City Council**

Waivers  
 Special Exception

**Staff Approval Only**

Modifications

*(Please Type or Print using BLACK INK)*

APPLICANT *	PROPERTY OWNER *
NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
CITY _____	CITY _____
STATE _____ ZIP _____	STATE _____ ZIP _____
PHONE _____ FAX _____	PHONE _____ FAX _____

**APPLICANT IS THE:**

- OWNER'S AGENT
- PROPERTY OWNER

*\* Include any person having a property interest and/or a financial interest in any business entity having property interest (use additional sheets if necessary).*

CONTACT PERSON \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

PRESENT ZONING DISTRICT(S) \_\_\_\_\_ LAND LOT(S) \_\_\_\_\_ DISTRICT(S) \_\_\_\_\_

ADDRESS OF PROPERTY \_\_\_\_\_ ACREAGE \_\_\_\_\_

Describe your request in detail and state justification/hardship: \_\_\_\_\_

*(Attach additional sheets if necessary)*

HAS THE APPLICANT FILED ANY OTHER APPLICATIONS FOR THIS PROPERTY WITHIN THE PAST 12 MONTHS ?

- Yes     No

If Yes, please describe: \_\_\_\_\_  
*(Attach additional sheets if necessary)*

**LETTER OF INTENT & LEGAL DESCRIPTION OF PROPERTY**

\*\*\* PLEASE ATTACH A "LETTER OF INTENT" EXPLAINING REQUEST and  
TYPED "LEGAL DESCRIPTION" OF PROPERTY TO BE AFFECTED \*\*\*

**CASE NUMBER:** \_\_\_\_\_

**APPLICANT CERTIFICATION**

The undersigned is authorized to make this application and is aware that if an application is denied, no application or re-application affecting the same property shall be acted upon within twelve (12) months from the date of last action unless waived by the City.

_____	_____
<i>Signature of Applicant</i>	<i>Date</i>
_____	_____
<i>Type or Print Name/Title</i>	
_____	_____
<i>Notary Public</i>	<i>Date</i>

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**PROPERTY OWNER CERTIFICATION**

The undersigned, or as attached, is the record owner of the property considered in this application and is aware that if an application is denied, no application or re-application affecting the same land shall be acted upon within twelve (12) months from the date of last action unless waived by the City.

_____	_____
<i>Signature of Applicant</i>	<i>Date</i>
_____	_____
<i>Type or Print Name/Title</i>	
_____	_____
<i>Notary Public</i>	<i>Date</i>

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**FOR ADMINISTRATIVE USE ONLY**

DATE RECEIVED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ FEE \_\_\_\_\_ RECEIPT # \_\_\_\_\_  
LAND LOT \_\_\_\_\_ DISTRICT \_\_\_\_\_ PARCEL # \_\_\_\_\_ HEARING DATE \_\_\_\_\_

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**FOR ADMINISTRATIVE USE ONLY**

ACTION TAKEN \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
STIPULATIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**City of Dacula**  
**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 and/or a member of the City Council?

Yes       No

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

<b>Name of Government Official</b>	<b>Contributions</b> <i>(All which aggregate to \$250.00+)</i>	<b>Contribution Date</b> <i>(within last 2 years)</i>
<hr/> <hr/> <hr/> <hr/>		

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 and/or a member of the City Council or a member of the Dacula Planning Commission?

Yes       No

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

<b>Name of Government Official</b>	<b>Description of Gifts</b> <i>(Valued aggregate \$250.00+)</i>	<b>Date Gift was Given</b> <i>(within last 2 years)</i>
<hr/> <hr/> <hr/> <hr/>		

*(Attach additional sheets if necessary to disclose or describe all contributions/gifts)*

ADJOINING PROPERTY OWNER(S)  
RECORD NOTIFICATION

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

TO: \_\_\_\_\_  
(Sent by First Class Mail and Certified Mail - Return Receipt Requested)

FROM: \_\_\_\_\_

RE: Proposed Special Exception Case # \_\_\_\_\_

Property Location: 5th District, Land Lot \_\_\_\_\_ Parcel \_\_\_\_\_

LOCATION/ADDRESS \_\_\_\_\_

\_\_\_\_\_

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You are hereby notified that an application for a Special Exception \_\_\_\_\_

to \_\_\_\_\_ has been submitted to the City of Dacula.

The proposed Special Exception is contiguous to your property.

The PLANNING COMMISSION Public Hearing/Meeting will be held at the Dacula City Hall, 442 Harbins Rd.,

Dacula, Georgia on \_\_\_\_\_ at 6:00 P.M. in the Council Chambers.  
(date)

The CITY COUNCIL Public Hearing/Meeting will be held at the Dacula City Hall, 442 Harbins Rd., Dacula,  
Georgia on \_\_\_\_\_ at 7:00 P.M. in the Council Chambers.  
(date)

If you have any comments or concerns concerning this matter, please plan to attend the public hearings.  
Thank you.