

SPECIAL EXCEPTION INFORMATION

The following Items are necessary in order to process Variance and 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 variance(s) or special exception requested, and why you feel the variance or special exception is 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.
- c. If for a sign variance, a detailed drawing showing dimensions, height, location, etc.

MEETINGS

The Planning Commission meets the Last Monday of each month at 6:30 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.



P. O. Box 400
Dacula, GA 30019
(770) 962-0055 / Fax (770) 513-2187

APPLICATION

City Council
<input type="checkbox"/> Waivers
<input type="checkbox"/> 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>

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>

FOR ADMINISTRATIVE USE ONLY

DATE RECEIVED _____ RECEIVED BY _____ FEE _____ RECEIPT # _____

LAND LOT _____ DISTRICT _____ PARCEL # _____ HEARING DATE _____

FOR ADMINISTRATIVE USE ONLY

ACTION TAKEN _____

SIGNATURE _____ DATE _____

STIPULATIONS _____



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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 and/or a member of the City Council.

Yes No

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

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

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 or Zoning Board of Appeals.

Yes No

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

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

(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 Variance Case # _____

Property Location: 5th District, Land Lot _____ Parcel _____

LOCATION/ADDRESS _____

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 6:30 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.