



# 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. **A pre-application conference one week prior to submittal is highly recommended.** Missing or incorrect information shall result in postponement of the completion date.

- (1) **Application Form:** Available at the Department of Planning or [www.cityoflilburn.com](http://www.cityoflilburn.com). Be specific and fill in all pertinent and required information.
- (2) **Application Fee:** 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. Criteria for zoning review is different than criteria for Special Use Permit.
- (4) **Conflict of Interest Form:** Attached to application form at the Department of Planning. 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. 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. For MU zoning review intent and use standards.
- (7) **Legal Description:** The legal description should be typed and describe, by metes and bounds, only the property to be Rezoned or petitioned for Rezoning, Special Use or Change in Condition.
- (8) **Site Plan:** Include one (1) full size copy drawn to scale and email a pdf electronic file to [returmer@cityoflilburn.com](mailto:returmer@cityoflilburn.com). The site plan must 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 should also show existing and proposed topography, landscaping and drainage if proposed stormwater drainage (approximate location of ponds and structures) is relevant. If zoning to Mixed Use (MU), master conceptual site plan must also include all buffer, street, lot and building dimensions and statement of intent to meet or vary from each use standard, including landscaping and all aspects of on-site stormwater management.
- (9) **Boundary Survey:** Typically accompanies Legal Description – must be sealed by a registered land surveyor. Not necessary as separate document **if** the site plan includes legal description survey information.
- (10) **List of Adjoining Property Owners:** Names and addresses of all adjoining property owners must be attached. Information may be obtained from the Gwinnett County Tax Assessor.
- (11) **Architectural Renderings and Elevations:** 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 color and materials of all 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 Acres:	\$ 1000	\$500
10.0 to 19.9 Acres:	\$1,500			
20.0 to 24.9 Acres:	\$1,750	6 Acres or Greater:	\$1,250	
25 Acres or Greater:	\$2,000			



# Application Instructions Rezoning/Special Use Permit/Change In Condition

## REZONING/SUP/CIC APPLICATION REVIEW PROCESS

All Rezoning, Special Use Permit and Change in Condition applications are reviewed through public process by Planning Department staff, Lilburn Planning Commission, and Lilburn City Council.

- 1) **Submission:** Complete application and fee to be submitted to Planning Department according to schedule below.
- 2) **Staff Analysis & Recommendation:** The staff will review the application with regard to criteria established for the proposed use. The result of which is a written recommendation to Planning Commission for approval, denial or approval with conditions. This recommendation is presented at scheduled Planning Commission meeting and included with their recommendation to the Lilburn City Council for final decision.
- 3) **Work Sessions:** The Planning Commission and City Council will schedule Work Sessions as needed prior to the scheduled meetings. Planning Commission meets at 7:00 PM and City Council meets at 6:30 for their work session.
- 4) **Planning Commission Meeting/Public Hearing:** The Lilburn Planning Commission regularly meets the fourth (4<sup>th</sup>) Thursday of the month, if there is business to consider, at 7:30 PM in the Council Chambers at 340 Main Street or as otherwise posted in the meeting Agenda. The Planning Commission reviews the facts in the case at the scheduled public hearing and a recommendation is made based on established criteria. The recommendation is forwarded to the Lilburn City Council for final zoning action. 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. Planning Director or designee will provide a Legal Notice to be printed in the Gwinnett Daily Post **at least 15 days prior to Planning Commission and 30 days prior to** City Council Public Hearing. In addition the City of Lilburn sends letters to adjoining owners and erects on the property a sign announcing the Public Hearing dates **at least 15 days prior**.
- 6) **City Council Meeting/Public Hearing:** The Lilburn City Council regularly meets on the second (2<sup>nd</sup>) Monday of the month at 7:30 PM in the City Council Chambers at 340 Main Street or as otherwise posted in the City Council Agenda. The City Council reviews the facts in the case at the scheduled public hearing and typically a final decision on the zoning action is announced. The applicant must be represented at this meeting.

<b>Planning Commission (PC) Hearing Schedule</b>				
<u>Applicant's Filing Deadline</u>	<u>Public Notice (GDP Legal Ad out, Letters and Signs Drafted)</u>	<u>Public Notice (15 days min-then Ltrs and Sign up 15 days prior to hearing)</u>	<u>PC Hearing (4th Thurs/Month)</u>	<u>City Council Hearing (2nd Mon/Month)</u>
12/26/2025	12/30/2025	1/7/2026	1/22/2026	2/9/2026
1/30/2026	2/3/2026	2/11/2026	2/26/2026	3/9/2026
2/27/2026	3/3/2026	3/11/2026	3/26/2026	4/13/2026
3/27/2026	3/31/2026	4/8/2026	4/23/2026	5/11/2026
5/1/2026	5/5/2026	5/13/2026	5/28/2026	6/8/2026
5/29/2026	6/2/2026	6/10/2026	6/25/2026	7/13/2026
6/26/2026	6/30/2026	7/8/2026	7/23/2026	8/10/2026
7/31/2026	8/4/2026	8/12/2026	8/27/2026	9/14/2026
8/28/2026	9/1/2026	9/9/2026	9/24/2026	10/12/2026
9/25/2026	9/29/2026	10/7/2026	10/22/2026	11/9/2026
10/30/2026	11/3/2026	11/11/2026	*11/26/2026	12/14/2026
11/27/2026	12/1/2026	12/9/2026	*12/24/2026	1/11/2027

\*Dates subject to change – special called meetings are common to avoid conflicts with national holidays.

\*\*To schedule pre-submittal conference, contact Planning Director, Reid Turner at 770-279-3715 or [retuner@cityoflilburn.com](mailto:retuner@cityoflilburn.com).