



LAND USE APPLICATION PROCESS FOR REZONINGS, SPECIAL USE PERMITS, CHANGE IN CONDITIONS, AND COMPREHENSIVE PLAN AMENDMENTS

1. PRE-APPLICATION MEETING

- The applicant meets with the Community Development Department by 4 pm on 1st Monday of the month before the application deadline.

2. APPLICATION

- Complete application must be received before 4 pm on the 1st Monday of the Month.

3. APPLICATION ACCEPTED

- All required materials have been provided. Staff will provide a public hearing certification to the applicant via email.

4. FEES PAID

- Fees may be paid by credit card or check in person at City Hall.

5. PUBLIC PARTICIPATION MEETING

- Applicant to host a public participation meeting on or before the Planning Commission public hearing.

6. PUBLIC PARTICIPATION REPORT

- Applicant submits a public participation meeting report detailing the meeting to staff.

7. ONE WEEK BEFORE PLANNING COMMISSION

- Staff recommendation is published on the City website and sent to the applicant.

8. PLANNING COMMISSION (PUBLIC HEARING)

- Staff presentation of staff's report and recommendation
- Public Hearing, which includes the applicant's presentation and a chance for the public to speak for or against the application
- The Planning Commission makes and votes on a recommendation to the City Council

BETWEEN APPLICATION ACCEPTANCE AND PLANNING COMMISSION

PUBLIC HEARING NOTICE

Staff will publish the following public hearing notices per the Georgia Zoning Procedures Law:

- Notice to the paper of record (currently Gwinnett Daily Post)
- Mail notice to all owners of property within 500' of the subject property
- Sign Posting: Sign(s) will be posted on the subject property

STAFF REPORT

The Community Development Department reviews the application and will issue a recommendation to the Planning Commission.

9. BETWEEN THE PLANNING COMMISSION AND CITY COUNCIL MEETING

- The Community Development Department recommendation is updated with the Planning Commission recommendation. The revised document is published on the City's website.

10. CITY COUNCIL 1ST READ (NOT A PUBLIC HEARING)

- 4th Tuesday of the Month**
- This is solely to read the Case into the record.
- The case is not heard at this meeting, there is no public comment, and no vote is taken.

11. CITY COUNCIL 2ND READ (PUBLIC HEARING)

- 4th Tuesday of the Following Month**
- Public Hearing, which includes the applicant's presentation and a chance for the public to speak for or against the application
- Decision issued.

12. ORDINANCE

- A signed and sealed ordinance will be issued following the public hearing, detailing the City Council decision and all applicable conditions

13. PERMITTING

- If the Land Use Application is approved, regular permitting protocol must be followed per the City of Peachtree Corners processes and procedures and all applicable ordinances.

*May be held in-person or virtually. Mailed notice to all owners of property within 500' of the subject property.

**See Planning Commission Hearing Submittal Dates Calendar.