



**Planning and Inspections Department**

330 Town Center Ave., Suwanee GA 30024

Voice: 770-945-8996 · Fax: 770-945-2792

Suwanee Web site: [www.suwanee.com](http://www.suwanee.com)

**WAIVER INFORMATION FORM**

The following items are necessary in order to process Waiver Applications:

**1. APPLICATION FORM**

Complete all sections of the application form. The application MUST be signed by both the applicant and the owner. Attach a copy of any review comments or correspondence from the City to your application.

**2. APPLICATIONS FEES**

Please make checks payable to **CITY OF SUWANEE**. The application fee is non-refundable.

**Planning and Zoning Commission -----\$300.00**

**Appeal to City Council -----\$300.00 (additional)**

**3. LEGAL DESCRIPTION**

A legal description is requested on an 8 ½” x 11” sheet.

**4. SITE PLAN AND/OR BOUNDARY SURVEY**

Eight (8) copies of the boundary survey and site plan are required. If the site plan is drawn on a closed boundary survey, you need only submit six copies of the site plan. One copy of each must be a 8 ½” x 11” reduced copy. On the site plan please highlight the reason for the waiver application.

**5. ADDITIONAL PLANS**

Submit plans as necessary to support your request. **EXAMPLE:** If it should be a road design request, complete details of the design, showing width, composition, etc. will be required. Provide an 8 ½” x 11” reduction in addition to the full size plan.

**6. DOCUMENTATION**

Any and all information related to the application which you believe may be helpful to the Board of Appeals to render a decision should be submitted along with the application.

**7. No Application will be accepted for processing unless the application is complete and all necessary plans are included with the application. If you have any questions, please call the City of Suwanee (770-945-6583) and ask to speak to the Planning Director or Principal Planner.**

**APPLICATION FOR A WAIVER FROM THE DEVELOPMENT REGULATIONS  
OF THE CITY OF SUWANEE PLANNING AND ZONING COMMISSION**

Please complete this application and submit with all necessary attachments as stated on the Waiver Information Form (please type or print)

**APPLICANT INFORMATION**

**OWNER INFORMATION**

Name: \_\_\_\_\_

Name \_\_\_\_\_

Address: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

State \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

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

LAND DISTRICT \_\_\_\_\_ LAND LOT \_\_\_\_\_ PARCEL \_\_\_\_\_ LOT \_\_\_\_\_

TYPE OF PROJECT \_\_\_\_\_

SUBDIVISION OR PROJECT NAME (IF APPLICABLE) \_\_\_\_\_

ZONING \_\_\_\_\_

WAIVER REQUESTED (Article, section, and paragraph) \_\_\_\_\_

NEED FOR WAIVER \_\_\_\_\_

**\*A WAIVER FROM A CONDITION OF ZONING CANNOT BE ACCEPTED.**

**SECTION 2007, APPLICANT AND/OR A REPRESENTATIVE.**

**\*\*\*The property owner, applicant and /or a representative thereof shall be present at all meetings of the Zoning Board of Appeals, Planning Commission and/or Mayor and Council at which official action is requested on any variance or application for amendment. The failure of the property owner, applicant and/or a representative to attend such meetings shall result in the denial of said waiver.**

