

City of Sugar Hill
Design Review Application

The following items are necessary in order to process an application for design review in the Town Center Overlay or Central Business District. Once a Certificate of Design Review application is determined complete and is accepted by the Planning Director, it shall be forwarded to the Mayor and City Council for consideration at its next scheduled meeting as appropriate. **A pre-application meeting is required to review all of your materials prior to submittal. See Application Deadline and Hearing Schedule Attached**

1. APPLICATION FORM

- a. Answer all questions.
- b. Applicant and property owner must sign application.
- c. In addition to the application the following must be attached;
 - aa. Letter of Intent
 - bb. Elevation Drawings
 - cc. Photographs
 - dd. Site Plan / Landscaping Plan
 - ee. Adjoining Property Owners
- d. One paper copy of the application packet filled out in full is required. Any plans submitted exceeding 11" x 17" must be submitted digitally via CD in addition to physically.

2. APPLICATION FEE Please make checks payable to: **CITY OF SUGAR HILL**

- a. Town Center Overlay Review **\$0**
- b. Central Business District Review **\$0**

3. LETTER OF INTENT

The letter of intent must describe the proposed changes in exterior appearance of the building(s), structure(s) or development activity. Refer to Sections 1001 and 1002 of the City of Sugar Hill Zoning Ordinance for the relevant criteria considered during the review process.

4. APPLICATION ATTACHMENTS

All applications for design review approval shall be made as required by the City Manager and shall at minimum contain the following information:

Elevation Drawings, Color and Material Samples. Every application or review involving the construction of a new building or structure, alterations, and/or additions to existing structures shall be accompanied by exterior elevation color renderings, drawn to scale and signed by an architect, engineer or other appropriate professional. These shall be submitted in sufficient number of copies as required by the Planning Director. Said exterior elevation color renderings shall clearly show in sufficient detail the exterior appearance and architectural design of proposed change(s) to buildings or structures and new construction, as applicable. Each application shall also indicate proposed materials, textures and colors, and provide samples of materials and colors.

Photographs. All applications shall be accompanied by photographs of all sides of the existing building(s) or structure(s) affected, and of adjoining properties. Photographs shall be submitted in printed copy and in digital form unless otherwise specified by the Planning Director.

Site Plan and Landscaping Plan. For every application, a plot plan or site plan, drawn to scale, shall be submitted which shows all improvements affecting appearances, such as walls, walks, terraces, plantings, tree protection areas, accessory buildings, signs, lights, and other elements.

Additional Information. The City Manager may reasonably require any additional information to be submitted with the application.

5. MEETINGS

Please refer to the attached Hearing Schedule for application deadlines of **completed applications**, and hearing dates.

6. ADJOINING PROPERTY OWNERS Printed in list form of the names, addresses, map reference numbers, and zoning classification of **all** adjoining property owners of record **must** be attached based upon current month available tax records at Gwinnett County. All adjoining properties include **both** sides of the road. A typed set of labels are required to be submitted with the list preferably in Avery 5160 format. Labels are required to be emailed in the Avery 5160 Format to nklein@cityofsugarhill.com.

DESIGN REVIEW APPLICATION

_____ **Town Center Overlay** _____ **Central Business District**

APPLICANT INFORMATION

Name: _____ Address: _____

Phone: _____

Fax: _____

Email: _____

PROPERTY OWNER INFORMATION

Name: _____ Address: _____

Phone: _____

Fax: _____

Email: _____

CONTACT INFORMATION

Name: _____ Phone: _____

Fax: _____ Email: _____

If multiple property owners, all property owners must fill out separate applications.

PROPERTY INFORMATION

Parcel Number: _____

Address: _____

Present Zoning: _____ Acreage: _____

REQUEST, please give a brief description of the request:

_____/_____/_____
SIGNATURE OF APPLICANT DATE SIGNATURE OF PROPERTY OWNER DATE

(NOTARY SEAL)

CONFLICT OF INTEREST CERTIFICATION

The undersigned below, making application for design review, has complied with the Official Code of Georgia Section 36-67A, et seq., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on the forms provided.

_____/_____/_____
 Signature of Applicant/ Attorney Representative Date Typed or Print Name and Title Date

Sworn to and subscribed before me this _____ day of _____, 20_____.

 Signature of Notary Public Seal

_____/_____/_____
 Signature of Owner Date Typed or Print Name and Title Date

Sworn to and subscribed before me this _____ day of _____, 20_____.

 Signature of Notary Public Seal

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 a member of the City of Sugar Hill City Council or the Planning Commission? _____ (yes/no). If yes, complete the following:

NAME & OFFICIAL POSITION OF MADE OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (List all which aggregate aggregate to \$250 or more	DATE CONTRIBUTION WAS (within last two years)
---------------------------------------------------------------	-----------------------------------------------------------------------	--------------------------------------------------

_____/_____/_____
 Signature of Applicant/ Attorney Representative Date Typed or Print Name and Title Date

Sworn to and subscribed before me this _____ day of _____, 20_____.

 Signature of Notary Public Seal

_____/_____/_____
 Signature of Owner Date Typed or Print Name and Title Date

Sworn to and subscribed before me this _____ day of _____, 20_____.

 Signature of Notary Public Seal

AUTHORIZATION BY PROPERTY OWNER

I, _____, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states; that he/she is the owner of the property which is the subject matter of the attached applications, as is shown in the records of City of Sugar Hill, Sugar Hill, Georgia.

He/She authorizes the person named below to act as applicant in the pursuit of a Variance of this property.

I hereby authorize staff of the City of Sugar Hill, Department of Planning and Development to inspect the premises, which is the subject of this application.

APPLICANT INFORMATION

Name: _____ Address: _____

Phone: _____

Fax: _____

Email: _____

_____/_____/_____
SIGNATURE OF APPLICANT DATE SIGNATURE OF PROPERTY OWNER DATE

APPLICANT TYPE OR PRINT PROPERTY OWNER TYPE OR PRINT

Personally appeared before me who on oath disposes and says that the above is true and to the best of his or her knowledge and belief.

_____/_____/_____
Notary Public Signature Date (NOTARY SEAL)

VERIFICATION OF CURRENT PAID PROPERTY TAXES FOR APPLICATION

The undersigned below is authorized to make this application. The undersigned certifies that all the City of Sugar Hill property taxes, billed to date for the parcel listed below have been paid in full. In no case shall an application or reapplication for rezoning/variance be processed without such property verification.

***NOTE: A separate verification for must be completed for each tax parcel included in the Variance request. Tax**

Parcel Number: _____

_____/_____/_____
SIGNATURE OF APPLICANT DATE TYPE OR PRINT NAME

2021-2022

APPLICATION DEADLINES, MEETING SCHEDULES, & MUNICIPAL COURT DATES

NOTE: ALL Public Hearing Applications Must be Submitted Prior to 12:00 NOON

Submittal Deadline Public Hearing Application	Submittal Deadline for Design Review TCO/CBD, and Variance Applications & Last date to Withdraw Public Hearing Applications	Planning Commission Public Hearing 7:00 PM	City Council Work Session 7:00 PM	City Council Public Hearing 7:30 PM	Municipal Court Calendar 1:00 PM SUBJECT TO CHANGE
4/2/2021	4/26/2021	5/17/2021	6/7/2021	6/14/2021	4/16/2021
5/7/2021	5/28/2021	6/21/2021	7/5/2021	7/12/2021	5/21/2021
6/4/2021	6/28/2021	7/19/2021	8/2/2021	8/9/2021	6/18/2021
7/1/2021	7/26/2021	8/16/2021	Tues. 9/7/2021	9/13/2021	7/16/2021
8/6/2021	8/30/2021	9/20/2021	10/4/2021	10/11/2021	8/20/2021
9/3/2021	9/27/2021	10/18/2021	11/1/2021	11/8/2021	9/17/2021
10/1/2021	10/25/2021	11/15/2021	12/6/2021	12/6/2021	10/15/2021
11/5/2021	11/29/2021	12/20/2021	1/4/2022	1/10/2022	11/19/2021
12/3/2021	12/22/2021	1/18/2022	2/7/2022	2/14/2022	12/17/2021
12/30/2021	1/31/2022	2/21/2022	3/7/2022	3/14/2022	1/21/2022
2/4/2022	2/28/2022	3/21/2022	4/4/2022	4/11/2022	2/18/2022
3/4/2022	3/28/2022	4/18/2022	5/2/2022	5/9/2022	5/20/2022
4/1/2022	4/25/2022	5/16/2022	6/6/2022	6/13/2022	6/18/2022
4/29/2022	Tues. 5/31/2022	6/20/2022	Tues. 7/5/2022	7/11/2022	7/15/2022
6/3/2022	6/27/2022	7/18/2022	8/1/2022	8/8/2022	8/19/2022