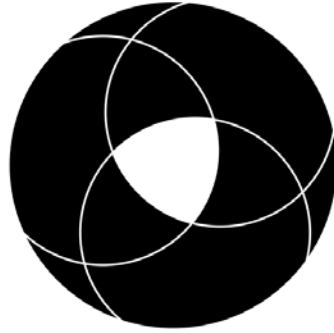


MOVED-IN HOUSE APPLICATION



Gwinnett

Gwinnett County

Department of Planning & Development
Planning Division

446 West Crogan Street, Suite 300

Lawrenceville, Georgia 30046

(678) 518-6000

ONLY COMPLETE APPLICATIONS ACCEPTED

MOVED-IN HOUSE APPLICATION

APPLICANT INFORMATION		
APPLICANT: _____	HOUSE MOVER: _____	
ADDRESS: _____ _____	ADDRESS: _____ _____	
ZIP CODE: _____	ZIP CODE: _____	
PHONE NUMBER: _____	PHONE NUMBER: _____	
EMAIL ADDRESS: _____	PARCEL ID NUMBER: _____	
_____ SIGNATURE OF APPLICANT	_____ DATE	
_____ SIGNATURE OF NOTARY PUBLIC	_____ DATE	
PROPERTY OWNER INFORMATION		
NAME: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP CODE: _____
PHONE NUMBER: _____		
EMAIL ADDRESS: _____		
_____ SIGNATURE OF OWNER	_____ DATE	
_____ SIGNATURE OF NOTARY PUBLIC	_____ DATE	

PROPERTY INFORMATION

ADDRESS OF LOT WHERE HOUSE WILL BE MOVED:

STREET ADDRESS: _____

ZONING: _____ PARCEL NUMBER(S): _____

HOUSE INFORMATION

NUMBER OF ROOMS: _____ HEATED LIVING AREA (in square feet): _____

LENGTH OF HOUSE: _____ WIDTH OF HOUSE: _____

CURRENT LOCATION OF HOUSE: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DEPARTMENT USE ONLY

PLANNING COMMISSION HEARING DATE: _____

BOARD OF COMMISSIONER HEARING DATE: _____

FEE: \$ _____ RECEIPT #: _____ RECEIVED BY: _____

BUILDING OFFICIAL COMMENTS: _____

INSPECTED BY: _____ DATE: _____

**PLEASE ATTACH A PHOTOGRAPH OF THE HOUSE TO BE MOVED AND A MAP
SHOWING THE CURRENT LOCATION OF THE HOUSE.**

MOVED-IN HOUSE INFORMATION AND APPLICATION

1. PUBLIC HEARING

If the property where the house is to be placed is zoned R-LL, R-140, R-100, R-75, R-60, R-SR, R-ZT, R-TH or RM, approval at a Public hearing must be granted.

If the property is zoned RA-200, public hearing approval is **NOT** required.

ITEMS REQUIRED TO PROCESS AN APPLICATION

- a. Application form
- b. Copies of boundary survey of the property including proposed location of house – one copy to scale and one 8-1/2 X 11 reduction.
- c. Typed legal description of the property.
- d. \$300.00 non-refundable application fee.
- e. Photograph of the house to be moved.
- f. Map of current house location.

2. LOT AND HOUSE SIZES

The minimum lot and house size required is determined by the zoning district of the property where the house will be placed as follows:

ZONING DISTRICT	LOT WIDTH	LOT SIZE	MINIMUM HOUSE SIZE
R-100	100 Feet	*15,000 Square Feet – Sewer 25,000 Square Feet - Septic	1,400 Square Feet
R-75	75 Feet	*12,000 Square Feet – Sewer 25,500 Square Feet - Septic	1,200 Square Feet
Other zoning districts – contact the Current Planning Section at (678) 518-6000 for information.			

*Minimum lot sizes indicated are for septic tank as the method of sewage disposal. Actual lot size will be determined by the Environmental Health Division.

3. **HOUSE INSPECTION**

The Building Inspections Section of Planning and Development will inspect the house once an application to move a house is made. The applicant shall make arrangements with the inspector to gain entry to the home.

4. **HOUSE MOVING PERMIT**

If approval has is granted to move a house, the house mover must obtain a separate House Moving Permit. This permit is obtained from the Development Division.

PLEASE NOTE: The house mover MUST notify the Gwinnett County Department of Police Services that a house is to be moved two (2) days prior to the date of moving.

5. **BUILDING PERMIT**

A Building Permit must also be obtained at the time the House Moving Permit is obtained for inspection of all remodeling work.

ITEMS REQUIRED TO PROCESS AN APPLICATION

1. **APPLICATION FORM**

One (1) copy of the Moved-In House Application Form, notarized where indicated.

2. **APPLICATION FEE**

A \$300.00 non-refundable application fee is required. Acceptable payment methods are: cash, check or credit card (Visa, MasterCard). Checks should be made payable to Gwinnett County.

3. **LEGAL DESCRIPTION**

One "metes and bounds" typed legal description of the property where the house will be placed.

4. **BOUNDARY SURVEY**

One (1) digital copy to scale of a boundary survey of the property where the house will be moved, including proposed house location.

5. **PHOTOGRAPH**

A photograph of the house to be moved.

6. **MAP**

A map of the current house location.