Planning Commission
Zoning Board of Appeals
Application

City of Suwanee
330 Town Center Avenue
Suwanee, GA 30024
770-945-8996

Planning Commission Responsibilities: The Planning and Zoning Commission is a five-member board comprised of volunteers appointed by the Suwanee City Council. Its duties and responsibilities include reviewing rezoning requests, special use permit requests and amendments to the Zoning Ordinance and making recommendations to the City Council. Additionally, the Commission reviews and decides on proposed Waivers to the City's Development Regulations and proposed Alternate Architectural Reviews for the Architectural Standards. The Board may also undertake special studies and reviews as directed by the Council.

Zoning Board of Appeals Responsibilities: The Zoning Board of Appeals is a five-member board comprised of volunteers appointed by the Suwanee City Council. Its duties and responsibilities include reviewing and issue rulings related to variance requests and appeals of administrative decisions. Decisions of the Appeals Board are not subject to the review of City Council and can only be appealed to Gwinnett County Superior Court.

Time Commitment: Appointments will be for a two-year term, or in the case of a mid term vacancy, for the remainder of that term. At the end of the term, the Council may, at their discretion, reappoint the member for another term. The Planning Commission meets on the first Tuesday of every month at 6:30 p.m. at the City Hall (330 Town Center Ave). Additional meetings may be held for subcommittees. The Zoning Board of Appeals meets on the third Tuesday of every month at 6:30 p.m. at the City Hall.

Qualifications: Persons interested in a position on one of the planning boards must be a resident of the City of Suwanee. Please note that the Suwanee Zip Code extends beyond the City Limits of Suwanee. If you have any questions about whether or not you are in the City, please contact the Planning and Inspections Department.

Application Procedures: Submit an application with a resume (if desired) and a letter of interest to the City of Suwanee, Attn: Josh Campbell, Planning Director.

Name: _____

Address: _____

Mailing Address: _____

City, State, ZIP: _____

Day time Phone: _____ Evening Phone: _____

Limit answers to the following questions to a maximum of 200 words.

Briefly describe your interest in this position and how you can serve the community: _____

Briefly describe your education and business experience: _____

How long have you lived in Suwanee? Where else have you lived? _____

Give an example of a community, neighborhood, city or place that you liked? What did you like about it? _____

Briefly describe your volunteer experience or any work with any civic organizations and/or non-profits. The City Council is interested in learning about your experience with other organizations whether in Suwanee or other communities:_____

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Please list any references that we may contact:	
Name	Phone or other contact information

Please indicate days and time you would be available for meetings:

My signature confirms the information provided in this application is accurate and complete to the best of my knowledge. I understand that if I provide false information in this application then I will automatically be disqualified from consideration.

Signature: _____ Date: _____

Failure to sign application may result in disqualification.

For Office Use Only

Date Received: _____ Received by: _____

Qualified: ____ Not Qualified: _____ Reason not Qualified: _____

Interview Date: _____ Interview time: _____

Date Appointed (If applicable) : _____