

# MOVED-IN HOUSE APPLICATION



**Gwinnett County**

**Department of Planning & Development**  
Planning Division

446 West Crogan Street, Suite 250

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: \_\_\_\_\_

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

**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

### I. 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**

Two (2) copies of a boundary survey of the property where the house will be moved, including proposed house location – one copy to scale and one 8-1/2” X 11” reduction.

**5. PHOTOGRAPH**

A photograph of the house to be moved.

**6. MAP**

A map of the current house location.