



BOARD OF APPEALS APPLICATION

APPLICATION FOR APPEAL, VARIANCE OR WAIVER

RECEIVED

AUG 25 2026

CITY OF SNELVILLE
PLANNING & DEVELOPMENT

City of Snellville
Planning & Development Department

2342 Oak Road, 2nd Floor

Snellville, GA 30078

Phone 770.985.3513 website: www.snellville.org

DATE RECEIVED: _____

CASE # **BOA 26-04**

Version 4-1-2025

Applicant is: (check one)

- ☐ Owner's Agent
☐ Contract Purchaser
☒ Property Owner

Owner (if not the applicant): ☐ Check here if there are additional property owners and attach additional sheets.

Mathew Koshy

Name (please print)

1880 Glenhurst Dr.

Address

Snellville, GA 30078

City, State, Zip Code

[REDACTED]

Phone Number(s)

Fax

Name (please print)

Address

City, State, Zip Code

Phone Number(s)

Fax

Contact Person: **Mathew Koshy**

Title: **Property Owner**

Phone: _____

Cell Phone: [REDACTED]

E-mail: [REDACTED]

Application for (check one):

☐ Appeal (describe): _____

☒ Variance or Waiver from Unified Development Ordinance (describe below):

Request for a variance from the 36ft rear building setback to allow a rear setback of 27 ft 8 inches for the replacement and expansion of the existing sunroom and proposed kitchen addition.

Property Address/Location: **1880 Glenhurst Dr. Snellville, GA 30078** District _____ Land Lot _____ Parcel _____

Subdivision or Project Name: **Carrington** Lot: _____ Block: _____

Application Submittal Checklist:

- ☐ Application original bearing original and notarized signatures and any supporting documents or exhibits.
- ☐ Letter of intent/written narrative detailing the appeal or requested variance or waiver.
- ☐ Responses to items on Attachment A.
- ☐ Responses to specific use criteria (see Criteria for Approval in Applicant Information).
- ☐ Site plan.
- ☐ Verification that county and city property taxes are paid.
- ☐ Warranty deed; security deed, or quit claim deed for subject property.
- ☐ Map indicating the subject property and adjacent properties identified by tax parcel number.
- ☐ Nine (9) stapled or bound copies of the application and any supporting documents or exhibits.
- ☐ Digital copy in .PDF format of application submittal (email, flash drive, etc.).
- ☐ Payment of application fee and public notification fees.

Board of Appeals Public Hearing Date and Time: _____ **at 7:30 p.m.**

Application Fees:

Please see the Planning Department Fee Schedule for application and public notification fees.

ATTACHMENT "A"

APPEALS

If request is to APPEAL the decision of the Planning Director, please discuss your grievance in detail below. You may attach additional sheets and provide additional documentation as appropriate.

☒ Check Box if NOT APPLICABLE

VARIANCES AND WAIVERS

To authorize, upon appeal in specific cases, variance or waiver from the terms of the Unified Development Ordinance ("UDO") as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the UDO would result in unnecessary hardship.

A variance may not be granted by the Board of Appeals unless and until a written application for a variance or waiver is submitted demonstrating the following (you may attach additional sheets if necessary):

1) That special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same zoning district.

The property contains an existing rear sunroom that was constructed prior to our purchase of the home in 2012.

We recently learned that the structure was never permitted and currently encroaches into the rear setback.

The existing sunroom has significant water intrusion caused by its flat roof design, allowing water to enter the residence.

The existing sunroom has significant water intrusion caused by its flat roof design, allowing water to enter the residence.

2) That literal interpretation of the provisions of the UDO would deprive the applicant or rights commonly enjoyed by other properties in the same zoning district under the terms of the UDO.

Denial of the variance would prevent us from reasonably renovating and replacing a deteriorated portion of our home while maintaining functionality comparable to other single-family residences.

Our goal is to replace an aging structure with one that meets current building standards and protects the home from continued water damage.

3) That the special conditions and circumstances do not result from the actions of the applicant.

We purchased the property in 2012 with the existing sunroom already constructed.

we had no knowledge that it had not been permitted or that it encroached into the required setback.

The hardship was created prior to our ownership and was not the result of any action on our part.

4) That granting the variance or waiver requested will not confer on the applicant any special privilege that is denied by the UDO to other lands, structures, or buildings in the same zoning district.

The requested variance is limited to the minimum necessary to replace a deteriorated structure and improve the home's functionality.

The project will not negatively impact neighboring properties,

obstruct views, or alter the residential character of the neighborhood.

We are requesting only the relief necessary to complete this renovation safely and legally.

No nonconforming use of neighboring lands, structures, or buildings in the same zoning district, and no permitted or nonconforming use of lands, will be considered grounds for the issuance of a variance.

APPLICATION CERTIFICATIONS

In the event an owner's agent or contract purchaser is filing this application, both certifications below must be completed. If the property owner is filing the application, both certifications must be completed.

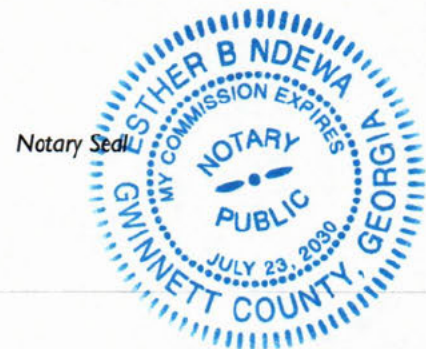
APPLICANT CERTIFICATION

The undersigned below, is authorized to make this application and swears and affirms under penalty of perjury under the laws of the State of Georgia that the information provided herein is true and correct to the best of his/her knowledge and belief. The undersigned is aware that, in granting any variance or waiver, the Board of Appeals may prescribe appropriate conditions and safeguards in conformity with the Unified Development Ordinance. Violation of such conditions and safeguards when made a part of the terms under which the variance or waiver is granted, shall be deemed a violation of the Unified Development Ordinance and punishable under Article 3 of the UDO. If the application for variance or waiver is denied by the Board of Appeals, a re-application for such variance or waiver may not be made earlier than 12-months from the date of the original application. The undersigned is aware that any person aggrieved by a decision or order of the Board of Appeals may appeal by certiorari to the Superior Court of Gwinnett County. Such appeal must be filed within 30-days from the date of the decision of the Board of Appeals. Upon failure to file the appeal within 30-days from the date of decision, the decision of the Board of Appeals will be final.

 7/27/2026
Signature of Applicant Date
Mathew Koshy

Type or Print Name and Title

 08-25-2026
Signature of Notary Public Date



PROPERTY OWNER CERTIFICATION

The undersigned below, is the owner of the property considered in this application as it is shown in the records of Gwinnett County, Georgia and the City of Snellville, Georgia. I authorize the person named above to act as applicant in the pursuit of obtaining a variance or waiver for this property.

 7/27/2026
Signature of Owner Date
Mathew Koshy

Type or Print Name and Title

 08-25-2026
Signature of Notary Public Date



***** FOR OFFICE USE ONLY *****

Date Received: _____ Received By: _____ Total Fees Paid: _____ Original RCVD: ☐ YES ☐ NO
9 Copies RCVD: ☐ YES ☐ NO
Legal Ad Requested (Date): _____ for Publication on (Date) _____ PUBLIC HEARING DATE & TIME: _____
Public Notice Sign(s) Requested (Date): _____ for Posting by (date): _____ APO Notice Mailing (date): _____
Comments: _____

****** APPLICANT INFORMATION ONLY ******

ADMINISTRATIVE DECISION APPEALS

- A. Appeals to the Board of Appeals concerning interpretation or administration of the Unified Development Ordinance ("UDO") may be taken by any person aggrieved or by any officer or bureau of the governing body of the City affected by any decision of a staff member of the Department of Planning and Development. Appeals must be filed with the Department within **fifteen (15) days of said decision** on the form/application provided by the City, including payment of application fee and public notification fees as determined by the Department fee schedule. The Director must forthwith transmit to the board all papers constituting the record upon which the action appealed from was taken.
- B. An appeal stays all proceedings in furtherance of the action appealed from unless the Director certifies to the Board of Appeals that, by reason of facts stated in the certificate, a stay would, in their opinion, cause imminent peril, to life or property. In such a case, proceedings may not be stayed otherwise than by the Zoning Board of Appeals or by a restraining order granted by a court of record on application, and notice to the Director for good cause shown.
- C. The person requesting the appeal must first submit to Department a written statement clearly defining the nature of the disagreement, the specific reference to the sections of the regulations at issue, and the applicant's own opinion.
- D. If the Department fails to respond within ten (10) business days from the date of transmittal of the appeal, the Department must automatically forward a copy of the appeal to the Board of Appeals for final action in their normal course of business.
- E. The Board of Appeals must hear and act upon within fifty (50) days of receipt of the appeal application and give public notice thereof in accordance with Sec. 103-7.2.B.3 (Public Notifications). At the hearing, any party may appear in person or by agent or attorney.
- F. In exercising the above-mentioned powers, the Board of Appeals may, so long as such action is in conformity with the terms of the this UDO, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination as ought to be made, and to that end will have the powers of the Department staff member from whom the appeal is taken.

PUBLIC NOTICE REQUIREMENTS

The Planning Department must provide notice of the date, time and place of the public hearing as follows:

- 1. **LEGAL AD:** Published in the Gwinnett Daily Post which carries the legal advertisements of the City, by advertising the application and date, time, place and purpose of the public hearing not fewer than 30-days, nor more than 45- days before the date of the public hearing.
- 2. **NOTICES TO ADJOINING PROPERTY OWNERS:** Notification to the owners of adjoining properties of the property for which the variance, or waiver is sought and/or their agent by first class USPS mail to the mailing address provided by the Gwinnett County Tax Commissioner's office. The notification must be mailed not fewer than 30-days, nor more than 45-days before the public hearing. The notification must include a description of the application and the date, time, and place of the public hearing.
- 3. **PUBLIC NOTICE SIGN:** Posting of a Public Notice Sign on the property, one sign per road frontage, per parcel, posted at least 30-days before the public hearing. The sign must include a description of the application and the date, time, and place of the public hearing.

Once advertised the public hearing must be held. Any party may appear in person, or by agent or attorney.

****** APPLICANT INFORMATION ONLY ******

RE-APPLICATION

If the application for variance or waiver is denied by the Board of Appeals, a re-application for such variance or waiver may not be made earlier than 12-months from the date of the original application.

APPEALS

Any person aggrieved by a decision or order of the Board of Appeals may appeal by certiorari to the Superior Court of Gwinnett County. Such appeal must be filed within 30-days from the date of the decision of the Board of Appeals. Upon failure to file the appeal within 30-days from the date of decision, the decision of the Board of Appeals will be final.

CRITERIA FOR APPROVAL

The Board of Appeals must further make findings that the requirements of UDO Sec. 103-7.2.B. (Attachment A) have been met by the applicant for a variance or waiver.

The Board of Appeals must further make a finding that the reasons set forth in the application justify the granting of the variance or waiver is the minimum variance that will make possible the reasonable use of the land, building, or structure.

The Board of Appeals must further make a finding that the granting of the variance or waiver will be in harmony with the general purpose and intent of the UDO, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

Specific approval criteria is also provided in the Unified Development Ordinance as follows:

- a) Sec. 205-1. (Towne Center Overlay District)
- b) Sec. 205-1.11. (Vehicle Access and Parking Locations)
- c) Sec. 205-1.12. (Fences and Walls)
- d) Sec. 206-8.26. (Roofed Accessory Structures)
- e) Sec. 207-1.7.H. (Large Parking Facility Requirements)
- f) Sec. 207-1.8.B. (Parking Location Limitations)
- g) Sec. 207-1.11 (Driveways and Parking Surfacing)
- h) Sec. 207-2.D. (Buffer Width Reduction)
- i) Sec. 207-2.3.B.4. (Fences in Front or Side Street Yards)
- j) Sec. 207-3.D. (Structures in Landscape Strips)
- k) Sec. 207-6.6. (General Requirements – Signs)
- l) Sec. 401-3.2.B. (Block Measurement)
- m) Sec. 401-3.4.C. (Stub-out Streets)
- n) Sec. 401-3.4.H. (Interparcel Access)
- o) Sec. 401-4. (Streetscapes)
- p) Sec. 401-4.3. (Streetscape Design Standards)

CONDITIONS OF APPROVAL

In granting any variance, the Board of Appeals may prescribe appropriate conditions and safeguards in conformity with the Unified Development Ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, will be deemed a violation of the Unified Development Ordinance that is punishable under its provision.

BK 51807 PG 0646

PT-61 # 067-2012-034886
GWINNETT CO. GEORGIA
REAL ESTATE TRANSFER TAX
\$ 184.00
RICHARD T. ALEXANDER, JR. CLERK OF
SUPERIOR COURT

FILED AND RECORDED
CLERK SUPERIOR COURT
GWINNETT COUNTY GA

12 NOV 20 PM 2:00

RICHARD ALEXANDER, CLERK

Return recorded document to:
C. ROBIN WYATT, P.C.
P.O. Box 851
Snellville, Georgia 30078
File No. 12-523

**JOINT TENANCY WITH SURVIVORSHIP
WARRANTY DEED**

STATE OF GEORGIA
COUNTY OF Columbia

This indenture, made the 9th day of October, 2012, between CHARLOTTE L. CORE, of the State of GEORGIA, as party or parties of the first part, hereinafter called Grantor, and MATHEW KOSHY AND SUSAN MATHEW, AS JOINT TENANTS WITH RIGHT OF SURVIVORSHIP, of the County of GWINNETT, and the State of GEORGIA, as party or parties of the second part, hereinafter called Grantee (the words "Grantor" and "Grantee" to include their respective heirs, successors and assigns where the context requires or permits).

Witnesseth that: Grantor, for and in consideration of the sum of TEN AND 00/100'S (\$10.00) DOLLARS and other valuable considerations in hand paid at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto the said Grantee,

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 41 OF THE 5TH DISTRICT, GWINNETT COUNTY, GEORGIA, BEING LOT 10, BLOCK A, CARRINGTON SUBDIVISION, AS PER PLAT RECORDED IN PLAT BOOK 80, PAGE 295, GWINNETT COUNTY, GEORGIA RECORDS, WHICH RECORDED PLAT IS INCORPORATED HEREIN AND MADE A PART HEREOF BY REFERENCE.

TO HAVE AND TO HOLD the said tract or parcel of land, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of the said Grantee forever in FEE SIMPLE.

AND THE SAID Grantor will warrant and forever defend the right and title to the above described property unto the said Grantee against the claims of all persons whomsoever.

IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and seal this day and year first written above.

Signed, sealed and delivered in the presence of:

(Unofficial Witness)

Cristal Tuhis

CHARLOTTE L. GORE

(Notary Public)

My Commission Expires

CRYSTAL D. TIEDEMAN
NOTARY PUBLIC
Columbia County
State of Georgia
My Comm. Expires September 18, 2016

0121058



Investors Title Insurance Company

P.O. Drawer 2687
Chapel Hill, North Carolina 27515-2687

ALTA 2010 HOMEOWNER'S POLICY OF TITLE INSURANCE FOR A ONE-TO-FOUR FAMILY RESIDENCE (02/03/2010)

SCHEDULE A

Policy No.: [REDACTED]

File Number: [REDACTED]

Policy Amount: [REDACTED]

Premium: [REDACTED]

Policy Date and Time: November 9th, 2012 at 8:00AM

(the earlier of either the examiner's certification date or recording date and time of the Deed vesting title in the named insured)

Deductible Amounts and Maximum Dollar Limits of Liability For Covered Risk 16, 18, 19 and 21:

Your Deductible Amount

Our Maximum Dollar Limit of Liability

Covered Risk 16:

Covered Risk 18:

Covered Risk 19:

Covered Risk 21:

Street Address of the Land: 1880 GLENHURST DRIVE, SNELLVILLE, GA 30078

- 1.
- 2.
- 3.
- 4.

Issued through the office of:

C. ROBIN WYATT, P.C.

This Policy consists of pages labeled as Jacket, Schedule A, Schedule B, and Schedule C. This Policy is of no force and effect unless the jacket and all schedules are included, along with any added pages incorporated herein.



Investors Title Insurance Company

P.O. Drawer 2687
Chapel Hill, North Carolina 27515-2687

SCHEDULE B

EXCEPTIONS

Policy No.: [REDACTED]

File No.: [REDACTED]

In addition to the Exclusions, You are not insured against loss, costs, attorneys' fees, and expenses resulting from:

1. The lien of the security instrument reflected in Item 4, Schedule A, if any.
2. Subject to matters shown on a Plat recorded in Plat Book 80 at Page 295, Gwinnett County, Georgia Records.
3. Declaration of Restrictive Covenants appearing of record in Deed Book 15458 at Page 112, aforesaid records. NOTE: Said restrictions require Mandatory Assessments.
4. Taxes for the year 2013, and subsequent years, not yet due and payable.
5. All other easements and restrictions of record.

This Policy consists of pages labeled as Jacket, Schedule A, Schedule B, and Schedule C. This Policy is of no force and effect unless the jacket and all schedules are included, along with any added pages incorporated herein.



Property Tax View Pay Your Ta...

View/Pay Your Taxes

Account Details

[Back to Search](#)

Parcel ID :

R5041 277

Property Type :

Real Property

Site Address :

1880 GLENHURST DR
SNELLVILLE 30078

Mailing Address :

KOSHY MATHEW
1880 GLENHURST DR
SNELLVILLE GA 30078-6772

[Change Mailing Address](#)

Legal :

L10 BA CARRINGTON S/D

District :

SNELLVILLE

Last Update :

09/02/2026 08:05 PM

No payment due for this account.

Tax Bills

 [Click here](#) to view and print your 2025 tax bill.

Year	Net Tax	Total Paid	Fees	Penalty	Interest	Due Date	Amount Due
2025	\$3,923.22	\$3,923.22	\$0.00	\$0.00	\$0.00	11/15/2025	\$0.00
2024	\$4,075.63	\$4,075.63	\$0.00	\$0.00	\$0.00	10/15/2024	\$0.00
2023	\$3,435.64	\$3,435.64	\$0.00	\$0.00	\$0.00	10/15/2023	\$0.00
2022	\$3,554.28	\$3,554.28	\$0.00	\$0.00	\$0.00	11/01/2022	\$0.00
2021	\$3,057.98	\$3,057.98	\$0.00	\$0.00	\$0.00	10/15/2021	\$0.00
2020	\$3,456.54	\$3,456.54	\$0.00	\$0.00	\$0.00	12/01/2020	\$0.00
2019	\$3,181.61	\$3,181.61	\$0.00	\$0.00	\$0.00	10/15/2019	\$0.00
2018	\$3,195.77	\$3,195.77	\$0.00	\$0.00	\$0.00	10/15/2018	\$0.00

Year	Net Tax	Total Paid	Fees	Penalty	Interest	Due Date	Amount Due
Total							\$0.00

Email tax@gwinnettcountry.com to request other years.

02:41

[Understanding Your Property Tax Bill.](#)

04:28

[How to Pay Your Property Taxes Online](#)

Select Language 

Powered by  Google Translate

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Snellville, GA
2342 Oak Rd
Snellville, GA 30078
(770) 985-3508

2025 Property Tax Bill

Parcel ID	Tax District	Bill #
R5041 277	10 - City of Snellville	002613
Property Owner/Location/Description		Fair Market Value
KOSHY MATHEW 1880 GLENHURST DR		418,000
		Taxable Value
		167,200
Levies	Taxable Value	- Exemptions = Net Assessment X Tax Rate = Net Tax
City of Snellville	167,200	3,000 164,200 4.0000000 \$656.80
2025 SANITATION SINGLE		\$240.00
2025 STORMWATER		\$93.75
Exemptions:		
Homestead 3,000		
Tax bills are sent to the owner on record as of January 1st of each year. THEY ARE NOT SENT TO MORTGAGE COMPANIES. If taxes are paid through escrow or by someone other than the name appearing on this statement (mortgage company, new owner) please forward a copy of this statement to the responsible party.		
All taxes and fees that are delinquent and paid after January 15, 2026 are subject to interest and penalties as allowed by law. FIFA costs are applied to delinquent property taxes after March 15, 2026.		
IF THIS TAX NOTICE INDICATES A PAST DUE AMOUNT, PLEASE CONTACT US TO DETERMINE PAYOFF AMOUNT.		
Current Year Tax		\$990.55
Interest		\$0.00
Penalty		\$0.00
Other Fees		\$0.00
Payments Received		\$990.55
Other Amounts Due		\$0.00
Total Due		\$0.00
Due Date		01/15/2026



Snellville, GA
2342 Oak Rd
Snellville, GA 30078

**Make check or money order payable to: City of Snellville*
**Write the Tax Parcel ID Number on your check*
**Full payment must be made by the due date*
**Mailed payments will be posted using the official postmark date*
**Taxes may be paid online by visiting www.snellville.org*
**Convenience fees may apply to all credit/debit card payments*

Parcel ID: R5041 277
Amount Due: \$0.00
Bill#: 002613
Due Date: 01/15/2026

AMOUNT PAID

KOSHY MATHEW
1880 GLENHURST DR
SNELLVILLE, GA 30078-6772

Snellville, GA
2342 Oak Rd
Snellville, GA 30078