



BOARD OF APPEALS APPLICATION

APPLICATION FOR APPEAL, VARIANCE OR WAIVER

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

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.

Name (please print) _____

Name (please print) _____

Address _____

Address _____

City, State, Zip Code _____

City, State, Zip Code _____

Phone Number(s) _____ Fax _____

Phone Number(s) _____ Fax _____

Contact Person: _____ Title: _____ Phone: _____

Cell Phone: _____ E-mail: _____

Application for (check one):

☐ Appeal (describe): _____

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

Property Address/Location: _____ District _____ Land Lot _____ Parcel _____

Subdivision or Project Name: _____ 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.

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.

Signature of Applicant

Date

Type or Print Name and Title

Notary Seal



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.

Signature of Owner

Date

Type or Print Name and Title



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: _____

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.

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.

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

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.

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.

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.

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.



Property Tax View Pay Your Ta...

View/Pay Your Taxes

Account Details

[Back to Search](#)

Parcel ID :
R5060 019

Property Type :
Real Property

Site Address :
1851 ROCKDALE CIR
SNELLVILLE 30078

Mailing Address :
BRITEZ CARLOS DARIO
1851 ROCKDALE CIR
SNELLVILLE GA 30078-3405

Change Mailing Address

Legal :
ROCKDALE CIR

District :
SNELLVILLE

Last Update :
08/16/2026 08:04 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	\$5,652.66	\$5,652.66	\$0.00	\$0.00	\$0.00	11/15/2025	\$0.00
2024	\$5,949.43	\$5,949.43	\$0.00	\$0.00	\$0.00	10/15/2024	\$0.00
2023	\$5,136.00	\$5,136.00	\$0.00	\$0.00	\$0.00	10/15/2023	\$0.00
2022	\$4,898.46	\$4,898.46	\$0.00	\$0.00	\$0.00	11/01/2022	\$0.00
2021	\$4,008.16	\$4,008.16	\$0.00	\$0.00	\$0.00	10/15/2021	\$0.00
2020	\$4,229.19	\$4,229.19	\$0.00	\$0.00	\$0.00	12/01/2020	\$0.00
2019	\$4,219.18	\$4,279.09	\$0.00	\$0.00	\$0.00	10/15/2019	\$0.00
2018	\$3,914.50	\$3,914.50	\$0.00	\$0.00	\$0.00	10/15/2018	\$0.00
Total							\$0.00

Email tax@gwinnettcountry.comto request other years.



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

2025 Property Tax Bill

Parcel ID	Tax District	Bill #
R5060 019	10 - City of Snellville	007862
Property Owner/Location/Description		Taxable Value
BRITEZ CARLOS DARIO 1851 ROCKDALE CIR		187,840
		469,600
Levies	Taxable Value	- Exemptions = Net Assessment X Tax Rate = Net Tax
City of Snellville	187,840	4,920 182,920 4.0000000000 \$731.68
2025 SANITATION SINGLE		\$240.00
2025 STORMWATER		\$156.25

Exemptions:

FLOATING HE	1,920
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.

ACCOUNT INFORMATION IS AVAILABLE ONLINE AT WWW.SNELLVILLE.ORG

Current Year Tax	\$1,127.93
Interest	\$0.00
Penalty	\$0.00
Other Fees	\$0.00
Payments Received	\$1,127.93
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: R5060 019
Amount Due: \$0.00
Bill#: 007862
Due Date: 01/15/2026

AMOUNT PAID

CARLOS DARIO BRITEZ
1851 ROCKDALE CIR
SNELLVILLE, GA 30078-3405

Snellville, GA
2342 Oak Rd
Snellville, GA 30078

EXHIBIT A LEGAL DESCRIPTION

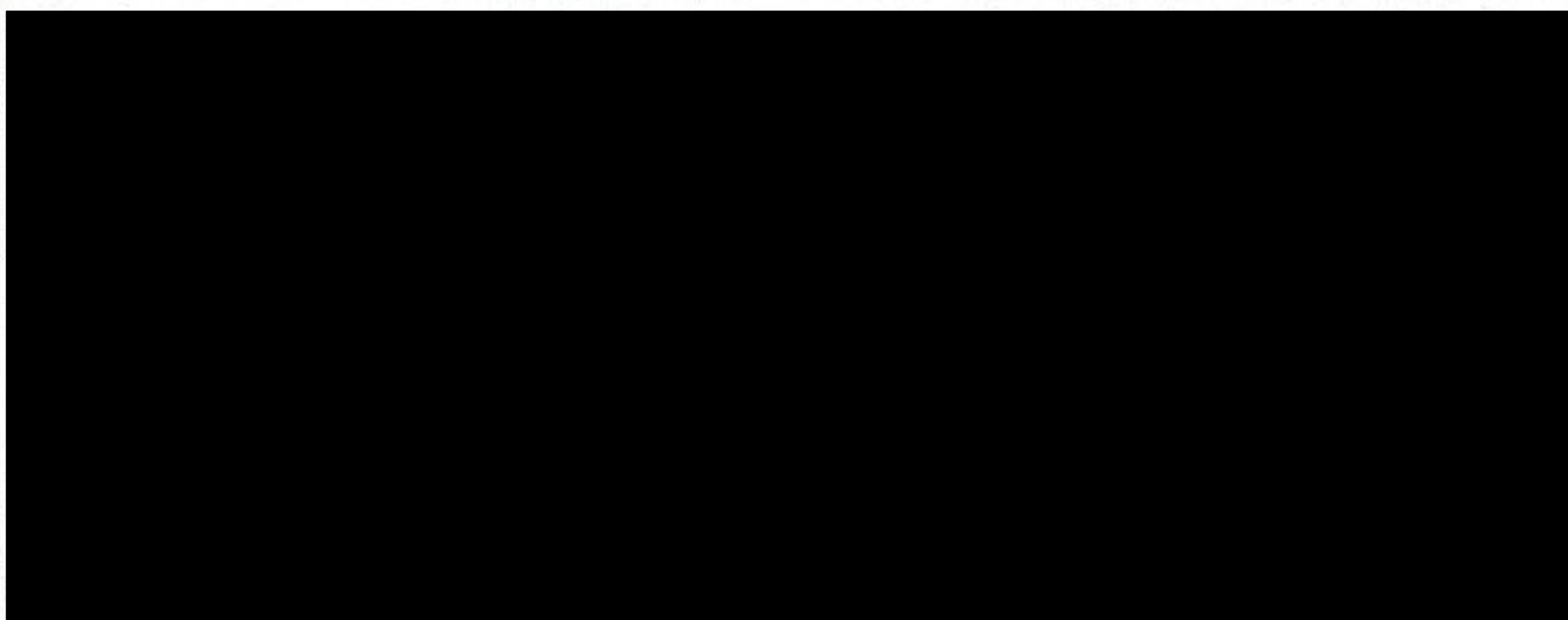
File No.: 22-7040S

All that tract or parcel of land lying and being in Land Lot 60 of the 5th District of Gwinnett County, Georgia, containing 4.818 acres and being described in accordance with survey prepared for Floyd J. Garner by Kenneth C. Sims, R.L.S. #1783 dated March 26, 1983 and being more particularly described as follows:

Beginning at a point located on the Westerly side of Rockdale Circle (60 foot right of way) 195.0 feet Northeasterly from a point where the Westerly side of Rockdale Circle intersects the centerline of Ballard Road; extending thence South 56 degrees 47 minutes West and along the line of property now or formerly belonging to Georgia Massey a distance of 14.4 feet to a point; continuing thence South 56 degrees 47 minutes West and along Massey property a distance of 465.83 feet to a point; extending thence North 28 degrees 30 minutes West and along the line of property now or formerly belonging to John Owens a distance of 405.05 feet to a point; extending thence North 61 degrees 55 minutes East and along the line of property now or formerly belonging to James and Dorothy Snyder a distance of 298.8 feet to a point; continuing thence North 61 degrees 55 minutes East and along property now or formerly belonging to Michael C. Smith, Terry Clemons and Delores Moreno a distance of 342.81 feet to the Westerly side of Rockdale Circle; extending thence the following calls and distances along the Westerly side of Rockdale Circle; South 8 degrees 28 minutes East 107.69 feet; South 7 degrees 13 minutes East 64.57 feet; South 4 degrees 36 minutes East 66.96 feet; South 1 degree 46 minutes East 47.8 feet; South 0 degrees 57 minutes West 109.85 feet to the point of the beginning.

ADDRESS: 1851 Rockdale Circle, Snellville, GA 30078

Parcel: R5060 019



43780
00191

Please return to:

KISER & GREEN

109 LEE BYRD RD. LOGANVILLE, GA 30052
File # 0502225

BK43780PG0191

FILED & RECORDED
CLERK SUPERIOR COURT
GWINNETT COUNTY, GA

05 AUG -1 PM 2:00

TOM LAWLER, CLERK

STATE OF GEORGIA
COUNTY OF WALTON

WARRANTY DEED

THIS INDENTURE made this 30th day of June, 2005, between

A. FORTNER CONSTRUCTION COMPANY, INC.

as party or parties of the first part, hereinafter called Grantor, and

IBRAHIM JASAREVIC and ANDA JASAREVIC,

as Joint Tenants with Rights of Survivorship,

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 DOLLARS and other good and valuable consideration (\$10.00) 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, the following described property:

ALL THAT TRACT OR PARCEL OF LAND LYING AND BEING IN LAND LOT 60, 5TH DISTRICT, GWINNETT COUNTY, GEORGIA, BEING LOT 5, ON EXEMPTION PLAT PREPARED FOR JASON FORTNER, RECORDED IN PLAT BOOK 101, PAGE 145, GWINNETT COUNTY RECORDS, WHICH PLAT IS INCORPORATED HEREIN BY REFERENCE AND MADE A PART HEREOF.

067-2005-026269
GWINNETT CO. GEORGIA
REAL ESTATE TRANSFER TAX
\$ 180.60
TOM LAWLER CLERK OF
SUPERIOR COURT

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 first day and year first above written.

Signed, sealed and delivered in the presence of:

[Redacted Signature]

Witness

[Redacted Signature]

Notary Public
My Commission Expires:
[Attach Notary Seal]



**A. FORTNER CONSTRUCTION COMPANY,
INC.**

by [Redacted Signature]
LEAH D FORTNER
as its CEO
[Attach company seal or attesting officer signature]



122741