



October 11, 2019

Spencer and Hannah Duncan
8280 Jot Em Down Road
Gainesville GA 30506

RE: Certificate of Completeness for Proposal # **ZA3955**

Dear Applicant,

Please be advised that your rezoning proposal has been reviewed and determined to be a complete submittal. It has been assigned the following proposal number: **ZA3955**. The County's preliminary comments, the Informal Review and Recommendation, will be presented to you at a required meeting held at the Forsyth County Department of Planning & Community Development, 110 East Main Street, Suite 100, Cumming, GA 30040.

- Zoning Review Meeting: Wednesday, November 6, 2019 at 2:30:00PM.

At the Zoning Review meeting, certain staff members will be available to discuss your proposed project and the proposal process. You will also be given the public participation sign at that meeting. Your Applicant Work Time begins on 11/07/2019. You will have a minimum of 10 days and a maximum of 180 days to implement your public participation plan by working with the appropriate individual Planning Commissioner and/or District Commissioner, holding the required public participation meeting, and working with any other interested parties who may be relevant to your proposed project. Your Applicant Work Time will end when you finalize your proposal and submit a Proposal for Board Consideration.

- The orange Public Participation Sign shall be posted on the subject property by 11/08/2019.

- The sign affidavit with photos shall be submitted to the Department of Planning & Community Development by 5:00 p.m. on the 2nd business day after the Zoning Review Meeting. The submittal may be either hand-delivered or scanned and emailed to LDSilas@forsythco.com with all appropriate documentation.

If you have any questions, please contact the Department of Planning & Community Development at (770) 781-2115 ext. 4568.

Sincerely,

Leslie Silas
Zoning Administrator