

## NOISE PERMIT APPLICATION SUBMITTAL INSTRUCTIONS

These submittal instructions include the requirements to submit a noise permit application in Gwinnett County. See [Article III of Chapter 38, entitled "Noise Control"](#) of the Gwinnett County Code of Ordinances for additional information.

### **General Information:**

A noise permit to exceed the limits and restrictions of Chapter 38 Article III of the Gwinnett County Code of Ordinances for a specific event must be obtained for the following:

- Activities requiring a permit from the County;
- Activities which do not require a formal permit but do require permission to use County-owned facilities; and
- Activities or events held on privately owned property which may violate the provisions or restrictions of this article.

### **Application Submittal Instructions:**

Applications for a noise permit to exceed the limits and restrictions of Article III of Chapter 38 of the Gwinnett County Code of Ordinances shall be submitted to the Department of Planning and Development no later than twenty (20) business days prior to the date of the event. Complete applications shall be submitted electronically to [P&D-PlanningZoning@gwinnettcountry.com](mailto:P&D-PlanningZoning@gwinnettcountry.com). Please refer to the submittal instructions below and the submittal checklist on the Noise Permit Application form.

#### **1. Application Form:**

One copy of the application form must be submitted. Incomplete applications will not be accepted.

#### **2. Concept Plan:**

Submit one (1) PDF copy of a concept plan. At a minimum, plans shall show the following:

- Proposed event set up and orientation;
- Size of property and event capacity; and
- Map depicting the zoning of adjacent properties.

#### **3. Sound Impact Plan:**

Submit one (1) sound impact plan. At a minimum, plans shall show the following:

- Contact information and hours of availability for an individual responsible for sound;
- Contact information for an individual designated as responsible for ensuring the sound impact plan is followed;
- Prescribed hours of operating;
- Sound-mitigating design features, including but not limited to size, location, and orientation of speakers;
- Availability and use of mufflers, screens, or other sound attenuating measures;
- Location for display of permit; and
- Any other elements required by the accountable official.



**NOISE PERMIT APPLICATION**

See the Noise Permit Application Submittal Instructions for general information and directions related to submitting this application.

<b>PROPERTY INFORMATION:</b>	
Property Address: _____	Property Parcel ID: _____
<b>EVENT INFORMATION:</b>	
Description of Event: _____	
Description of Sound Levels Caused by Event: _____	
Date(s): from _____ to _____ Hours: from _____ to _____	
<b>APPLICANT INFORMATION:</b>	
Name: _____	
Mailing Address: _____	
City, State, Zip Code: _____	
Telephone Number: _____	
Email Address: _____	
Applicant is (check, if applicable): <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent	
<b>PROPERTY OWNER INFORMATION:</b>	
Name: _____	
Mailing Address: _____	
City, State, Zip Code: _____	
Telephone Number: _____	
Email Address: _____	
<b>SIGNATURES:</b>	
Applicant's Signature: _____	Date: _____
Property Owner's Signature: _____	Date: _____

## **NOISE PERMIT APPLICATION CHECKLIST**

The following submittal checklist shall be included as part of the application submittal. Incomplete applications will not be accepted.

- Completed and Signed Application Form
- Concept Plan (PDF)
- Sound Impact Plan
- Additional Documents (if necessary)

Note: Once the application has been accepted, the applicant will receive an email confirmation with instructions on how to make an online payment.