



ADMINSTRATIVE VARIANCE APPLICATION

APPLICATION TO APPLY FOR AN ADMINSTRATIVE VARIANCE FOR
AUTOMOTIVE AND MOTORCYCLE SALES

City of Snellville
Planning & Development Department
2342 Oak Road, 2nd Floor
Snellville, GA 30078
Phone 770.985.3514 Fax 770.985.3551 www.snellville.org

DATE RECEIVED: _____

CASE # **AV** _____

Business is: (check one) Sole Proprietorship
 Partnership
 Corporation (LLC or INC)

Property Owner (complete if not the applicant):

Corporate Business Name (please print) _____

Business Name (please print) _____

Business Trade Name or D/B/A _____

Owner/Officer Name _____

Address _____ Suite _____

Address _____ Suite _____

City, State, Zip Code _____

City, State, Zip Code _____

Phone Number(s) _____ Fax _____

Phone Number(s) _____ Fax _____

Applicant Name: _____ Phone: _____ Fax: _____

Cell Phone: _____ E-mail: _____

Proposed Use: INTERNET AUTOMOBILE, MOTORCYCLE AND TRUCK SALES WITH NO TEMPORARY OR PERMANENT PARKING, STORAGE, PARKING, DELIVERY, OR DISPLAY OF VEHICLE INVENTORY ASSOCIATED WITH THE BUSINESS

Property Address/Location: _____ Suite: _____ Tax Parcel _____ Zoning District: _____

At a minimum, the following items are required with submittal of this application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- √ Letter of intent explaining the business model and proposed use of the property;
- √ The names, addresses, and original signatures of the owner(s) of the subject property;
- √ Map showing the subject property and adjoining properties, identified by tax parcel numbers;
- √ Copy of Trade Name registration with the Gwinnett Superior Court; or Partnership Agreement; or Certificate of Incorporation and Articles of Incorporation if LLC or Corporation;
- √ Payment of the \$100.00 Administrative Variance application fee AND \$10.00 Zoning Certification Fee; and
- √ Before installation of any signage, applicant shall obtain an approved Sign Permit from the City of Snellville.

APPLICANT/PROPERTY OWNER ACKNOWLEDGES AND CERTIFIES THAT THERE WILL BE NO TEMPORARY OR PERMANENT STORAGE, PARKING, DELIVERY, OR DISPLAY OF INVENTORY IN ASSOCIATION WITH THE BUSINESS.

PLANNING DEPARTMENT USE ONLY

REVIEW BY: _____

DATE: _____

RECOMMEND APPROVAL BY: _____

DATE: _____

CITY APPROVAL

APPROVED BY: _____

DATE: _____

Butch Sanders, City Manager

**AUTOMOTIVE AND MOTORCYCLE
SALES/STORAGE AFFIDAVIT**

Business Name

Location Address

APPLICANT'S CERTIFICATION

The undersigned below is authorized to make this application and do hereby acknowledge and certify that there will be no temporary or permanent storage, parking, delivery, or display of inventory in association with the business. Before installation of any signage, applicant shall obtain an approved Sign Permit from the City of Snellville.

Furthermore, I acknowledge that there will be a penalty of \$1,000.00 per day per and/or 60 days in jail for violating any of the terms contained within this affidavit.

Signature of Applicant

Date

Type or Print Name and Title

Notary Seal

Signature of Notary Public

Date

PROPERTY OWNER'S CERTIFICATION

The undersigned below, authorizes applicant to submit this application and to make use of the facility and to comply with all applicable codes and zoning regulations. check here if there are additional property owners and attach additional sheets.

Company Name or Corporation Name

Signature of Owner

Date

Type or Print Name and Title

Notary Seal

Signature of Notary Public

Date

**GEORGIA STATE BOARD OF REGISTRATION OF USED MOTOR VEHICLE DEALERS
& USED MOTOR VEHICLE PARTS DEALERS
237 COLISEUM DRIVE
MACON, GA 31217
478.207.2440
FAX 866.888.8026
www.sos.ga.us/plb/usedcar**

ZONING CERTIFICATION

THIS IS TO CERTIFY THAT

DEALERSHIP NAME

OWNER(S)

STREET ADDRESS

CITY

STATE

ZIP CODE

**IS PROPERLY ZONED TO OPERATE THE PROPOSED USED MOTOR VEHICLE DEALER/BROKER
ESTABLISHMENT IN THE COUNTY/CITY OF**

_____ **AND THAT CURRENT ZONING**

**STANDARDS WILL ALLOW A PERMANENT SIGN ON THE PROPERTY THAT APPRISES CONSUMERS OF THE
DEALERSHIP.**

SIGNATURE OF ZONING COMMISSIONER

PRINT NAME OF ZONING COMMISSIONER

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ **DAY OF** _____, _____

NOTARY PUBLIC

MY COMMISSION EXPIRES _____

NOTARY SEAL