



CITY OF SNELLVILLE

SNELLVILLE CITY CENTER
2342 Oak Road, Georgia 30078

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CLASSIFICATION OF USE REQUEST FOR HOME BUSINESS PERMIT / OCCUPATION TAX CERTIFICATE

SECTION 18.6 OTHER USES. Any use not listed in Section 18.3 or Section 18.4 of the Zoning Ordinance shall require a Classification of use Request. Such request shall address a specific use in detail and how it conforms with the standards as set forth in this Ordinance. The Zoning Enforcement Officer shall decide Classification of Use Requests based upon the standards contained in this Ordinance. Anyone aggrieved by a decision of the Zoning Enforcement Officer on the Classification of Use Request may appeal to the Zoning Board of Appeals in accordance with Article XIV of the Zoning Ordinance.

APPLICANT INFORMATION

PLEASE PRINT CLEARLY – ANSWER ALL QUESTIONS – ATTACH ADDITIONAL SHEETS IF NECESSARY

Applicant Name: _____

Home Address: _____ Subdivision: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____ E-Mail: _____

For the proposed business location, do you: Own Rent Lease/Purchase

BUSINESS INFORMATION

Name of Proposed Business: _____

1) Describe (in detail) the type and nature of the home business, including products and/or services offered: _____

2) Describe how the home business will be operated so as to not detract from the residential character of the neighborhood. ____

HOME BUSINESS STANDARDS

a) Describe how the home business will be clearly incidental and secondary to the use of the dwelling. Will additions or alterations of the dwelling or lot be needed that will change the residential appearance of the premises? No Yes Will a separate entrance or driveway be utilized for the home business? No Yes (provide details) _____

b) Describe how the home business will be conducted entirely within the principal dwelling and/or in a properly permitted, approved, and fully enclosed accessory (storage) building. Said accessory (storage) building may not exceed 750 square feet and must be of similar construction, architecture, and materials to the main dwelling. _____

c) Describe how and where the materials and/or equipment associated with the home business will be stored and displayed. _____

d) Describe the hours of operation that the business will be open to the public and/or receive deliveries. _____

e) Describe how the operation of the home business will not produce offensive noise, vibration, smoke, dust, odors, or heat. _____

Will the home business utilize equipment or process which can create visual or audible electrical interference in any radio or television receiver off the premises or which causes fluctuations in line-voltage off premises? No Yes

f) Describe how toxic, explosive, flammable, combustible, corrosive, radioactive, or other restricted materials (if any) will be used, stored, and disposed of. _____

Will the business activities and/or material and equipment used require the installation of any fire safety device or feature? No

Yes (provide details) _____

g) Indicate the number of off-premise (non-resident) employees that will be working within the dwelling. _____ Will the premises be the primary and legal place of residence for the owner of the home business? Yes No If No, please explain: _____

h) Will you be conducting more than two (2) parties/events for the purpose of selling merchandise or placing orders during any one month? No Yes Will you have more than ten (10) customer vehicles visit your home business at any one-time during business hours? No Yes Will you advertise these selling parties/events to the general public? No Yes

i) Where will parking associated with the home business be provided? _____

Will an additional parking area be needed to provide additional parking on the premises? No Yes (explain) _____

If an additional parking area will be needed, where will this additional parking be located and how will it be constructed? _____

j) What is the maximum number of client/customer vehicles that you expect to be on the premises during any period of sixty (60) minutes (excluding sales parties/events provided these events are held no more than two (2) times per month)? _____ vehicles.

k) Will deliveries to the home business require the use of any vehicle larger than passenger vehicles, mail carriers, or step van (UPS, FedEx, RPS, etc)? No Yes (explain) _____

l) What types of advertising media will be utilized, if any to advertise the home business (bulk or mass advertising, signage, web-based, etc)? _____

m) If child care or personal care services will be provided, how many individuals will be receiving care? _____

Applicant Statement: I understand that I am submitting this Classification of Use Request because the proposed home business is not specifically a permitted use as per Section 18.4(n) of the Zoning Ordinance, and as such, a determination by the Zoning Enforcement Officer is required to ensure that the proposed home business can conform to Article 18 of the Zoning Ordinance. I certify that the proposed home business will not operate in any manner or likeness to the prohibited uses as per Section 18.5 of the Ordinance and that it will be operated in compliance with all provisions of Article 18. I further certify that the statements and answers made by me as the applicant are true and accurate. I understand that should this Classification of Use Request be approved, I will be required to complete an Occupational Tax Application (for business license) and Home Business Standards and Compliance form. I also understand that the Zoning Enforcement Officer, or his/her designee, shall have the right at any time, upon reasonable request, to enter and inspect the premises covered either by the Home Business Permit or Occupational Tax License for safety and compliance purposes. Any person and/or business who violates this ordinance or fails to comply with its requirements shall upon conviction be punished either by a fine not to exceed \$1,000.00 per day, or by a sentence of imprisonment not to exceed sixty (60) days in jail, or both a fine and jail or work alternate. Each day that a violation continues after due notice has been served shall be considered a separate offense. Additionally, the City shall have the right to revoke the Home Business Permit and/or Occupational Tax License for violation(s) of this ordinance.

Applicant Signature _____ Printed Name _____ Date _____

***** To Be Completed by Planning & Development Department Staff *****

Application Reviewed By: _____ Date: _____
Development Review Staff

Classification of Use is : APPROVED DENIED ADDITIONAL INFORMATION REQUIRED

Comments: _____

By: _____
Director, Planning & Development

_____ Date of Action