



# ADMINSTRATIVE VARIANCE APPLICATION

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

**City of Snellville**  
**Planning & Development Department**  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, GA 30078  
Phone 770.985.3514 Fax 770.985.3551 [www.snellville.org](http://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 \_\_\_\_\_

Property Zoning District (check one):  OP District  BG District  HSB District  LM District Is location in the Towne Center Overlay?  Yes  No

**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 PERRMANENT 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**

## **USE STANDARDS**

### **PER UDO SEC. 206-5.13.F. INTERNET VEHICLE SALES**

#### **I. Defined**

A facility that sells, leases, or auctions new or used passenger vehicles, light or medium trucks, or motorcycles through the internet and where there is no temporary or permanent storage, parking, delivery, or display of inventory.

#### **2. Use Standards**

Where internet vehicles sales is allowed as a limited use (OP, BG, HSB, LM or TCO), it is subject to the following:

- a. Internet vehicles sales must submit an application to the Department for administrative review and the Director must review and prepare a recommendation of the request.
- b. The City Manager, after having reviewed the Director's recommendation(s), has final authority to grant administrative variances.
- c. Application for an administrative variance must contain the following:
  - i. Administrative variance application.
  - ii. Sworn/notarized affidavit by the applicant/owner certifying that there will be no temporary or permanent storage, parking, delivery or display of vehicles/inventory.

**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

# ZONING CERTIFICATION

This is to certify that the property listed as:

\_\_\_\_\_  
DEALERSHIP NAME

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

is currently zoned for use as a Used Motor Vehicle Dealer or Used Motor Vehicle Parts Dealer establishment in the county / city of \_\_\_\_\_ and that current zoning standards will allow a permanent sign on the property that appraises consumers of the dealership.

- This Used Motor Vehicle Dealer is **NOT** allowed to store inventory or display used motor vehicles for sale at any time.
- This Used Motor Vehicle Dealer will operate an "Open Lot" and may display a maximum of \_\_\_\_\_ vehicles for sale at any one time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

SWORN TO AND SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires \_\_\_\_\_

**Georgia requires a legible ink seal for notarized documents.**  
If an embossed seal is used a foil overlay or shading should be applied to make the seal legible when digitized.

**NOTARY SEAL**