



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*: _____

* Zoning districts that allow Internet Auto Sales: OP (Office Professional) District; BG (General Business) District; and HSB (Highway Service Business) 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 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

WHERE INTERNET CAR SALES OFFICES ARE ALLOWED

SECTION 9.8 OP, OFFICE PROFESSIONAL DISTRICT.

Internet car sales offices, provided:

- (a) There is no temporary or permanent storage, parking, delivery, or display of inventory; and
- (b) Applicant shall submit an application to the Planning & Development Department for administrative review. The Planning and Development Director or his/her designee shall review and prepare a recommendation of the request. The City Manager, after having reviewed the Planning and Development Director's recommendation(s) shall have final authority to grant administrative variances. Application for an administrative variance shall contain the following:
 - (1) Administrative Variance Application
 - (2) Sworn/Notarized Affidavit by the applicant/owner certifying that there will be no temporary or permanent storage, parking, delivery or display of vehicles/inventory.

SECTION 9.10 BG, GENERAL BUSINESS DISTRICT.

- (a) Internet car sales where there is no temporary or permanent storage, parking, delivery, or display of inventory may submit an application to the Planning & Development Department for administrative review.

The Planning and Development Director or his/her designee shall review and prepare a recommendation of the request.

The City Manager, after having reviewed the Planning and Development Director's recommendation(s) shall have final authority to grant administrative variances. Application for an administrative variance shall contain the following:

- (1) Administrative Variance Application
- (2) Sworn/Notarized Affidavit by the applicant/owner certifying that there will be no temporary or permanent storage, parking, delivery or display of vehicles/inventory.

SECTION 9.11 HSB, HIGHWAY SERVICE BUSINESS DISTRICT.

- (a) Internet car sales where there is no temporary or permanent storage, parking, delivery, or display of inventory may submit an application to the Planning & Development Department for administrative review.

The Planning and Development Director or his/her designee shall review and prepare a recommendation of the request.

The City Manager, after having reviewed the Planning and Development Director's recommendation(s) shall have final authority to grant administrative variances. Application for an administrative variance shall contain the following:

- (1) Administrative Variance Application
- (2) 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

Notary Seal

Type or Print Name and Title

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

Notary Seal

Type or Print Name and Title

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