CONDITIONAL USE PERMITS:
The Snellville Zoning Ordinance allows conditional uses of property within specific zoning districts. A conditional use is a use which, while not permitted as a matter of right, may be allowed within a given zoning district subject to meeting specific conditions for location and site as prescribed by the Snellville Zoning Ordinance. Attached is an application for Conditional Use Permit.

Unless initiated by the Snellville City Council or Planning Commission, an application for a Conditional Use Permit must be submitted by the owner of the affected property or by an authorized agent of the owner.

Conditional Uses are listed specifically within each zoning district and are subject to the additional requirements itemized in the Snellville Zoning Ordinance. Each additional requirement must be addressed in the application.

Once an application is filed, the Planning Department reviews the application and makes a written recommendation. The Planning Commission holds a public hearing to review the application and make a recommendation to Mayor and Council. A Public Hearing is held by Mayor and Council for final action.

IMPORTANT DATES:
Submittal Deadline: 12:00 Noon, 42-days prior to Planning Commission meeting date. Pre-submittal appointment shall be requested and completed a minimum of five (5) business days prior to application submittal deadline. Please call 770.985.3514 to schedule pre-submittal appointment.

The Planning Department will meet the following public notice requirements for each application submitted:

Legal Notice appears in Gw. Daily Post: 15-days (minimum) before Planning Commission meeting

Public Notice Sign(s): Erect public notice sign(s) 15-days (minimum) before Planning Commission meeting

Letters to Adjoining Property Owners: Mail Certified Mail with Return Receipt 15 days (minimum) before Planning Commission meeting

Planning Commission meeting*: 4th Tuesday of the month

Legal Notice appears in Gw. Daily Post: 15-days (minimum) before Mayor and Council Public Hearing

Letters to Adjoining Property Owners: Mail Certified Mail with Return Receipt 15 days (minimum) before Mayor and Council Public Hearing

Mayor and Council Public Hearing*: 4th Monday of the month (following Planning Commission meeting)

* Planning Commission and Mayor and Council public hearings are held at 7:30 p.m. at Snellville City Hall Council Chambers, 2342 Oak Road, Snellville, unless alternative meeting dates, times, and/or places are necessary.

The applicant may withdraw an application without prejudice until such time as the legal notice for the Mayor & Council public hearing is sent to the paper (no less that 21-days before the hearing date). No application shall be allowed to be withdrawn less than 21-days before the Mayor & Council public hearing unless the request for withdrawal is granted by Mayor & Council at the public hearing. If an application is denied by Mayor & Council, no application affecting any portion of the same property shall be submitted less than six (6) months from the date of denial.

APPLICATION FEES:
- Conditional Use Permit $250.00 with Rezoning
  $500.00 without Rezoning
- Public Notice Sign(s) $50.00 each (per parcel, per road frontage)
- Adjoining Property Owner Notification Letters $15.00 per notice
# APPLICANT SUBMITTAL CHECKLIST

## FOR CONDITIONAL USE PERMIT APPLICATION

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre-submittal application review appointment scheduled.</td>
</tr>
<tr>
<td>2</td>
<td>Payment of: ☐ application fee; and ☐ public notice signage fee; and ☐ adjoining property owner notification fee</td>
</tr>
<tr>
<td>3</td>
<td>Letter of Intent summarizing application request and submittal.</td>
</tr>
<tr>
<td>4</td>
<td>Names, addresses, and notarized original signatures of the owners of the subject parcel(s) and their agents, if any.</td>
</tr>
<tr>
<td>5</td>
<td>Legal description prepared for each subject parcel. ☐ If multiple parcels, a composite legal description must also be provided.</td>
</tr>
<tr>
<td>6</td>
<td>Written verification from Gwinnett County Tax Assessor that all property taxes are current and paid-in-full for all subject parcels. Please use provided tax verification sheet (original).</td>
</tr>
<tr>
<td>7</td>
<td>A Certificate of Title or warranty Deed for all parcels subject to the application.</td>
</tr>
<tr>
<td>8</td>
<td>The present zoning district and land use plan classification for the subject parcel(s).</td>
</tr>
<tr>
<td>9</td>
<td>Subject and adjoining parcel map labeled with: ☐ current property owner name(s); and, ☐ tax parcel number (district, land lot, and parcel).</td>
</tr>
<tr>
<td>10</td>
<td>List of Adjoining Property Owner(s) including: ☐ property owner name(s); ☐ current mailing address; and ☐ tax parcel number.</td>
</tr>
<tr>
<td>11</td>
<td>Original Site &amp; Concept Plan showing: ☐ North arrow; ☐ district, land lot(s), parcel number(s); ☐ dimensions with bearing and distance; ☐ acreage; ☐ location of the tracts; ☐ present zoning and land use classification of all subject and adjacent parcels; ☐ proposed location of all structures, driveways, parking and loading areas; and storm water detention; ☐ location and extent of required buffer areas; ☐ location of any easements and ROW. ☐ Site &amp; Concept Plan shall be prepared by a professional Architect, Engineer, Landscape Architect, or Land Surveyor and whose Georgia state registration is current and valid. ☐ Site Plan must be stamped, sealed, and signed by one of the above-mentioned professionals no more than six (6) months prior to the date of application submittal.</td>
</tr>
<tr>
<td>12</td>
<td>Architectural building renderings indicating: ☐ building elevations; ☐ colors; ☐ construction materials, etc. of which the facades and roofs will consist. If existing buildings are to be used, ☐ provide color photographs of all building elevations (printed on 8-1/2”x11” paper)</td>
</tr>
<tr>
<td>13</td>
<td>CD-ROM containing a digital file of: ☐ Site &amp; Concept Plan in .PDF and .DWG file formats; ☐ legal description(s) in .PDF file format; and ☐ completed and signed Conditional Use Permit application (and supporting documents and exhibits) in .PDF file format.</td>
</tr>
<tr>
<td>14</td>
<td>Analysis of impact of the proposed Conditional Use Permit pursuant to Section 15.2(3)(e) of the Snellville Zoning Ordinance (Attachment A) completed in sufficient detail to substantiate application request for Conditional Use Permit. ☐ Additional information in narrative form, or depicted on the site plan, demonstrating how all provisions regarding the conditional use as listed in the Zoning Ordinance will be complied with.</td>
</tr>
<tr>
<td>15</td>
<td>Applicant’s and/or Owner’s Certification (Attachment C) and Conflict of Interest Certification and Disclosure of Campaign Contributions (Attachment D) completed, signed, and notarized by all property owners of the subject parcel(s).</td>
</tr>
<tr>
<td>16</td>
<td>Ten (10) original size copies of the Site &amp; Concept Plan (item #11 above), folded to approximately 8-1/2”x11”</td>
</tr>
<tr>
<td>17</td>
<td>Ten (10) bound or stapled copies containing: ☐ page 1 of CUP Application (and, if needed, sheets for additional property owners); ☐ Letter of Intent; ☐ Attachment A - Analysis of impact of the proposed Conditional Use Permit pursuant to Section 15.2(3)(e) of the Snellville Zoning Ordinance and any additional information provided in narrative form demonstrating how all the provisions regarding the conditional uses will be complied with; ☐ Attachment B (if applicable); ☐ 8-1/2”x11” reduction of the Site &amp; Concept Plan (item #11 above); ☐ Architectural building renderings. If existing buildings are to be used, provide color copies of all building elevations (printed on 8-1/2”x11” paper).</td>
</tr>
<tr>
<td>18</td>
<td>Clip and attach folded copy of the Site &amp; Concept Plan (item #16 above) behind the CUP Application (item #17 above).</td>
</tr>
</tbody>
</table>

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**APPLICANT:**

<table>
<thead>
<tr>
<th>CITY STAFF</th>
</tr>
</thead>
</table>

**NOTICE:**

__This submittal checklist is provided as a tool to ensure application is complete and contains all necessary documents and exhibits. Applicant shall place a check mark (✓) next to each item that is included with application submittal (including the individual boxes (☐) as appropriate. Upon meeting all application requirements, please contact the city’s Planning Department (770.985.3514) to schedule a pre-submittal application review. Your completed checklist must accompany your application to the pre-submittal review and upon application submittal. Please understand, incomplete applications cannot be accepted. Thank you!__

---

**Additional Information (specify):**

---

**Additional Information (specify):**

---
Snellville Planning & Development Department
2342 Oak Road
Snellville, GA  30078
Phone 770.985.3514       Fax 770.985.3551       www.snellville.org

Applicant is: (check one)  □ Owner’s Agent  □ Contract Purchaser  □ Property Owner

Owner (if not the applicant):  □ check here if there are additional property owners and attach additional sheets.

Name (please print)  ______________________  ______________________
Address  ____________________________________  ____________________________________
City, State, Zip Code  ____________________________________  ____________________________________
Phone Number(s)  ______________________  Fax: ______________________
Contact Person: __________________________________ Phone: ______________________ Fax: ______________________
Cell Phone: __________________________________ E-mail: __________________________________

Present Zoning Classification(s): ______________________  Present Land Use Classification(s): ______________________
Property Address/Location: __________________________________  District ___  Land Lot ___  Parcel(s) ________________

Applicants must submit a Conditional Use Permit application (and Land Use Plan Amendment and/or Zoning Map Amendment application, if required) for the following permitted uses (check one):

□ Automotive Body Repair Shops  (HSB District Only)
□ Automotive Parts Store (with or without lubrication or tune-up centers)  (BG and HSB Districts)
□ Automotive Repair Shops including major engine repair (transmission, radiator repair and engine overhauls)  (HSB District Only)
□ Automotive and Motorcycle Sales and Rental Establishments and associated service facilities  (BG and HSB Districts)
□ Automotive Service Stations or Tire Stores (including lubrication, tune-up, battery replacement, brake repair centers)  (BG District Only)
□ Banks and Savings & Loan Institutions  (OP District Only)
□ Beauty and Barber Shops, including Manicurists  (OP District Only)
□ Boat Sales Establishments and associated service facilities  (HSB District Only)
□ Building Supply Centers with screened outdoor storage  (BG and HSB Districts)
□ Camper and Recreational Vehicle Sales and Rental Establishments and associated service facilities  (HSB District Only)
□ Cell Towers (new) and Telecommunications Antennas and Towers (new)  (All Zoning Districts)
□ Cemetery  (All Residential Districts)
□ Commercial Recreational Enterprises  (All Residential Districts; BG and HSB Districts)
□ Contractor’s Office with outdoor storage of equipment or materials  (HSB District Only)
□ Day Care Centers, provided that State day care requirements and health regulations are met  (OP District Only)
□ Drug Stores and Pharmacies accessed through and associated with medical clinics, doctors’ offices, or dental offices  (OP District Only)
□ Emissions Inspections Stations  (BG District Only)
□ Equipment Rental, Sales, or Service Establishments with outdoor storage of equipment  (HSB District Only)
□ Gas (Fuel) Stations  (BG and HSB Districts)
□ Historical Event Venue  (All Residential Districts)
□ Lawnmower Sales and Repair Shops  (BG and HSB Districts)
□ Machine and/or Welding Shops  (BG District Only)
□ Mini-Warehouse Storage Facilities  (HSB District Only)
□ Parking Lots and Parking Structures  (OP District Only)
□ Pawn Shops and Pawn Brokers, Title Pawn Shops, and Check Cashing Businesses  (BG District Only)
□ Plumbing, Electrical, Pool, and Homebuilding Supply Showrooms and Sales Centers with outdoor storage  (HSB District Only)
□ Psychics and Fortunetellers  (BG District Only)
□ Public, Private and Parochial Schools  (All Residential Districts)
□ Railroad through and spur tracks  (All Residential Districts; OP, BN, BG, and HSB Districts)
At a minimum, the following items are required with submittal of all CUP applications. Incomplete applications will not be accepted.

- Pre-submittal appointment shall be requested and completed a minimum of five (5) business days prior to Application deadline to ensure application is complete, accurate, and includes all required attachments/exhibits and required signatures;
- Payment of the appropriate application and public notice sign fees. Make checks payable to City of Snellville;
- Letter of Intent explaining the request for a Conditional Use Permit and what is proposed;
- The names, addresses, and original signatures of the owners of the subject parcel(s) and their agents, if any;
- The present zoning district and land use plan classification for the subject parcel(s);
- Analysis of impact of the proposed Conditional Use Permit pursuant to Section 15.2(3)(e) of Snellville Zoning Ordinance. (Attachment A);
- Applicant’s and/or Owner’s Certification (Attachment B);
- Conflict of Interest Certification and Disclosure of Campaign Contributions (Attachment C and D);
- A current legal description of the parcel(s) proposed for a Conditional Use Permit;
- Verification from county Tax Assessor that all property taxes have been paid and account is current (for all parcels subject to this application). Applicant to obtain confirmation of taxes paid using original Verification Sheet (attached);
- A Certificate of Title or Warranty Deed (for all parcels subject to this application);
- Map indicating the subject parcel(s) and the adjoining parcel(s), identified by property owner(s) name and tax parcel number;
- Ten (10) copies and one (1) original of the proposed Site and Concept Plan, and one (1) 11” x 17” (or smaller) reduction of the plan, drawn to scale, showing: (a) north arrow; (b) district, land lot(s) and parcel number(s); (c) the dimensions with bearing and distance; (d) acreage; (e) location of the tract(s), (f) the present zoning and land use classification of all adjacent parcels, (g) the proposed location of structures, driveways, parking and loading areas; (h) and the location and extent of required buffer areas. Site and Concept Plan shall be prepared by an architect, engineer, landscape architect, or land surveyor whose Georgia state registration is current and valid. Site plan must be stamped and sealed by one of the four above-mentioned professionals no more than six (6) months prior to the date of submittal;
- Additional information in narrative form, or depicted on the site plan, demonstrating how all provisions regarding the conditional use as listed in the Zoning Ordinance will be complied with;
- Ten (10) stapled or bound copies of the Conditional Use Permit application, Architectural building renderings and all supporting documents, in addition to one (1) unbound application (original) bearing original signatures. All documents must be folded to 8-1/2 x 11”; and
- A CD-ROM containing a digital file of: (a) site plan in .pdf and .dwg file formats, (b) legal description(s) in .pdf file format, and (c) completed and signed Conditional Use Permit application (and all supporting documents) in .pdf file format;

The following uses must comply with additional regulations, which is in-addition to the general submittal requirements above:

- Automotive Body Repair Shops – Site and Concept Plan shall include the location of a six-foot (6’) high opaque fence. Provide picture(s) of proposed fencing.
- Automotive Repair Shops including major engine repair (transmission, radiator repair and engine overhauls) – Site and Concept Plan shall include the location of a six-foot (6’) high opaque fence. Provide picture(s) of proposed fencing.
- Automotive and Motorcycle Sales and Rental Establishments and associated service facilities (include on Site & Concept Plan):
  a) The property for said use shall not be less than two (2) acres in area;
  b) The property shall have a minimum road frontage of two-hundred (200) feet;
  c) One thousand (1,000) linear feet of separation exists between said business and any other automotive and motorcycle sales business;
  d) Include the following statement on the Site & Concept Plan, “All vehicles on the sales lots are to be in operating condition at all times”;
  e) Include the following statement on the Site & Concept Plan, “All vehicle inventory stored/parked/displayed outside must be on paved parking surfaces only and shall not be stored/parked/displayed in landscaped areas or elevated by use of a ramp, post or other device higher than five-feet (5’) above grade”;
  f) Include the following statement on the Site & Concept Plan, “Showrooms and/or service bays that keep new/used/service vehicles within building structures, must meet all applicable Federal, State, County, and local building and life-safety codes (at the time of application for an Occupation tax Certificate) regarding the storage of hazardous materials”;

NOTE: Internet automobile/motorcycle sales where there is no temporary or permanent storage, parking, delivery, or display of inventory may submit an Administrative Variance application in lieu of a Conditional Use Permit application for administrative review and approval.

- Building Supply Centers with outdoor lumber yards or storage areas - Site and Concept Plan shall include the location of a six-foot (6’) high opaque fence. Provide picture(s) of proposed fencing.
- Cell Towers (new) and Telecommunications Antennas and Towers (new): See Attachment B
☐ Cemeteries (new):
  a) All new cemeteries shall front on a street having a minimum road classification of “major collector”, for a distance of at least one-hundred feet (100');
  b) New cemeteries shall have a minimum lot size shall be two (2) acres;
  c) A landscape buffer having a width of ten-feet (10') shall be installed along all side and rear lot lines and shall have a fence of a type specified in the City of Snellville Architectural Design Standards. Show on Site Plan and provide pictures of proposed fencing.

☐ Contractor's Office with outdoor storage of equipment or materials – Site and Concept Plan shall include the location of a six-foot (6') high opaque fence. Provide picture(s) of proposed fencing.

☐ Drug Stores and Pharmacies:
  a) Accessed through and associated with medical clinics, doctors' offices, or dental offices; and
  b) Provide floor plan showing office space and public and private access areas.

☐ Gas (Fuel) Stations:
  a) Fuel pumps shall not be closer than thirty-feet (30') from right-of-way. Show on Site Plan;
  b) Fuel pumps and gas storage tanks shall be setback at least one-hundred feet (100') from any residential zoning district; Show on Site Plan;
  c) Canopy design shall conform to the specifications indicated in Architectural Design Standards. Provide examples.

☐ Historical Event Venue:
  a) Principal building must have been built at least 50 years prior to the Conditional Use Permit application, and the principal building must maintain historical significance based upon criteria used for The National Register of Historic Places; provided however, that failure to be listed by The National Register of Historic Places shall not disqualify such a building for consideration by the City of Snellville for designation as an Historic Event Venue;
  b) In addition to all principal permitted uses and permitted accessory uses, any such venue facility shall only be used for the following commercial uses – weddings, private parties, business lunches, receptions, showers, and events of similar characteristics;
  c) The minimum lot size shall be one (1) acre. Show on Site Plan;
  d) The minimum size of the principal building shall be 1,800 square feet. Show on Site Plan; and
  e) A buffer shall be planted along all side and rear property lines, having a minimum width of ten-feet (10'), when abutting residentially zoned properties. Show on Site Plan.

☐ Pawn Shops and Pawn Brokers, Title Pawn Shops, and Check Cashing Businesses:
  a) No pawnshop/broker, title pawn shop or check cashing business shall be licensed or operated within one-thousand feet (1,000') of any residential zoning district, public or private school or college, church or other place of worship, library, daycare facility, public park or playground, massage establishment, tattoo and/or body piercing establishment, and existing pawnshop, title pawnshop, check cashing or adult establishment. Provide distance survey by GA Registered Land Surveyor;

☐ Plumbing, electrical, pool and homebuilding supply showrooms and sales centers with outdoor storage – Site and Concept Plan shall include the location of a six-foot (6') high opaque fence. Provide picture(s) of proposed fencing.

☐ Psychics and Fortunetellers:
  a) No psychic or futuneteller shall be licensed or operated within two-thousand feet (2,000') of any residential zoning district, public or private school or college, church or other place of worship, library, daycare facility, public park or playground, massage establishment, adult entertainment establishment, tattoo and/or body piercing establishment, and any other existing psychic and fortunetelling business. Provide distance survey by GA Registered Land Surveyor;

☐ Public, Private and Parochial schools:
  a) A minimum site of five (5) acres is provided;
  b) The site shall front on a street having a minimum road classification of “major collector”, for a distance of at least one-hundred-feet (100');
  c) A buffer is provided along all side and rear property lines having a minimum width of ten-feet (10'). Show on Site Plan;

☐ Railroad through and spur tracks:
  a) No sidings or terminal facilities shall be provided;
  b) No service, repair or administrative facilities shall be provided.

☐ Tattoo and or Body Piercing Establishments:
  a) No tattoo and/or body piercing establishment shall be licensed or operated within two-thousand feet (2,000') of any residential zoning district, public or private school or college, church or other place of worship, library, daycare facility, public park or playground, massage establishment, adult entertainment establishment, or any other existing tattoo and/or body piercing establishment. Provide distance survey by GA Registered Land Surveyor;

☐ Utility Substation:
  a) Documentation is presented by the utility company depicting the need for such substation in a residential locale;
  b) Any substation shall conform with all setback and space limits of the zoning district in which they are located;
  c) Substations shall be enclosed by an opaque fence other than a cyclone type, and shall be appropriately landscaped;
d) A buffer shall be planted along all side and rear property lines, having a minimum width of ten-feet (10').  

☐ Yes  ☐ No
Pursuant to Section 15.2(3)(e) of the Snellville Zoning Ordinance, a written, documented analysis of the impact of the proposed Conditional Use Permit with respect to each of the following matters shall be included. Please respond to the following standards in the space provided or attach additional sheets if necessary. **Simple yes/no answers or re-statement of the questions is not acceptable.**

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties.
   Response: ____________________________
   ____________________________
   ____________________________
   ____________________________

2. Whether the zoning proposal would adversely affect the existing use or usability of adjacent or nearby property.
   Response: ____________________________
   ____________________________
   ____________________________
   ____________________________

3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.
   Response: ____________________________
   ____________________________
   ____________________________
   ____________________________

4. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.
   Response: ____________________________
   ____________________________
   ____________________________
   ____________________________

5. Whether the zoning proposal is in conformity with the policy and intent of the Land Use Plan.
   Response: ____________________________
   ____________________________
   ____________________________
   ____________________________

6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.
   Response: ____________________________
   ____________________________
   ____________________________
   ____________________________
CELL TOWERS

☐ Check here if section is NOT APPLICABLE

Article XIX of the Snellville Zoning Ordinance should be reviewed by the applicant in its entirety and the following shall be formally addressed in writing. ☐ Check here and attach additional sheets if necessary.

1) Section 19.4 (B) Inventory of Existing Sites and towers, that are either within the City of Snellville or within three miles of the border thereof, including specific information about the location, height, and design of each tower:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2) Section 19.5 (C) Factors Considered in Granting Conditional Use Permits:

A) Height of Proposed Tower: ___________(ft) ___________ (meters)

B) Proximity of the tower to residential structures and residential district boundaries:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

C) Nature of uses on adjacent and nearby properties:

________________________________________________________________________
________________________________________________________________________

D) Surrounding topography:

________________________________________________________________________
________________________________________________________________________

E) Surrounding tree coverage and foliage:

________________________________________________________________________

F) Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness:

________________________________________________________________________
________________________________________________________________________

G) Availability of suitable existing towers and other structures as discussed in Section 19.5 (D) of the Snellville Zoning Ordinance:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
CERTIFICATIONS

In the event an owner’s agent or contract purchaser is filing this application, both of the certifications below must be completed. If the owner is filing the application, only the Owner’s Certification must be completed.

APPLICANT’S CERTIFICATION

The undersigned below, or as attached, is authorized to make this application. The undersigned is aware that, should this request be denied by City Council, no application affecting any portion of the same property shall be submitted less than six months from the date of denial.

_____________________________________________
Signature of Applicant     Date

_____________________________________________
Type or Print Name and Title

_____________________________________________
Signature of Notary Public     Date

Notary Seal

OWNER’S CERTIFICATION

The undersigned below, or as attached, is the owner of the property considered in this application. The undersigned is aware that, should this request be denied by City Council, no application affecting any portion of the same property shall be submitted less than six months from the date of denial.

☐ Check here if there are additional property owners and attach additional “Owner’s Certification” sheets.

_____________________________________________
Signature of Owner     Date

_____________________________________________
Type or Print Name and Title

_____________________________________________
Signature of Notary Public     Date

Notary Seal
CONFLICT OF INTEREST CERTIFICATIONS FOR ZONING ACTIONS

The undersigned below, making application for rezoning or a Conditional Use Permit, has complied with the Official Code of Georgia Section 36-67A-1, et. sec., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on forms provided.

☐ Check here if there are additional property owners and attach additional “Conflict of Interest Certification” sheets.

__________________________________     _____________________________________
Signature of Applicant   Date   Signature of Owner      Date

__________________________________                _____________________________________
Type or Print Name and Title     Type or Print Name and Title

__________________________________
Signature of Notary Public   Date

Notary Seal

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the last four (4) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more or made gifts having in the aggregate a value of $250.00 or more to any member of the Mayor and City Council or any member of the Snellville Planning Commission?

As to Applicant (circle one): YES   NO       As to Property Owner (circle one): YES   NO

If the answer above is YES, please complete the following section:

<table>
<thead>
<tr>
<th>Name of Government Official</th>
<th>Contributions or Descriptions of Gifts (List all which aggregate to $250.00 or more)</th>
<th>Date when Contribution or Gift was made within the last four years</th>
</tr>
</thead>
<tbody>
<tr>
<td>__________________________</td>
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</tbody>
</table>

☐ Check here and attach additional sheets if necessary to disclose or describe all contributions or gifts.
Pursuant to Section 15.2(3)(e) of the Snellville Zoning Ordinance, a written, documented analysis of the impact of the proposed Conditional Use Permit with respect to each of the following matters shall be included. Please respond to the following standards in the space provided or attach additional sheets if necessary. **Simple yes/no answers or re-statement of the questions is not acceptable.**

1. Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby properties.
   
   Response: ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________

2. Whether the zoning proposal would adversely affect the existing use or usability of adjacent or nearby property.
   
   Response: ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________

3. Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned.
   
   Response: ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________

4. Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools.
   
   Response: ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________

5. Whether the zoning proposal is in conformity with the policy and intent of the Land Use Plan.
   
   Response: ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________

6. Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.
   
   Response: ___________________________________________________________________
   
   ___________________________________________________________________
   
   ___________________________________________________________________
CELL TOWERS

☐ Check here if section is NOT APPLICABLE

Article XIX of the Snellville Zoning Ordinance should be reviewed by the applicant in its entirety and the following shall be formally addressed in writing. ☐ Check here and attach additional sheets if necessary.

1) Section 19.4 (B) Inventory of Existing Sites and towers, that are either within the City of Snellville or within three miles of the border thereof, including specific information about the location, height, and design of each tower:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2) Section 19.5 (C) Factors Considered in Granting Conditional Use Permits:

A) Height of Proposed Tower: ____________(ft) ___________ (meters)

B) Proximity of the tower to residential structures and residential district boundaries:

_________________________________________________________________________
_________________________________________________________________________

C) Nature of uses on adjacent and nearby properties:

_________________________________________________________________________

D) Surrounding topography:

_________________________________________________________________________

E) Surrounding tree coverage and foliage:

_________________________________________________________________________

F) Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness:

_________________________________________________________________________
_________________________________________________________________________

G) Availability of suitable existing towers and other structures as discussed in Section 19.5 (D) of the Snellville Zoning Ordinance:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
CERTIFICATIONS

In the event an owner’s agent or contract purchaser is filing this application, both of the certifications below must be completed. If the owner is filing the application, only the Owner’s Certification must be completed.

APPLICANT’S CERTIFICATION

The undersigned below, or as attached, is authorized to make this application. The undersigned is aware that, should this request be denied by City Council, no application affecting any portion of the same property shall be submitted less than six months from the date of denial.

_____________________________________________  
Signature of Applicant     Date

_____________________________________________  
Notary Seal

Type or Print Name and Title

Signature of Notary Public     Date

OWNER’S CERTIFICATION

The undersigned below, or as attached, is the owner of the property considered in this application. The undersigned is aware that, should this request be denied by City Council, no application affecting any portion of the same property shall be submitted less than six months from the date of denial.

☐ Check here if there are additional property owners and attach additional “Owner’s Certification” sheets.

_____________________________________________  
Signature of Owner     Date

_____________________________________________  
Notary Seal

Type or Print Name and Title

Signature of Notary Public     Date
CONFLICT OF INTEREST CERTIFICATIONS FOR ZONING ACTIONS

The undersigned below, making application for rezoning or a Conditional Use Permit, has complied with the Official Code of Georgia Section 36-67A-1, et. sec., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on forms provided.

☐ Check here if there are additional property owners and attach additional “Conflict of Interest Certification” sheets.

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<tr>
<th>Signature of Applicant</th>
<th>Date</th>
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<th>Signature of Owner</th>
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DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the last four (4) years immediately preceding the filing of this application, made campaign contributions aggregating $250.00 or more or made gifts having in the aggregate a value of $250.00 or more to any member of the Mayor and City Council or any member of the Snellville Planning Commission?

As to Applicant (circle one):  YES  NO  
As to Property Owner (circle one):  YES  NO

If the answer above is YES, please complete the following section:

<table>
<thead>
<tr>
<th>Name of Government Official</th>
<th>Contributions or Descriptions of Gifts (List all which aggregate to $250.00 or more)</th>
<th>Date when Contribution or Gift was made within the last four years</th>
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☐ Check here and attach additional sheets if necessary to disclose or describe all contributions or gifts.
## Verification Sheet for Property Tax Account Status

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

APPLICANT – PLEASE HAND DELIVER THIS VERIFICATION SHEET TO THE GWINNETT COUNTY TAX ASSESSORS OFFICE (SEE ADDRESS AND PHONE NUMBER BELOW) TO OBTAIN WRITTEN CONFIRMATION THAT REAL PROPERTY TAXES HAVE BEEN PAID-IN-FULL AND PROPERTY TAX ACCOUNT IS CURRENT. ATTACH COMPLETED ORIGINAL TO APPLICATION. IF SUBMITTING A LAND USE PLAN AMENDMENT APPLICATION TOGETHER WITH A REZONING APPLICATION, PROVIDE VERIFICATION SHEET(S) FOR ONLY ONE (1) APPLICATION.

<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>OWNER NAME(S):</th>
<th>TAX PARCEL NO.:</th>
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**AMOUNT OF CURRENT TAXES PAID:** $__________  
**DATE:** _______________  
**CURRENT?**

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**AMOUNT OF CURRENT TAXES PAID:** $__________  
**DATE:** _______________  
**CURRENT?**

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**AMOUNT OF CURRENT TAXES PAID:** $__________  
**DATE:** _______________  
**CURRENT?**

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*** INFORMATION VERIFIED BY GWINNETT COUNTY TAX ASSESSOR’S OFFICE ***

<table>
<thead>
<tr>
<th>COUNTY TAX DEPARTMENT REPRESENTATIVE (PRINT NAME):</th>
<th>DATE:</th>
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<tr>
<th>COUNTY TAX DEPARTMENT REPRESENTATIVE (SIGNATURE):</th>
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**ONLY ORIGINAL VERIFICATION SHEET CAN BE USED TO CONFIRM PROPERTY TAX ACCOUNT STATUS**

GWINNETT COUNTY TAX ASSESSOR – GWINNETT JUSTICE & ADMINISTRATION CENTER  
75 LANGLEY DRIVE, LAWRENCEVILLE, GA  
PHONE 770.822.7200  
www.co.gwinnett.ga.us