



SPECIAL USE PERMIT APPLICATION For Places of Worship

City of Snellville, Georgia
Department of Planning & Development

2342 Oak Road, 2nd Floor

Snellville, Georgia 30078

Phone 770.985.3513 Fax 770.985.3551 www.snellville.org

DATE RECEIVED _____

CASE # SUP _____

Applicant is: (check one)
 Property Owner
 Attorney for Property Owner
 Property Owner's Agent

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

Name (please print)

Name (please print)

Title

Title

Corporate Entity Name

Corporate Entity Name

Mailing Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

Phone Number (wk) (cell)

Phone Number (wk) (cell)

Email Address

Email Address

For Place of Worship in: Residential Zoning District (RS-180, RS-150, R-TH, RG-75, RM) BG District HSB District

Present Zoning District Classification: _____ Present Land Use Classification: _____

Property Street Address: _____ Acreage: _____ Tax Parcel No.: _____

APPLICATION FEES:

- Special Use Permit Application \$ 500.00
- Public Notice Sign(s) \$ 50.00 each (per parcel, per road frontage)
- Adjoining Property Owner Notification Letters \$ 15.00 per adjoining property X 2 notices

DEFINITIONS:

HOUSE OF WORSHIP: See "place of worship".

PLACE OF WORSHIP: A specially designed structure or consecrated space where individuals or a group of people such as a congregation come to perform acts of devotion, veneration, or religious study. Temples, churches, synagogues and mosques are examples of structures created for worship. A convent or monastery may serve both to house those belonging to religious orders and as a place of worship for visitors.

SPECIAL USE REQUIREMENTS – RESIDENTIAL ZONING DISTRICTS:

A Place of Worship may be permitted upon findings of the Mayor and Council and issuance of a Special Use Permit that under particular circumstances present such use is in harmony with the principal permitted uses of the district and after a public hearing. Provided, the Place of Worship:

1. Shall be located on a site of not less than five (5) acres with at least four (4) acres lying outside of any 100-year FEMA Food Hazard area. The tract shall be one contiguous zoning classification.
2. All such facilities and buildings shall front on a street having a classification of Principal Arterial, Major Arterial, Minor Arterial, Major Collector Street or State Highway as classified on the most current Gwinnett County Long Range Road Classification Map, for a distance of at least two-hundred-fifty (250) feet.
3. All buildings shall be set back at least fifty (50) feet from the front property line, forty (40) feet from the rear property line, and twenty (20) feet from side property lines (forty (40) feet if adjacent to residentially zoned property), thirty-five (35) feet on the street side if a corner lot.
4. Parking is not to be located within the fifty (50) foot front yard setback area.
5. If adjacent to residentially zoned property, a landscape buffer of at least twenty (20) feet wide shall be provided along the property line(s) adjacent to said zoning and designed and planted in accordance with Sec. 19-32(4) of the Buffer Ordinance.
6. Facilities for use in the conduct of religious services or ceremonies may utilize one manufactured building on the property for a period not to exceed three (3) years.
7. Schools and other accessory uses are located on the same parcel as the place of worship and are clearly incidental and secondary to the use of the property as a place of worship.

SPECIAL USE REQUIREMENTS – BG AND HSB ZONING DISTRICTS:

A Place of Worship may be permitted upon findings of the Mayor and Council and issuance of a Special Use Permit that under particular circumstances present such use is in harmony with the principal permitted uses of the district and after a public hearing. Provided, the Place of Worship:

1. Shall be located on a site of not less than five (5) acres or demonstrate the ability to provide parking access, recreational space and other space requirements normally associated with a place of worship.
2. All such facilities and buildings shall front on a street having a classification of Principal Arterial, Major Arterial, Minor Arterial, Major Collector Street or State Highway as classified on the most current Gwinnett County Long Range Road Classification Map, for a distance of at least two-hundred-fifty (250) feet.
3. Parking is not to be located within the twenty-five (25) foot front yard setback area.
4. If adjacent to residentially zoned property, a landscape buffer of at least sixty (60) feet wide shall be provided along the property lines(s) adjacent to said zoning and designed and planted in accordance with Sec. 19-32(4) of the Buffer Ordinance.

APPLICANT SHALL PROVIDE A RESPONSE AS TO WHETHER THE PROPERTY MEETS EACH CRITERIA LISTED ABOVE AND INCLUDE WITH THEIR LETTER OF INTENT.

THE MAYOR AND COUNCIL MAY CONSIDER VARIANCES FROM THESE REQUIREMENTS, PROVIDED THAT SPECIAL CONDITIONS AND CIRCUMSTANCES EXIST WHICH ARE PECULIAR TO THE LAND, STRUCTURE, OR BUILDING INVOLVED AND WHICH ARE NOT APPLICABLE TO OTHER LAND, STRUCTURES OR BUILDINGS IN THE SAME DISTRICT.

Pursuant to Section 15.2(3)(e) of the Snellville Zoning Ordinance, a written, documented analysis of the impact of the proposed Special 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: _____

SPECIAL USE PERMIT CHECKLIST

The following is a checklist of information required for submission of a Special Use Permit application. The Planning and Development Department reserves the right to reject any incomplete application.

- Application Form
- Application and Public Notice Fees (make check payable to City of Snellville, Georgia)
- Property Legal Description
- As-Built Boundary Survey
- Map Indicated the Subject Property and the Adjacent Properties (identified by owner name and tax parcel)
- Site Plan (4 full –size copies and one (1) 8-1/2” x 11” reduction)
- Provide Photos of the Building (all elevations) and Grounds
- Standards Governing Exercise of Zoning Power (Attachment A)
- Letter of Intent
- Verification of Paid Property Taxes
- Parking Plan Demonstrating Conformance with the Parking Location Criteria and Parking Space Requirement
- Applicant Certification with Notarized Signature (Attachment B)
- Property Owner Certification with Notarized Signature (Attachment B)
- Conflict of Interest Certification/Campaign Contributions (Attachment C)
- Provide Ten (10) Colored Copies of Application Original
- Provide CD-ROM containing digital files (in .PDF format) of Complete Application (including all attachments, exhibits, survey, plans, photos, reports, etc.)