



SPECIAL USE PERMIT APPLICATION

City of Snellville, Georgia
Department of Planning & Development

2342 Oak Road, 2nd Floor

Snellville, Georgia 30078

Phone 770.985.3513

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www.snellville.org

DATE RECEIVED: [DATE STAMP HERE]

CASE # SUP _____

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

Property Owner: * 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

Contact Person: _____

Ph: _____ Email: _____

*** Include any person having a property interest and any person having a financial interest in any business entity having a property interest (use additional sheets if necessary).**

Present Zoning District: _____ Requested Zoning District: _____

Present Future Land Use Map: _____ Requested Future Land Use Map: _____

Property Location: _____ Acreage: _____ Tax Parcel Nos.: _____

Applicants must submit a Special Use Permit application for the following permitted uses (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Single-family detached dwelling (TC-MU or TC-R) | <input type="checkbox"/> Two-family dwelling (TC-MU or TC-R) |
| <input type="checkbox"/> Single-family attached dwelling (TC-MU or TC-R) | <input type="checkbox"/> Towne Center Loft (TC-MU or TC-R) |
| <input type="checkbox"/> Towne Center Flat (TC-MU or TC-R) | <input type="checkbox"/> Boarding and Rooming House (TC-MU or TC-R) |
| <input type="checkbox"/> Continuing Care Retirement Communities (TC-MU or TC-R) | <input type="checkbox"/> Collective Residences (TC-MU or TC-R) |
| <input type="checkbox"/> Cemetery (TC-MU) | <input type="checkbox"/> Commercial Recreation Facility (TC-MU) |
| <input type="checkbox"/> Animal Hospital, Veterinary Clinic, w/outdoor uses (TC-MU) | <input type="checkbox"/> Bus/Transit Terminal (TC-MU) |

APPLICATION FEES:

- Less than one acre \$ 500.00
- 1 to 5 acres \$ 560.00
- 5 to 10 acres \$ 800.00
- 10 to 15 acres \$ 1,050.00
- 15 to 20 acres \$ 1,350.00
- Over 20 acres \$ 1,900.00
- Public Notice Sign(s) \$ 50.00 each (per parcel, per road frontage)
- Adjoining Property Owner Notification Letters \$ 15.00 per notice

The Special Use Permit shall not be used for securing early zoning for conceptual proposals which may not be undertaken for more than six (6) months from the date the application is submitted.

The minimum requirements for a Special Use Permit are:

1. Any uses permitted under a Special Use Permit shall conform to the requirements of this ordinance and the development and zoning regulations for the use as found in the zoning district.
2. The application, fees and review process for a Special Use Permit shall be the same as for the application and review process for establishing the zoning district under which the special use is found, which is Article XV, Section 15.2 of the Zoning Ordinance. In addition to the information and/or site plans which are required to be submitted for the proposed development, additional information deemed necessary by the Director of Planning and Development in order to evaluate a proposed use and its relationship to the surrounding area shall be submitted. In the review process, particular emphasis shall be given to evaluating the relationship of and the compatibility with the proposed use to its immediate neighborhood.
3. In the approval process for a Special Use Permit application, the Mayor and City Council shall consider the policies and objectives of the comprehensive plan, particularly in relationship to the proposed site and surrounding area, and shall consider the potential adverse impacts on the surrounding area, especially with regard to but not limited to traffic, storm drainage, land values and compatibility of land use activities.
4. If an application is approved and a Special Use Permit is granted, all conditions which may have been attached to the approval are binding on the property. All subsequent development and use of the property shall be in accordance with the approved plan and conditions. All final site plans shall be approved by the Planning and Development Department prior to the issuance of any permits. Once established, the special use shall be in continuous operation. Upon discovery that the operation of the special use has or had ceased for a period of one hundred eighty (180) days or more and the owner of the property has not requested voluntary termination of the Special Use Permit, the Director of Planning and Development shall forward a report to the Mayor and Council through the Planning Commission which may recommend that action be taken to remove the Special Use Permit from the property.
5. Changes to a special use or development of a site for the special use shall be treated as an amendment to the Special Use Permit and shall be subject to the same application and review process as a new application.
6. The special use for which a special use permit is granted shall commence operations or construction within twelve (12) months of the date of approval by the Mayor and Council. If, at the end of this twelve (12) month period, the Director determines that active efforts are not proceeding toward operation or construction, a report may be forwarded to the Mayor and Council through the Planning Commission which may recommend that action be taken to remove the Special Use Permit from the property.
7. The Director of Planning and Development or his designee or an officer of the City of Snellville Police Department shall have the right to periodically examine the operation of the specific use to determine compliance with the requirements of any conditions. If the Director determines that the requirements and conditions are being violated, a written notice shall be issued to the owner of the property outlining the nature of the violations and giving the owner of the property a maximum of thirty (30) days to come into compliance. This thirty-day maximum shall be amendable in the reasonable discretion of the Director of Planning and Development. If after thirty days the violations continue to exist, the Director shall forward a report to the Mayor and Council through the Planning Commission, which may recommend that action be taken to remove the Special Use Permit from the property.
8. Upon approval by the Mayor and Council, a Special Use Permit shall be identified on the official zoning maps.
9. Upon approval by the Mayor and Council of a Special Use Permit, the owner of the property shall be issued a notice from the Director, which states the specific use permitted, the requirements of this section and any conditions attached to the approval.
10. The Planning and development Department shall not issue a Certificate of Occupancy for the specific use unless all requirements and conditions of the special use permit have been fulfilled by the owner of the property.

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: _____

CONFLICT OF INTEREST CERTIFICATIONS FOR SPECIAL USE PERMIT

The undersigned below, making application for a Special Use Permit, has complied with the Official Code of Georgia Section 36-67A-1, et. seq., 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

Type or Print Name and Title

Signature of Applicant’s Attorney or Representative Date

Type or Print Name and Title

Signature of Notary Public

Date

Affix Notary Seal

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the last two (2) 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?

YES NO YOUR NAME: _____

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

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (list all which aggregate to \$250 or More)	DATE CONTRIBUTION WAS MADE (Within the last two years)

Check here and attach additional sheets if necessary to disclose or describe all contributions or gifts.

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)
- Evidence of Property Ownership (Certificate of Title, Warranty Deed, or Security Deed)
- Property Legal Description
- As-Built or Boundary Survey
- Map Indicated the Subject Property and the Adjacent Properties (identified by owner name and tax parcel)
- Site Plan (1 full-size original, sealed and signed and 10 full-size copies and 10 copies reduced to 11" x 17")
- Provide Colored Building Elevations (front, sides and rear)
- Standards Governing Exercise of Zoning Power (Attachment A)
- Letter of Intent
- Provide Scaled Floor Plan Drawings (Residential uses only)
- Verification of Paid Property Taxes
- Applicant Certification with Notarized Signature (Attachment C)
- Property Owner Certification with Notarized Signature (Attachment C)
- Conflict of Interest Certification/Campaign Contributions (Attachment D)
- Zoning Exhibit
- Traffic Study (as requested)
- Review Form for Development of Regional Impact (DRI), if applicable
- Provide one (1) application original and ten (10) copies
- Provide CD-ROM containing digital files (in .PDF format) of Complete Application (including all attachments, exhibits, survey, plans, photos, reports, etc.)

All such special use permit applications shall be accompanied by a Zoning Exhibit for review and approval by the Director of Planning and Development. The Zoning Exhibit shall provide all information necessary to demonstrate that it achieves the criteria provided in Sections 9.23 (A-Z) and Section 9.24 (A-E) and Section 9.25 (A-E), as applicable.

If the special use permit application is approved by the Mayor and Council, then such rezoning shall be conditioned to the applicant's developing in substantial conformity with the Zoning Exhibit, including any modifications or conditions approved by the Mayor and Council pursuant to its deliberations on the application.

Zoning exhibit approval shall not constitute entitlement to permits.

Each applicant for the mixed-use district shall provide evidence of the unified control of the entire parcel. During the development process, more than one owner may participate in the development of the approved plan so long as each parcel of land remains subject to all of the terms and conditions of the Zoning Exhibit approved for the property as a whole.

Zoning Exhibit.

As part of the application for rezoning, an exhibit shall be submitted that includes the following information:

- A. A location map showing the boundaries of the property with the current zoning of the property, as well as zoning on adjacent properties.
- B. A plan showing applicable details, to include lots, streets and right-of-ways, setback lines, dwelling sizes, off-street parking, on street parking, street trees, sidewalks, multi-use trails, stormwater management facility areas, floodplain and wetlands, topography and common space.
- C. Specifications, calculations and applicable percentages for common area, density calculations, lot sizes, land use, gross and net acreage, dwelling units, and parking.
- D. Color elevations of front, sides and rear of all typical units, including proposed building materials, building heights and any other structures.
- E. Other architectural and engineering data necessary to demonstrate conformity with applicable standards of the district.
- F. Conceptual Signage Plan.