



City of Snellville
DEPARTMENT OF PLANNING AND DEVELOPMENT
2342 OAK ROAD, 2ND FLOOR
SNELLVILLE, GA 30078
www.snellville.org

(770) 985-3513
(770) 985-3514

APPLICATION FOR EXTERIOR LIGHTING PERMIT

Permit No. _____

DATE _____

Permit for:

☐ NEW INSTALLATION/ADDITION ☐ UPGRADE ☐ REPLACEMENT ☐ REPAIR

Property Type: ☐ SHOPPING CENTER ☐ STANDALONE COMMERCIAL

(please print or type)

ADDRESS OF JOB _____

For City of Snellville Use: ADDRESS VERIFIED TO BE IN CITY LIMITS: _____

PROPERTY OWNER NAME: _____

Mailing Address: _____ City: _____ St: _____ Zip: _____

Contact Name: _____ Email: _____ Phone: _____

LIGHTING CONSULTANT NAME: _____

Address _____ City _____ St: _____ Zip _____

Contact Name: _____ Email: _____ Phone: _____

ELECTRICAL CONTRACTOR NAME (if different from Lighting Consultant): _____

Address _____ City _____ St: _____ Zip _____

Contact Name: _____ Email: _____ Phone: _____

GA Professional License No. : _____ Issue Date: _____ Expiration Date: _____

WORK TO BE PERFORMED
(Indicate number of fixtures)

ARCHITECTURAL/ DECORATIVE	_____	PARKING LOT POLE & FIXTURE	_____	WALL -PACK	_____	SECURITY	_____
OTHER: _____							

ARE THERE ANY EXISTING NON-CONFORMING LIGHT FIXTURES ON THE BUILDING OR PROPERTY? ☐ Yes ☐ No ☐ Unknown

IF YES, ALL NON-CONFORING LIGHT FIXTURES WILL NEED TO BE REMOVED. IF TO BE REPLACED, FIXTURES SHALL BE CONFORMING AND INCLUDED IN THE SITE LIGHTING PLAN.

DESCRIBE SCOPE OF WORK: _____

***** \$50 REVIEW FEE PER APPLICATION SUBMITTAL *****

APPLICATION SUBMITTAL REQUIREMENTS

- Completed Application for Exterior Lighting Permit (page 1)
- Completed and Signed Application for Building Permit (page 3)
- Provide Copy of Valid Georgia Licensed Electrician License
- Provide a site lighting (photometric) plan drawn to a 1 inch to 20 feet scale (min.) and include the following:
 - A. Location and mounting information for each light;
 - B. Illumination calculations showing light levels in foot candles at points located on a ten-foot center grid, including an illustration of the areas masked out per the requirements above regarding points of measurement;
 - C. A fixture schedule listing fixture design, type of lamp, distribution and wattage of each fixture, and number of lumens after using 85% depreciation for both metal halide and high-pressure sodium of initial output; (85% depreciation not applicable to recreational lighting);
 - D. Manufacturer's photometric data for each type of light fixture, including initial lumens and mean depreciation values;
 - E. An illumination summary, including the minimum average and maximum foot-candle calculations ("array values") and the total number of array points (points used on the ten-foot grid calculations);
 - F. Copies of all nema (fixture distribution) types with photometric reports in the form of independent testing laboratory submittals. Note: No isocandela curve reports will be accepted; and
 - G. Photometric calculations must be initial and maintained with aiming diagrams and mounting heights.
- Submit a \$50.00 plan review fee.
- NOTE: Building Permit fee is calculated at \$6 per \$1,000 cost of construction (\$25 min.), plus a \$50 Certificate of Completion fee). Fees will be collected upon issuance of an approved Exterior Lighting Permit and Building Permit.

APPLICATION FOR BUILDING PERMIT
CITY OF SNELLVILLE, GEORGIA

FOR CITY USE ONLY

Permit No. _____

Date Rcvd: _____

ECC: _____

DESCRIPTION OF WORK (Please mark all that apply)

☐ RESIDENTIAL ☐ COMMERCIAL

- | | | | |
|---|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> NEW CONSTRUCTION | <input type="checkbox"/> ADDITION | <input type="checkbox"/> REPAIR | <input type="checkbox"/> ACCESSORY STRUCTURE |
| <input type="checkbox"/> INTERIOR FINISH | <input type="checkbox"/> ALTERATION | <input type="checkbox"/> SHELL ONLY | <input type="checkbox"/> MONUMENT / WALL SIGN |

Description of Proposed Construction _____

Project Name or Business Location Name _____

Job Address _____ Lot _____ Block _____

Project/Subdivision _____ Tax Parcel # _____ - _____ Zoning _____

BUILDING INFORMATION (NEW OR AFFECTED AREA ONLY) Basement / Slab / Crawl Space (Circle One) _____

Stories _____ Rooms _____ Baths _____ Bedrooms _____ Heated Sq.Ft. _____ Total Sq.Ft. _____

Lot Size _____ Water Tap # _____ Sewer Tap # _____ Septic # _____ On Septic: ☐ Yes ☐ No

☐ Sprinkler (Protected) ☐ Unprotected (Check One) Construction Contract Price \$ _____

TYPE OF CONSTRUCTION (NEW CONSTRUCTION ONLY) ☐-IA ☐-IB ☐-IIA ☐-IIB ☐-IIIA ☐-IIIB ☐-IV ☐-VA ☐-VB

OCCUPANCY TYPE (GROUP DESCRIPTIONS ON INTERNATIONAL BUILDING CODE LISTING)

- | | | |
|--|---|--|
| <input type="checkbox"/> -A-1 Assembly, theaters, with stage | <input type="checkbox"/> -E Educational | <input type="checkbox"/> -M Mercantile |
| <input type="checkbox"/> -A-1 Assembly, theaters, w/o stage | <input type="checkbox"/> -F-1 factory and industrial, moderate hazard | <input type="checkbox"/> -R-1 Residential, hotels |
| <input type="checkbox"/> -A-2 Assembly, nightclubs | <input type="checkbox"/> -F-2 Factory and industrial, low hazard | <input type="checkbox"/> -R-2 Residential, multiple family |
| <input type="checkbox"/> -A-2 Assembly, restaurants, bars, banquet halls | <input type="checkbox"/> -H-1 High Hazard, explosives | <input type="checkbox"/> -R-3 Residential, one- and two-family |
| <input type="checkbox"/> -A-3 Assembly, churches | <input type="checkbox"/> -H234 High Hazard | <input type="checkbox"/> -R-4 Residential, care/assisted living facilities |
| <input type="checkbox"/> -A-3 Assembly, general, community halls, libraries, museums | <input type="checkbox"/> -H-5 HPM | <input type="checkbox"/> -S-1 Storage, moderate hazard |
| <input type="checkbox"/> -A-4 Assembly, arenas | <input type="checkbox"/> -I-1 Institutional, supervised environment | <input type="checkbox"/> -S-2 Storage, low hazard |
| <input type="checkbox"/> -B Business | <input type="checkbox"/> -I-2 Institutional, incapacitated | <input type="checkbox"/> -U Utility, Garages, miscellaneous |
| | <input type="checkbox"/> -I-3 Institutional, restrained | |
| | <input type="checkbox"/> -I-4 Institutional, day care facilities | |

OWNER _____ Phone (____) _____

Address _____ City/State/Zip _____

Fax (____) _____ Cell (____) _____ E-Mail _____

CONTRACTOR _____ Phone (____) _____

Address _____ City/State/Zip _____

Fax (____) _____ Cell (____) _____ E-Mail _____

Business License # _____ Issuing Authority _____ Exp. Date _____

As the contractor, builder, owner or authorized agent, I hereby apply for a permit to erect/alter and use the structure as described herein and/or shown on accompanying plans and specifications. If a plot plan is required, said structure will be located as shown on the plot plan. If the permit is granted, I shall construct same according to the development regulations, ordinances and code of the City of Snellville. Further, I shall be responsible for complying with all subdivision protective covenants (where applicable) and required set backs. I also understand that the structure authorized by the permit shall not be occupied or used until all inspections have been made, all re-inspection fees and fines paid and the Certificate of Occupancy/Completion has been issued by the Department of Planning & Development (and by the Gwinnett County Department of Fire & Emergency Services, when applicable). Applicant must hold a valid Occupational Tax Certificate (AKA "business License") for the type of construction covered by the permit issued. A homeowner is not required to have an Occupational Tax Certificate if building one's own personal home (not more than one home per year). I understand that before any inspections will be made, erosion control measures must be installed and properly maintained daily and licensed subcontractor affidavits must be submitted and accepted. I hereby certify that I am the property owner or the authorized agent of the property owner and that all information contained hereon is true and accurate.

Signature _____ Print Name _____ Date _____

UDO SEC. 207-5. LIGHTING

Sec. 207-5.1 General

A. Purpose

1. This section is intended to control the use of outdoor artificial illuminating devices emitting rays into the night sky which have a detrimental effect on astronomical observations. It is the intention of these standards to encourage good lighting practices such that lighting systems are designed to reduce or eliminate light pollution, conserve energy and money, while increasing nighttime safety, utility, security, and productivity.
2. Furthermore, it is the intent of this section to establish lighting levels for various permitted uses that promote visual surveillance, reduce the potential for criminal activity and prevent the unnecessary glare of light on adjacent properties.

B. Applicability

All areas containing outdoor lighting, including but not limited to floodlighting, security lighting, event lighting or the lighting of off-street parking and loading areas must comply with this section.

Sec. 207-5.2 Administration

C. Site Lighting Plan

1. A site lighting plan must be submitted at a 1 inch = 20-feet scale minimum.
2. Site lighting plans must include:
 - a. Location and mounting information for each light;
 - b. Illumination calculations showing light levels in foot candles at points located on a ten-foot center grid, including an illustration of the areas masked out per the requirements above regarding points of measurement;
 - c. A fixture schedule listing fixture design, type of lamp, distribution and wattage of each fixture, and number of lumens after using 85% depreciation for both metal halide and high-pressure sodium of initial output; (85% depreciation not applicable to recreational lighting);
 - d. Manufacturer's photometric data for each type of light fixture, including initial lumens and mean depreciation values;
 - e. An illumination summary, including the minimum average and maximum foot-candle calculations ("array values") and the total number of array points (points used on the ten-foot grid calculations);
 - f. Copies of all nema (fixture distribution) types with photometric reports in the form of independent testing laboratory submittals. Note: No isocandela curve reports will be accepted; and
 - g. Photometric calculations must be initial and maintained with aiming diagrams and mounting heights.

D. Light Level Measuring

1. Light levels are specified, calculated and measured in foot-candles. All foot-candle values are maintained foot-candles.
2. Measurements are to be made at ground level, with the light-registering portion of the meter held parallel to the ground pointing up.

E. Relief

Relief from the requirements of this section may be granted by the City Council under the following circumstance:

1. Minimum levels may be less than required by this section, depending on site and traffic conditions.
2. Maximum levels may be more than allowed by this section when the proposed levels strictly conform to the recommended levels within the IESNA Lighting Handbook, the accepted industry standards.

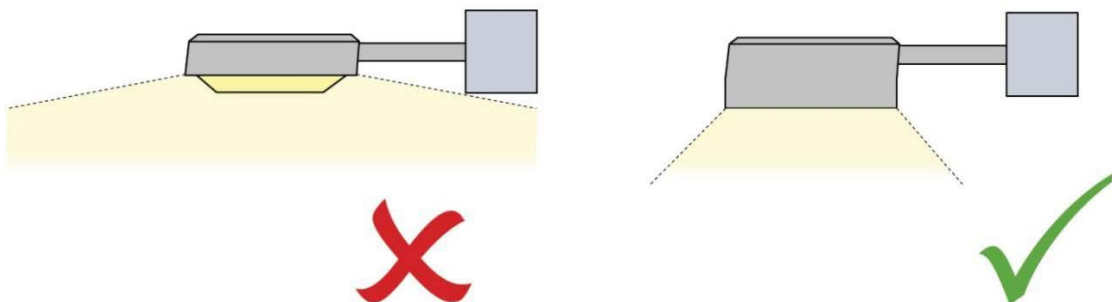
Sec. 207-5.3 Prohibited Lighting

The following lighting systems are prohibited:

- F. Aerial lasers;
- G. Temporary searchlights and other high-intensity narrow-beam fixtures;
- H. Mercury or sodium vapor lamps and other light sources that lack color correction or do not allow for uniform site lighting;
- I. Cobra-head-type fixtures with dished or drop lenses or refractors, which contain sources that are not incandescent;
- J. Blinking or flashing lights, rope lights or lights outlining architectural features (other than temporary holiday lighting); and
- K. Spotlights or floodlights mounted on any tree (other than temporary holiday lighting).

Sec. 207-5.4 Lighting Standards, Configuration, and Timing

- L. Exterior lighting must be of full cutoff design and directed downward and away from adjoining property, with luminaires shielded to prevent unnecessary glare. "Full cutoff" has the meaning established by Illuminating Engineering Society of North America (IESNA) and means that the luminous intensity (in candelas) at or above an angle of 90° above nadir is zero, and the luminous



intensity (in candelas) at or above a vertical angle of 80° above nadir does not numerically exceed 10% of the luminous flux (in lumens) of the lamp or lamps in the luminaire.

- M. Trees and shrubs may not interfere with the distribution of exterior lighting necessary for security purposes as required by this section.
- N. Security lighting above building entrances, parking lots, off-street loading areas and service entrances must be metal halide, unless permitted otherwise during plan review, and incorporated in exterior areas going to and from the building(s) or use(s) within the site.
- O. All exterior fixtures, when used for security purposes, except for parking lot lighting, shall be illuminated from dusk until dawn, unless otherwise specifically designated on the site plan and as approved through the site plan process. All other exterior lighting that is not necessary for security purposes shall be turned off one hour after the close of business.
- P. Any exterior lighting device designed for security lighting must be protected by weather and vandal-resistant covering, a managed light source for controlling the times of illumination and fully shielded and directed down to minimize glare and intrusiveness on adjacent properties or rights-of-way.
- Q. Lighting in multi-level parking ramps must be evaluated on a case-by-case basis to maximize safety and to minimize unnecessary glare to adjacent or nearby residential areas.

Sec. 207-5.5 Minimum Illumination Guidelines for Security Purposes

All minimum illumination guidelines for security lighting listed in this section must be maintained from ground level to a height of 6 feet. The minimum to maximum uniformity ratio may range up to 6:1 in acceptable layouts. In some circumstances, customer convenience, closed-circuit surveillance, and commercial entertainment uses may require a higher level of lighting.

Sec. 207-5.6 Outdoor lighting intensity standards

When outdoor lighting is proposed or required, the following standards in the following table will apply and the “activities” as described in the table will be assigned and evaluated by the Snellville Police Department and the Director based on the use, hours of operation, and location.

Light Use	Minimum horizontal Foot-candles	Maximum Horizontal Foot-candles	Additional Regulations
Parking and outdoor vehicle storage	0.5	5	1. Areas used for parking or vehicle storage must be illuminated in accordance with the requirements for Parking Lot Lighting. 2. Lighting must be metal halide.
Outdoor display and sales	--	5	
Walkways, sidewalks, multi-use trails	--	5	1. Lighting fixtures must be designed to direct light downward, and the initial output of light sources may not exceed 1,000 lumens.

Light Use	Minimum horizontal Foot-candles	Maximum Horizontal Foot-candles	Additional Regulations
			2. Lighting must be metal halide.
Parks and playgrounds	--	0.5	Lighting fixtures must be designed to direct light downward, and the initial output of light sources may not exceed 1,000 lumens.
Canopies and drive-thrus	5	20	<ol style="list-style-type: none"> 1. Light fixtures mounted on or under canopy ceilings must be full cutoff, unless indirect lighting is used whereby light is directed upward and then reflected down from the ceiling of the structure. In this case, light fixtures must be shielded so that direct illumination is focused exclusively on the ceiling of the structure. 2. Lights may not be mounted on the top or sides of a canopy and the sides of a canopy may not be illuminated. 3. Lighting for drive-through facilities must be fully shielded. 4. Canopy and bay lighting must be metal halide.
Outdoor recreation (as principal or accessory use)	All outdoor entertainment or recreational/ sports facility lighting will be reviewed for compliance with minimum site lighting criteria and light trespass criteria and with regard to the intent of these standards to minimize the impact of light trespass and glare on all surrounding properties and public rights-of-way.		
High-risk activity (e.g. bank deposit night drop or ATM)	4	5	Lighting must be metal halide.
Medium Risk Activity (e.g. convenience store open 24 hours)	2	4	Lighting must be metal halide.
Low-Risk Activity (e.g. place of worship, office)	0.5	2	Lighting must be metal halide.

Sec. 207-5.7 Light Trespass

Areas containing outdoor lighting (except public street lighting) must limit light trespass onto adjacent property, when measured at any point along a lot line, to the requirements set forth below. Compliance shall be achieved by utilizing fixture shielding, directional control designed into fixtures, fixture location, height, or aim, or a combination of these or other factors.

District Adjoining Subject Property	Maximum Light Spillage to Adjoining Lots Measured in Foot-candles
All residential districts, TC-R, NR	0.2
All nonresidential districts, TC-MU, CI	0.5

Sec. 207-5.8 Exterior Illumination of Buildings and Other Vertical Structures

When buildings or other structures are illuminated, the design for the illumination must be in accordance with the following:

- R.** The illumination of buildings is restricted to security lighting or highlighting unique architectural features.
- S.** Lighting fixtures must be located and/or aimed such that light is directed only onto the building surface. All fixtures used to illuminate buildings must be fully shielded.
- T.** For statues, monuments, fountains, or other objects for which it may not be possible to illuminate with downward lighting, upward lighting may be used only in the form of spotlights which confine the illumination to the object of interest.
- U.** If upward lighting is used to illuminate flags, only spotlights may be used; floodlights directed above the horizontal shall not be used to illuminate a flag.

Sec. 207-5.9 Neon Lighting

Light sources consisting of glass tubes filled with neon, argon, krypton, or other similar gas (hereafter referred to as "neon lighting") are excluded from shielding and line-of-sight requirements; however, lighting must be included in the light trespass requirements of Sec. 207-5.7 (Light Trespass). Furthermore, neon lighting will not be considered as security lighting.

Sec. 207-5.10 Enforcement

Failure to adhere to the requirements of this section or an approved lighting plan will be deemed a violation of this UDO.

Sec. 207-5.11 Exceptions

The following types of lighting are exempt from the requirements of this section:

- V.** The temporary use of low wattage or low voltage lighting for festivals and celebrations, except where they create a hazard or nuisance from glare. Consideration of light trespass requirements must be demonstrated before commencing the use of temporary lighting.
- W.** Temporary holiday lighting (for a period of no more than 30 days before the holiday and no more than 7 days after the holiday), except where they create a hazard or nuisance from glare. Consideration of light trespass requirements must be demonstrated before commencing the use of temporary lighting.
- X.** Emergency lighting and traffic control lighting.
- Y.** Underwater lighting used for the illumination of swimming pools and fountains

Sec. 207-5.12 Nonconforming Lights

Z. Authority to Continue

Lawful lighting fixtures located within the City at the effective date of this UDO or which come to be located in the City as a result of annexation after the effective date of this UDO, which do not conform to the standards of this section, may continue provided the lighting remains in conformance with this section.

AA. Ordinary Maintenance and Repair

Nothing in this section relieves the owner or beneficial user of legal nonconforming lighting, or the owner of the property on which the legal nonconforming lighting is located, from the provisions of this UDO regarding safety, maintenance, and repair. Normal maintenance, including replacing light bulbs, cleaning, or routine repair of legal nonconforming light fixtures, will not be deemed to be a condition which triggers a loss of lawful status described below, unless such maintenance increases the nonconforming aspects of the lighting.

BB. Loss of Lawful Status

1. The legal nonconforming status will terminate under the following conditions:
 - a. If a light fixture is not used for a period of 12 months or longer it will be deemed abandoned and may not be reestablished; or
 - b. If a lighting fixture is structurally altered such that its nonconforming aspects increase; or
 - c. If a lighting fixture is relocated, replaced, or moved in any way; or the lighting fixture is damaged and the cost of repair exceeds 50% of its replacement value.
2. When any condition described in clause 1 above occurs, the lighting fixture must be immediately brought into compliance with this section or removed.

CC. Removal Pursuant to Public Order

Lighting found by a governmental agency to create public hazard can be ordered removed or altered at any time.