



APPLICATION FOR TEMPORARY USE PERMIT

APPLICATION TO APPLY FOR A TEMPORARY USE PERMIT, SNELLVILLE GEORGIA

City of Snellville
Planning & Development Department
2342 Oak Road, 2nd Floor
Snellville, GA 30078
Phone 770.985.3515 Fax 770.985.3551 www.snellville.org

DATE RECEIVED: _____

PERMIT # **TUP** _____

rev 4.1.25

Applicant is: (check one)
☐ Lessee
☐ Owner's Agent
☐ Property Owner

Property Owner (if not the applicant):

Name (please print)

Business/Corporate Name

Address

City, State, Zip Code

Phone Number(s) Fax

Name (please print)

Business/Corporate Name

Address

City, State, Zip Code

Phone Number(s) Fax

Contact Person: _____ Phone: _____ Fax: _____
Cell Phone: _____ E-mail: _____

Requested Temporary Use Description: _____ Dates Requested: _____

Property Address/Location: _____ Tax Parcel ID: _____ Property Size: _____ (Acres)

Will you be providing any type of mobile food services and/or preparing food on-site? · No · Yes, dates to be provided: _____

Please describe: _____ (Must provide copy of a valid Food Service Permit)

Permitted Temporary Uses (check all that apply):

☐ Christmas Tree Sales (11/1 - 12/31) · ☐ Pumpkin Sales (9/15 - 10/31) · ☐ Fruit & Vegetable Sales (4/1 - 9/30)
☐ Carnival Event · ☐ Tent, Parking Lot Sale Event · ☐ Consumer Fireworks Retail Sales Stand*
☐ Other (Describe: _____)

Definitions:

Goods and Merchandise – tangible or movable personal property, other than money;

Holiday Activities – seasonal activities associated with federally-recognized holidays and Halloween;

Temporary – a period not to exceed twenty (20) consecutive days. A second permit for a temporary use on the same property may not be applied for or renewed within ninety (90) days from the date of any prior approval of a temporary use, unless granted an Administrative Variance through separate application and fee remittance;

Temporary Use – for-profit activities involving the temporary outside sale of goods and merchandise in association with an existing business located on the premises as the principal use of the premise with such activities continuing for a period not exceeding twenty (20) consecutive days. The term shall include the sale of farm produce, carnivals, or the sale of Christmas trees from property which is vacant or which contains a separate and distinct primary use. Temporary uses shall occur in non-enclosed areas;

Temporary Use Permit – written authorization by the Director of the Department of Planning and Development, or his/her designee, for the applicant to engage in a temporary use at a specified, fixed location meeting all requirements of the Zoning Ordinance article. Permits may be renewed up to six (6) times per year per property.

Permit Fee:

\$100.00 per each 20-day period (or time period indicated for specific use (Christmas Tree, Pumpkin, Fruit & Vegetable sales). Fee waived to any organization that maintains and provides evidence of a valid registration under Section 501(c)(3) of 501(c)6 of the U.S. Internal Revenue Code.
\$400.00 separate license fee for each Consumer Fireworks Retail Sales Stand.

APPLICATION SUBMITTAL REQUIREMENTS

At a minimum, the following items are required with submittal of this application. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- ☐ Completed Application for Temporary Use Permit (pages 1-2);
- ☐ Completed, initialed, and signed Applicant's Affidavit containing original initials and signature (page 3);
- ☐ Completed, initialed, and signed Property Owner/Owner's Agent Affidavit (page 4);
- ☐ Written restroom permission acknowledgment containing original signatures, unless use of on-site portable toilets (provided copy of signed rental agreement);
- ☐ Provide valid copy of Gw. County Dept. of Environmental Health Food Service Permit (if applicable);
- ☐ Completed and signed Administrative Variance application to request waiver of 90-day waiting period for second or renewal permits (applicable to any permittee that maintains 75,000 sq. ft. or more of indoor retail space;
- ☐ Gwinnett Co. Fire Marshal reviewed and approved site plan showing: a) location of all sales displays, tents, stands, signs, and other structures; b) location of customer and employee parking; c) location of permanent buildings; d) distance to nearest residential property line; and e) distance to nearest public right-of-way;
- ☐ Attach copy of Gwinnett Co. Fire Marshal's approved Tent Permit (if applicable);
- ☐ Attach copy of Gwinnett Co. Fire Marshal's approved Consumer Fireworks Retail Sales Stand Permit (if applicable);
- ☐ Attach copy of valid City of Snellville Occupational Tax License; and
- ☐ Payment of the applicable permit fee. Make check payable to *City of Snellville*.

Please allow five (5) business days for application review and processing
You will be contacted upon application approval

PLANNING DEPARTMENT USE ONLY

TAX PARCEL NO. _____ ZONING DISTRICT: _____ ACRES: _____ REVIEW BY: _____ DATE: _____

APPROVED SITE PLAN SUBMITTED: _____ · YES · NO RESTROOM ACKNOWLEDGEMENT/INVOICE SUBMITTED: _____ · YES · NO

PRIOR TEMPORARY USE PERMIT(S) GRANTED ON SUBJECT PROPERTY? · NO · YES (Provide Dates): _____

NO. OF 20-DAY PERMIT PERIODS PERMITTED (Circle One): **1** **2** **3** **4** **5** **6**

REQUIRES PRIOR APPROVAL FROM THE FOLLOWING AGENCY(S):

☐ Gwinnett County Fire Marshal APPROVED BY: _____ DATE: _____

Conditions: _____

☐ Other: _____ APPROVED BY: _____ DATE: _____

Conditions: _____

CITY APPROVAL

APPROVED BY: _____ DATE: _____

CONDITIONS: _____

OCCUPATIONAL TAX CERTIFICATE NO. _____ EXPIRES: _____

PERMIT VALID FROM

THIS TEMPORARY USE PERMIT IS VALID BEGINNING: _____ **AND WILL EXPIRE ON:** _____

Temporary – a period not to exceed (20) consecutive days. A second permit for a temporary use on the same property may not be applied for or renewed within (90) days from the date of any prior approval of a temporary use, unless granted an Administrative Variance through separate application and fee payment.

APPLICANT'S AFFIDAVIT

(To be completed by the Applicant Responsible for the Event)

THE FOLLOWING PROVISIONS MUST BE MET IN ORDER TO OBTAIN A TEMPORARY USE PERMIT. PLEASE READ THE PROVISIONS LISTED BELOW AND **INITIAL IN THE SPACE PROVIDED** INDICATING THAT YOU CAN AND WILL COMPLY WITH EACH PROVISION.

- _____ 1. Except for the retail sale of consumer fireworks, peddling goods and merchandise not customarily sold on a day-to-day basis in the business which constitutes the principal use of the premises is PROHIBITED. Provide description of goods and merchandise customarily sold: _____

Provide Store/Business Name where these goods and merchandise are customarily sold: _____

- _____ 2. Mobile food services and the preparation of food on-site shall be permitted as a secondary temporary outdoor activity for no more than three (3) days;
- _____ 3. Excess parking, ingress and egress are provided on site (in accordance with submitted site plan/sketch) or written permission is obtained if provided on an adjoining property (must provide documentation);
- _____ 4. Temporary uses shall be permitted only on property where such activities shall not disrupt controlled vehicular ingress and egress or occupy required off-street parking spaces;
- _____ 5. Temporary uses, other than holiday activities (Christmas Tree sales, Pumpkin sales, etc), shall be conducted on a paved surface and not on grassed or landscaped areas;
- _____ 6. Refuse associated with the temporary use shall be properly collected and disposed of in receptacles provided by either the owner or applicant. Contact Snellville Public Works for additional receptacles;
- _____ 7. These uses shall be no closer than two-hundred-fifty feet (250') (or five-hundred feet (500') for Carnivals) from the property line of a residence (show distances on site plan);
- _____ 8. Sales, displays, and other structures shall not be located within fifty-feet (50') of any right-of-way and shall be located in accordance with submitted site plan (show distances on site plan);
- _____ 9. No operator, employee, or representative of the operator of a temporary outdoor activity shall solicit directly from the motoring public;
- _____ 10. A sign (not a mobile advertising sign) may be erected on the property provided it does not exceed a total of sixteen (16) square feet or ten-feet (10') in height and is not placed within twenty-feet (20') of any public roadway (show on site plan);
- _____ 11. No temporary uses shall not be permitted on parcels of property which are less than two (2) acres in size. Provide Tax Parcel Number: _____ and property size: _____ (acres);
- _____ 12. All temporary uses shall require an Occupation Tax Certificate issued by the City of Snellville Planning and Development Department;
- _____ 13. No more than one (1) temporary use shall be permitted simultaneously on a parcel of less than five (5) acres;
- _____ 14. The noise control ordinance of the Snellville Code of Ordinances shall be complied with and strictly enforced;
- _____ 15. The hours of operation shall be no earlier than 7:00 a.m. or later than 11:00 p.m.;
- _____ 16. Indicate where employees have permission to use restroom facilities. Business Name: _____ Located: _____;
- _____ 17. Temporary uses may not be established without first obtaining an approved Temporary Use Permit; and
- _____ 18. All other permits and regulations of Gwinnett County and the City of Snellville shall be met.

I have read and understand the above and will comply with all regulations. I understand that as the property owner, I will be held responsible for compliance of these regulations. I understand that citations can be issued to both the property owner and the applicant for failure to comply with these regulations. I further understand that violation of these regulations may result in revocation of this permit without refund and/or denial of future Temporary Use Permits.

Applicant's Signature

Date

Applicant's Name (print or type)

Title

PROPERTY OWNER'S AFFIDAVIT

(To be completed by Property Owner, or Property Owner's Agent)

THE FOLLOWING PROVISIONS MUST BE MET IN ORDER TO OBTAIN A TEMPORARY USE PERMIT. PLEASE READ THE PROVISIONS LISTED BELOW AND **INITIAL IN THE SPACE PROVIDED** INDICATING THAT YOU CAN AND WILL COMPLY WITH EACH PROVISION.

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Property Owner/Owner's Agent Signature

Date

Property Owner/Owner's Agent Name (print or type)

Title