



3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0200 • www.stonecrestga.gov

## Special Administrative Permit Application

The Special Administrative Permit does not require a public hearing. The Community Development Director will issue a decision within 30 days. The review timeframe begins after the date of application acceptance by city staff.

### Application Checklist

**(Incomplete applications will not be accepted)**

- Completed Application.
- Survey Plat of the subject property and work space floor plan.
- Signed and notarized affidavits of all property owners. Use separate sheet.
- Letter of Intent:** Please describe, on a separate sheet of paper, what your proposing and **how** your request meets the requirements for your proposed use \_\_\_\_\_.
- Fee:** \$25.00

### Home Occupations

The following provisions apply in accordance with Article 4 of the City of Stonecrest Zoning Ordinance:

A home occupation where no customer contact occurs on site shall be considered a **Type I Home Occupation** and shall require Special Administrative permit (SA). **This permit takes 30 days to process. Please take this into account when applying for your business license.**

- Up to two (2) full-time residents of the premise are allowed to conduct separate home occupations in the same dwelling. The following criteria is used in reviewing the request; protentional residential impacts, parking, hours of operation and other relevant factors.

All Home occupations other than Type I Home Occupations shall be considered a **Type II Home Occupation** and shall require a **Special Land Use Permit (SLUP).** **This permit takes 3 months to process it requires hearings.**



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## Application

<b>Type</b>	<b>Special Administrative Permit</b>		
	<b>Applicant Information</b>	Name:	
Address:			
Phone:		Fax:	
Cell:		Email:	
<b>Owner</b>	Name:		
	Address:		
	Phone:	Fax:	
	Cell:	Email:	
<b>Affidavit</b>	<p>To the best of my knowledge, this special administrative permit application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Stonecrest Zoning Ordinance. I understand that failure to supply all required information (per the relevant Applicant Checklists and Requirements of the Stonecrest Zoning Ordinance) will result in the rejection of this application. I have read the provisions of the Georgia Code Section 36-67A-3 as required regarding Campaign Disclosures. My Signed Campaign Disclosure Statement is included.</p>		
<b>Notary</b>	Applicant's Name:		
	Applicant's Signature:		Date:
	Sworn to and subscribed before me this _____ Day of _____ 20_____		
	Notary Public:		
	Signature:		
	Date:		
<b>Fee</b>	Application Received By:		
	Date:		
	Fee: \$	Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC	Date:
	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied		Date: