



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 you are 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; potential 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

Special Administrative Permit

Type	Special Administrative Permit		
Applicant Information	Name:		
	Address:		
	Phone:	Fax:	
	Cell:	Email:	
Owner	Name:		
	Address:		
	Phone:	Fax:	
	Cell:	Email:	
Affidavit	<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>		
Notary	Applicant's Name:		
	Applicant's Signature:		Date:
	Sworn to and subscribed before me this _____ Day of _____ 20_____		
	Notary Public:		
	Signature:		
	Date:		
Fee	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:

Your Letter of Intent should include the following information

- Indicate that you are applying for a Special Administrative Permit to operate a home-based business
- Describe the type of business activities (i.e. using the space in your home as an office to receive calls and assist clients or you have an internet business, etc.
- Attach a copy of the floor plan showing the area used for office space. By Georgia law no home-based business can occupy more than 25% of your home.
- Confirm that you will not have any customer contact at the location of your home-based business

SAMPLE

10/11/11 10:00 AM
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LETTER OF INTENT



