



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

Home Occupation Application

The Special Administrative Permit for Home Occupations does require a public hearing. The Planning and Zoning Director will issue a decision during the scheduled public hearing. Prior to official submittal, the applicant must have a Pre-Application Meeting with the Planning and Zoning Department. The review time frame 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 workspace floor plan.
- Written, signed and notarized affidavits of all property owners. Use separate sheet.
- Letter of Intent:** Please describe, on a separate sheet of paper, what you're proposing and **how** your request meets the requirements for your proposed use.

Home Occupations

[Section 4.2.31](#) of the Zoning Ordinance elaborates on the supplemental regulations for all Home Occupations.

A home occupation where no customer contact occurs on site shall be considered a ***Type I Home Occupation*** and shall require a Special Administrative Permit (SA). **This permit takes 45 days to process, and it requires a public hearing that must be approved by the Planning and Zoning Director. Please take this into account when applying for your business license.**

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, and it requires a public hearing that must be approved by the Mayor & Council.**



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

**SPECIAL ADMINISTRATIVE PERMIT
APPLICATION CYCLE**

SUBMITTAL DEADLINE	SPECIAL ADMINISTRATIVE PERMIT (SAP)
12/05/2023	01/16/2024
01/02/2024	02/20/2024
02/06/2024	03/19/2024
03/05/2024	04/16/2024
04/02/2024	05/21/2024
05/07/2024	06/18/2024
06/04/2024	07/16/2024
07/02/2024	08/20/2024
08/06/2024	09/17/2024
09/03/2024	10/18/2024
10/01/2024	11/19/2024
11/05/2024	12/17/2024

**SAP
APPLICATION
CYCLE**

SAP MEETS EVERY 3RD TUESDAY OF THE MONTH

HEARING STARTS AT 3:30 PM IN CITY COUNCIL
CHAMBERS