



SPECIAL USE PERMIT APPLICATION For Places of Worship

City of Snellville, Georgia
Department of Planning & Development

2342 Oak Road, 2nd Floor

Snellville, Georgia 30078

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www.snellville.org

DATE RECEIVED _____

CASE # SUP _____

Rev. 11042024

Applicant is: (check one) Property Owner
 Attorney for Property Owner
 Property Owner's Agent

Property Owner (if not the applicant): check here if additional property owners and attach additional sheets.

Name (please print)

Name (please print)

Title

Title

Corporate Entity Name

Corporate Entity Name

Mailing Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

Phone Number (wk) (cell)

Phone Number (wk) (cell)

Email Address

Email Address

This Special Use Permit application is being filed along with applications for: Rezoning Land Use Plan Amendment None
Present Zoning District Classification: _____ Proposed Zoning District: _____
Present Future Land Use Classification: _____ Proposed Future Land Use Classification: _____
Property Street Address: _____ Acreage: _____ Tax Parcel No.: _____

APPLICATION FEES:

- Special Use Permit Application \$ 500; or \$250 with rezoning application
- Public Notice Sign \$ 75 (single-sided) or \$125 (double-sided) per parcel, per road frontage
- Adjoining Property Owner Notice \$ 15 (per adjoining property X 2 public hearings)

PLACE OF WORSHIP: A specially designed structure or consecrated space where individuals or a group of people such as a congregation come to perform acts of devotion, veneration, or religious study. Temples, churches, synagogues and mosques are examples of structures created for worship.

SPECIAL USE: A use which while not permitted as a matter of right may be allowed within a given zoning district when meeting standards as prescribed by this Unified Development Ordinance ("UDO"). Special land uses have operational characteristics and/or impacts that are significantly different from the zoning district's principal authorized uses and therefore require individual review pursuant to the standards and criteria set forth in this UDO.

- USE STANDARDS:** Where a place of worship is allowed as a special or limited use, it is subject to the following:
- a) Facilities must have at least 100 feet of frontage on a street with a minimum classification of major collector.
 - b) The minimum lot size is 1 acre.
 - c) The maximum lot size is 3 acres.
 - d) All buildings must be set back at least 50 feet from the front lot line, 40 feet from the rear lot line, 20 feet from the side interior lot line, and 35 feet from the side street lot line.
 - e) A minimum 10 feet wide buffer, at least 6 feet high, is required along side interior and rear lot lines that are adjacent to residential districts or residential uses.
 - f) Facilities and building to serve for place of worship use only. Mixed-use or multi-tenant building use is prohibited.

APPLICANT SHALL PROVIDE DOCUMENTED EVIDENCE THAT THE PROPERTY/PROPOSED DEVELOPMENT IS/WILL BE COMPLIANT WITH EACH USE STANDARD BELOW, OR WHERE NO DOCUMENTED EVIDENCE IS PROVIDED, A RESPONSE AS TO WHETHER THE PROPOSED DEVELOPMENT WILL MEET EACH CRITERIA OR EACH USE STANDARD AS REQUIRED IN UDO SEC. 206-4.1.H. FOR THE PROPOSED USE AND INCLUDE SAID DOCUMENTATION WITH THE APPLICATION AND RESPONSES WITHIN THE LETTER OF INTENT.

General - UDO Sec. 103-10.1. Special use permits are intended as a means for the City Council to authorize certain uses that are not permitted by-right in a zoning district. Special use permits may be subject to meeting specific standards by Chapter 200 Article 6 (Use Provisions), but still require individual review by City Council because of the increased potential for incompatibility with its immediate neighborhood.

Application Requirements - UDO Sec. 103-10.2. Each application for a special use permit must be filed with the Department and must include the following:

1. Letter of intent explaining what is proposed and any requested variance(s) from the Use Standards.
2. Attach a copy of the Use Standards as applicable to the requested Special Use. Demonstrate that the property and requested Special Use is in compliance with each Use Standard. Non-compliance with any Use Standard shall be requested as a variance from the Use Standard(s) and may be grounds for denial of the Special Use Permit.
3. A current legal description of the site. If the site includes multiple lots, provide a separate legal description for each individual lot, together with a composite legal description for all lots.
4. One (1) original and ten (10) copies of the property boundary survey. In addition, a digital copy in .pdf format must be submitted using email, flash drive, or other means approved by the Director. The survey must have been prepared by a registered land survey no more than 12 months before the date of application submittal.
5. One (1) original and ten (10) copies of the proposed site plan, drawn to scale, showing: a north arrow; land lot, district, and parcel number: the dimensions with bearing and distance; acreage; location of the tract(s); the present zoning district of all adjacent lots; the proposed location of structures, driveways, parking, and loading areas; and the location and extent of required buffer areas. The site plan must be prepared by an architect, engineer, landscape architect or land surveyor whose State registration is current and valid. The site plan must be stamped and sealed by one of the four above-mentioned professionals no more than 6 months before the date of submittal. In addition, a digital copy in .pdf format must be submitted using email, flash drive, or other means approved by the Director.
6. Architectural building renderings indicating building elevation, colors, construction materials, etc. of which the facades and roofs will consist.
7. Additional information deemed necessary by the Director in order to evaluate a proposed use and its relationship to the surrounding area must be submitted.
8. A traffic impact analysis when required by the Planning Director per Sec. 103-5.2 (see page 9 below).
9. Ten (10) stapled or bound copies of the special use permit application and all supporting documents, in addition to one unbound application bearing original signatures. In addition, a digital copy in .pdf format of all plan submittals must be submitted using the means requested by the Director.
10. Payment of the appropriate application fee and public notification fees.

Review Criteria - UDO Sec.103-10.3. In reviewing applications for a special use permit, the following standards and factors must be considered by the Planning Commission and the City Council in place of the matters identified in Sec. 103-9.4.B.10 and/or Sec. 103-9.4.C.11:

- a. Applicable use standards of Chapter 200 Article 6 (Use Provisions); and
- b. Whether the proposed use would consistent with the needs of the neighborhood or community as a whole and would not be in conflict with policies and objectives of the Comprehensive Plan; and
- c. Whether the proposed use has adverse impacts on the surrounding area, especially with regard to but not limited to traffic, storm drainage, land values and compatibility of land use activities; and
- d. Whether the proposed use is desired for development and a more intensive zoning district which contains that use as a use by right would not be appropriate for the property; or
- e. Whether a proposed use is desired for development and no zoning district contains that use as a use by right; or
- f. Whether a unique use not addressed in any zoning district is desired for development and is not likely to be duplicated within the City; or
- g. Whether the density of development may be affected by the height of a building.

Review Process - UDO Sec. 103-10.4.

1. Applications for special use permits must be submitted to the Planning and Development Department no later than noon, 42 days before the meeting date of the Planning Commission.
2. The Department may prepare a study in accordance with Sec. 103-9.5 (Department Study), which must also include how the proposed use conforms to the review criteria in this subsection. The study may recommend conditions of approval which may be deemed advisable so that the purpose of this UDO will be served and the public health, safety, morality, and general welfare secured.

3. The Planning Commission must hear the application for special use permit following the same procedures required for a rezoning in Sec. 103-9.6 (Planning Commission Action), except as follows:
 - a) The Planning Commission may not consider the matters set forth in Sec. 103-9.4.B.10 and/or Sec. 103-9.4.C.11 as part of a special use permit.
 - b) In lieu of the matters identified in clause (a) above, the Planning Commission must consider the review criteria in this subsection.
 - c) The Planning Commission may propose conditions that will ensure that the use standards identified in that clause are met and the public health, safety, and general welfare are secured.
4. At least 15 days before the date of the public hearing to be held by the City Council, the special use request must be duly advertised and heard, following the same procedure required for a rezoning in Sec. 103-9.7 (City Council Public Hearing) and Sec. 103-9.8 (Public Notification). The City Council may approve conditions that will ensure that the review criteria in this subsection are met and the public health, safety, and general welfare are secured.
5. If the special use permit application is denied by the City Council, no special use application affecting any portion of the same property may be submitted less than six (6) months from the date of denial.

Appeals - UDO Sec. 103-10.5. Any person aggrieved by a decision or order of the City Council may appeal by certiorari to the Superior Court of Gwinnett County. Any such appeal must be filed within thirty (30) days from the date of the decision of the City Council. Upon failure to file the appeal within thirty (30) days, the decision of the City Council will be final.

Following Special Use Permit Approval – UDO Sec. 103-10.6.

- A. If an application is approved and a special use permit is granted, all conditions which may have been attached to the approval are binding on the property. All subsequent development and use of the property must be in accordance with the approved plan and conditions. All final site plans must be approved by the Director before the issuance of any permits. Once established, the special use must be in continuous operation. Upon discovery that the operation of the special use has or had ceased for a period of 180 days or more and the owner of the property has not requested voluntary termination of the special use permit, the Director must forward a report to City Council through the Planning Commission which may recommend that action be taken to remove the special use permit from the property.
- B. Changes to a special use or development of a site for the special use will be treated as an amendment to the special use permit and will be subject to the same application and review process as a new application.
- C. The special use for which a special use permit is granted must commence operations or construction within 12 months of the date of approval by the City Council. If, at the end of this 12-month period, the Director determines that active efforts are not proceeding toward operation or construction, a report may be forwarded to the City Council through the Planning Commission which may recommend that action be taken to remove the special use permit from the property.
- D. The Director or an officer of the City of Snellville Police Department has the right to periodically examine the operation of the specific use to determine compliance with the requirements of any conditions. If the Director determines that the requirements and conditions are being violated, a written notice will be issued to the owner of the property outlining the nature of the violations and giving the owner of the property a maximum of 30 days to come into compliance. This 30-day maximum will be amendable in the reasonable discretion of the Director. If after 30 days the violations continue to exist, the Director must forward a report to the City Council through the Planning Commission, which may recommend that action be taken to remove the special use permit from the property.
- E. Upon approval by the City Council, a special use permit must be identified on the Official Zoning Maps.
- E. Upon approval by the City Council of a special use permit, the owner of the property must be issued a notice from the Director, which states the specific use permitted, the requirements of this subsection and any conditions attached to the approval.
- F. The Department may not issue a certificate of occupancy for the specific use unless all requirements and conditions of the special use permit have been fulfilled by the owner of the property.

CERTIFICATIONS

APPLICANT'S CERTIFICATION

The undersigned below does hereby, swear or affirm under penalty of perjury under the laws of the State of Georgia, is authorized to make this application for a Special Use Permit and that the statements and documents submitted as part of this application are true and accurate to the best of my knowledge or belief. The undersigned is aware that no application or re-application affecting the same land shall be acted upon within six (6) months from the date of last action by the Mayor and Council.

I, the undersigned applicant, understand and agree that the Special Use Permit, if approved, shall automatically terminate if the event that this property is sold, transferred or otherwise conveyed to any other party, or the business which operates the special use is sold, transferred, or otherwise conveyed or discontinued.

Signature of Applicant

Date

Affix Notary Seal

Type or Print Name and Title

Signature of Notary Public

Date

PROPERTY OWNER'S CERTIFICATION

The undersigned below, or as attached, swear and affirm that I am (we are) the owner of property that is subject to this application, as shown in the records of Gwinnett County, Georgia which is the subject matter of the attached application. I further authorize _____ to file this application. The undersigned is aware that no application or re-application affecting the same land shall be acted upon within six (6) months from the date of last action by the Mayor and Council.

Check here if there are additional property owners and attach additional "Owner's Certification" sheets.

Signature of Owner

Date

Affix Notary Seal

Type or Print Name and Title

Signature of Notary Public

Date

**CONFLICT OF INTEREST CERTIFICATIONS FOR SPECIAL USE PERMIT
(To Be Completed by Applicant)**

The undersigned below, making application for a Special Use Permit, has complied with the Official Code of Georgia Section 36-67A-1, et. seq., Conflict of Interest in Zoning Actions, and has submitted or attached the required information on forms provided.

check here if there are additional applicants and attach additional “Conflict of Interest Certification” sheets for each applicant.

Signature of Applicant

Date Type or Print Name and Title

Signature of Applicant’s Attorney or Representative

Date Type or Print Name and Title

Signature of Notary Public Date

Affix Notary Seal

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Have you, within the last two (2) years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more or made gifts having in the aggregate a value of \$250.00 or more to any member of the Mayor and City Council or any member of the Snellville Planning Commission?

YES NO YOUR NAME: _____

If the answer above is YES, please complete the following section; otherwise write NONE below:

NAME AND OFFICIAL POSITION OF GOVERNMENT OFFICIAL	CONTRIBUTIONS (list all which aggregate to \$250 or More)	DATE CONTRIBUTION WAS MADE (Within the last two years)

Check here and attach additional sheets if necessary to disclose or describe all contributions or gifts.

SPECIAL USE PERMIT CHECKLIST

The following is a checklist of information required for submission of a Special Use Permit application. The Planning and Development Department reserves the right to reject any incomplete application.

- Application Form with notarized signatures
- Application and Public Notice Fees (make check payable to City of Snellville, Georgia)
- Recorded Warranty Deed, Quit Claim Deed or other recorded legal instrument showing evidence of ownership in the real property subject to the application
- Property Legal Description for each subject parcel, Composite legal description if more than one parcel.
- As-Built Boundary Survey (current within one-year)
- Site Plan (24" x 36" full size original and one 11" x 17" reduction) – See requirements on next page
- Floor Plan (11" x 17")
- Colored Building Elevations (all elevations – may be conceptual or rendering)
- Summary of Proposed Project/Letter of Intent
- Traffic Impact Analysis (when required by UDO Sec. 103-5.2)
- Verification of Paid Property Taxes
- Additional information deemed necessary by the Planning Director in order to evaluate a proposed use and its relationship to the surrounding area.
- Applicant Certification with Notarized Signature (Attachment A)
- Property Owner Certification with Notarized Signature (Attachment A)
- Conflict of Interest Certification/Campaign Contributions (Attachment B)
- Provide Ten (10) Colored Copies of Application Original and exhibits
- Provide Ten (10) 11" x 17" Copies of Site Plan
- Provide Ten (10) 11"x17" Copies of Floor Plan
- Provide Ten (10) 8-1/2"x11" Colored Copies of Building Elevations
- Provide USB Flash Drive containing digital files (in .PDF format) of Complete Application (including all attachments, exhibits, survey, plans, photos, reports, etc.)