



SPECIAL USE PERMIT APPLICATION

APPLICATION FOR SPECIAL USE PERMIT, SNELLVILLE GEORGIA

City of Snellville, Georgia
Department of Planning & Development

2342 Oak Road, 2nd Floor

Snellville, Georgia 30078

Phone 770.985.3515 Website www.snellville.org

DATE RECEIVED _____

CASE # SUP _____

Version 4-1-2025

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

Requested Special Use: _____ Specific Use Standards are Applicable: YES NO

This SUP application is also being filed along with applications for: Rezoning Land Use Plan Amendment None

Present Zoning District Classification: _____ Present Future Land Use Classification: _____

Proposed Zoning District Classification: _____ Proposed Future Land Use Classification: _____

Property Street Address: _____ Acreage: _____ Tax Parcel No.: _____

APPLICATION FEES: Please see the Planning Department Fee Schedule for application and public notification fees.

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 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.

UDO Sec. 103-10.1. General: 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.

UDO Sec. 103-10.2. Application Requirements

- A. Each application for a special use permit must be filed with the Department and must include the following:
 1. Payment of the appropriate application and public notification fees.
 2. 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.
 3. 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.

4. 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.
5. Letter of intent explaining what is proposed and any requested variance(s) from the Use Standards.
6. Attach a copy of the Use Standards as applicable to the requested Special Use. Demonstrate and/or explain how the property and use of the property is (or will be) in compliance with each Special 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.
7. 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.
8. Architectural building renderings indicating building elevation, colors, construction materials, etc. of which the facades and roofs will consist.
9. Additional information deemed necessary by the Director in order to evaluate a proposed use and its relationship to the surrounding area must be submitted.
10. A traffic impact analysis when required by the Planning Director in accordance with UDO Sec. 103-5.2.

UDO Sec. 103-10.3. Review Criteria

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.

UDO Sec. 103-10.4. Review Process

- A. 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.
- B. 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.
- C. 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:
 1. 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.
 2. In lieu of the matters identified in clause 1 above, the Planning Commission must consider the review criteria in this subsection.
 3. 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.
- D. 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.
- E. 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 6 months from the date of denial.

UDO Sec. 103-10.5. Appeals

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 30 days from the date of the decision of the City Council. Upon failure to file the appeal within 30 days, the decision of the City Council will be final.

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

- 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.
- F. 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.
- G. 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.

UDO Sec. 103-9.8. Public Notification

The following are required for applications to amend the Future Land Use Map, Official Zoning Map, Conditions of Rezoning, or for a Special Use Permit:

- A. Legal Notice
Due notice of the Planning Commission meeting and the City Council public hearing must be published in a newspaper of general circulation within the City and the newspaper which carries the legal advertisements of the City, by advertising the application and date, time, place and purpose of the public hearing, not fewer than 15 days, nor more than 45 days before the date of the Planning Commission meeting and the City Council public hearing.
- B. Signs Posted
The Department must post a sign containing information that indicates that the application(s) has been filed and the date, time, and place of both the Planning Commission meeting and City Council public hearing at which the application(s) will be considered. The sign(s) must be posted at least 15 days, nor more than 45 days before the Planning Commission public hearing and must be posted in a conspicuous place on the property adjacent to and visible from each public street abutting the property for which an application has been submitted. The applicant must submit the required fee for the purchase of said sign(s) at the time such an application(s) is submitted. The applicant must maintain the sign(s) in good condition, making sure they are present and upright throughout the application review period, which must extend through the time of final City Council decision. The Department is responsible for the removal of all public notice sign(s).
- C. Letters to Adjoining Property Owners
The Department must notify the owners of adjoining properties of the property for which the variance is sought and/or their agent by First Class USPS mail to the mailing address provided by the Gwinnett County Tax Commissioner's Office. The notification must be mailed at least 15 days before the Planning Commission meeting. A second notification mailing must be at least 15 days before the City Council public hearing. The notification must include a description of the application and the date, time, and place of the public hearing.

APPLICANT SHALL PROVIDE A RESPONSE AS TO WHETHER THE PROPERTY MEETS EACH CRITERIA OR EACH USE STANDARD AS REQUIRED IN UDO SEC. 206 FOR THE PROPOSED USE AND INCLUDE SAID RESPONSES WITHIN THE LETTER OF INTENT.

CONFLICT OF INTEREST CERTIFICATIONS FOR SPECIAL USE PERMIT

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 property owners and attach additional "Conflict of Interest Certification" sheets.

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:

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.
- Application and Public Notification Fees (make check payable to City of Snellville, Georgia).
- Copy of 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.
- 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.
- Attach copy of Definitions and Use Standards as applicable to requested use (UDO Sec. 206).
- Letter of Intent. Demonstrate compliance with each Use Standard identified above or request as a variance.
- Verification of Paid Gwinnett County and City of Snellville Property Taxes.
- Architectural Building Renderings (or photos if existing building to be used).
- Traffic Impact Analysis (when required by UDO Sec. 103-5.2).
- Applicant and Property Owner Certification with Notarized Signature (Attachment A).
- Conflict of Interest Certification/Campaign Contributions (Attachment B).
- Additional information deemed necessary by the Planning Director in order to evaluate a proposed use and its relationship to the surrounding area.
- Provide one (1) application original with notarized signatures and ten (10) copies of application original.
- Provide USB drive containing digital files (in .PDF format) of complete application (including all attachments, exhibits, survey, plans, photos, reports, etc.).

SITE PLAN REQUIREMENTS

SITE PLANS shall include the following, unless waived by the Director of Planning and Development:

- Property lines of all lots
- Adjoining streets w/street names, adjoin alleys
- Professional's signature, date, seal, or registration number
- Scale, north arrow, date, and revision date(s)
- Site Plan Specifications (show all applicable specifications on the site plan in chart form – see attached sheet)
- Proposed lot sizes in square feet and acres
- Vicinity map at a scale of not less than 1" equals 2000 feet
- Existing and proposed roads (dimensioned, including pavement width, back of curb width, and rights-of-ways)
- Easements and utilities
- Watercourses and their names
- Stream buffers and impervious surface setbacks
- Any bridges and culverts
- Present use of any structure
- Existing topography with a maximum of 5-foot contour intervals at a minimum scale of 1" equals 50 feet
- Flood plains, flood hazard districts, and floodways as per FEMA

Include as Applicable:

- Sidewalks (required for all new construction)
- Show tree, landscaped strips, and street furniture (including street lights)
- Footprints (outlines) of existing and proposed buildings, structures, and additions
- Building entrance locations
- Show striping of parking structures, and loading spaces and areas
- Show landscaping of parking lots
- Curb cuts, driveways (indicate one-way or two-way), parking pads, turnarounds
- Bicycle/moped spaces or racks
- Van, shuttle bus, taxicab parking spaces or waiting areas
- Location and dimensions of landscaped buffers and landscaping screens
- Front, side, rear yard setbacks (dimensioned)
- Recreation facilities such as pools, playgrounds, picnic areas, etc.
- Location of solid waste dumpster enclosure(s)
- Crosswalk paving and driveway medians and refuge areas
- Zoning classifications – current and proposed
- Square footage of buildings and structures
- Square footage and use of accessory space
- Number of dwelling units and Gross Density calculation
- Height of buildings and structure(s) in feet
- Gross land area
- Total open space or lot coverage
- Number of parking and loading spaces – minimum required and proposed

EXHIBIT "A"

USES REQUIRING SPECIAL USE PERMIT APPROVAL WITH SPECIFIC USE STANDARDS

PLEASE REFER TO THE UDO SECTION REFERENCED BELOW FOR USE STANDARDS APPLICABLE TO THE CURRENT OR REQUESTED ZONING DISTRICT

USE	APPLICABLE ZONING DISTRICTS	UDO SECTION
RESIDENTIAL USES		
Single-family (attached) dwelling	TC-MU TC-R	206-3.1.D
Towne Center loft	TC-MU TC-R	206-3.1.F
Towne Center flat	TC-MU TC-R	206-3.1.G
Live-Work	RX TC-MU TC-R	206-3.1.I
Collective residence (community living arrangement; personal care home; group home)	ALL (except RO RO-BTR OP BG HSB LM TCO)	206-3.2.E
PUBLIC/INSTITUTIONAL USES		
Non-profit private outdoor recreation	ALL (except OP BG HSB MU NR LM TCO CI)	206-4.1.G
Place of worship	ALL (except RO RO-BTR OP LM)	206-4.1.H
School, public or private	ALL (except RO RO-BTR MU NR LM TCO TC-R CI)	206-4.1.J
Cemetery	ALL (except RO RO-BTR Mixed-Use & Business Towne Center)	206-4.2.B
Telecommunication antenna and tower	ALL	206-4.3.D
Utility substation	ALL	206-4.3.E
COMMERCIAL USES		
Adult entertainment establishment	BG HSB	206-5.1.
Special event facility (indoor)	BG HSB TCO TC-MU	206-5.3.
Hotels, motels, extended stay hotels	BG HSB MU TCO TC-MU	206-5.4.
Psychic, fortune teller	BG HSB MU TCO	206-5.10.G
Tattoo parlor or body piercing	BG HSB MU TCO TC-MU	206-5.10.H
Pawn shop, pawn broker, title pawn, or check cashing	BG HSB MU TCO	206-5.12.M
Boat, recreational vehicle, utility or enclosed trailer sales, rental, or service	HSB LM	206-5.13.C
Car wash	BG MU	206-5.13.D
Gas/fuel station	BG HSB LM	206-5.13.E
Vehicle sales, rental, or auction	BG HSB LM	206-5.13.J
Vehicle repair (minor)	BG HSB TCO	206-5.13.K
Vehicle repair (major)	LM	206-5.13.L
ACCESSORY USES		
Accessory cemetery	ALL (except RO RO-BTR OP LM TCO TC-MU TC-R)	206-8.3
Accessory Heliport	CI	206-8.11
Accessory Modular offices/classrooms	CI	206-8.17
Accessory outdoor storage, major	HSB LM	206-8.20