



ADMINISTRATIVE PERMIT APPLICATION

Type of Permit (Check One)

FOR SUBMITTAL REQUIREMENTS FOR EACH PERMIT TYPE, SEE ATTACHED CHECKLISTS

- | | |
|--|--|
| <input type="checkbox"/> ALTERNATIVE ANTENNA SUPPORT STRUCTURE (19.3.2.1.)
<input type="checkbox"/> AMATEUR RADIO ANTENNA (19.3.2.2.)
<input type="checkbox"/> ANTENNA, TOWER, AND ASSOCIATED STRUCTURES (19.3.2.3)
<input type="checkbox"/> CLUB (19.3.3.)
<input type="checkbox"/> GOLF COURSE (19.3.5.)
<input type="checkbox"/> GUEST HOUSE (19.3.6.)
<input type="checkbox"/> MOBILE HOME WHILE RESIDENCE IS BEING BUILT (19.3.8.)
<input type="checkbox"/> PARKING, OFF-SITE AND SHARED (19.3.9.)
<input type="checkbox"/> RAPID RAIL TRANSPORTATION STATION (19.3.10.)
<input type="checkbox"/> RECREATIONAL COURT, PRIVATE (19.3.11.) | <input type="checkbox"/> RECREATIONAL COURT, PUBLIC (19.3.12.)
<input type="checkbox"/> RELOCATED RESIDENTIAL STRUCTURE (19.3.13.)
<input type="checkbox"/> ROADSIDE PRODUCE STAND (19.3.14.)
<input type="checkbox"/> ROADSIDE VENDING (19.3.14.1.)
<input type="checkbox"/> SWIMMING POOL, PRIVATE (19.3.15.)
<input type="checkbox"/> SWIMMING POOL, PUBLIC (19.3.16.)
<input type="checkbox"/> TEMPORARY CLASSROOM (19.3.17.)
<input type="checkbox"/> TEMPORARY STRUCTURE (19.3.18.)
<input type="checkbox"/> TEMPORARY USE OF EXISTING DWELLING WHILE RESIDENCE IS BEING BUILT (19.3.19.)
<input type="checkbox"/> VETERINARY CLINIC/HOSPITAL OR KENNEL (ENCLOSED) (19.3.20.) |
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For Adult Establishment (19.3.1) and Kennel, Residential (19.3.7) Administrative Permits, please use separate applications provided by the Department of Community Development.

ADMINISTRATIVE PERMIT FEES

Roadside Vendors	\$50 plus \$10 per day
Roadside Produce Stand	\$50
Temporary Structure	\$50
Swimming Pool (Public or Private)	\$50
Guest House	\$50
All Other Administrative Permits	\$25

Additional fees collected for ALL Administrative Permits: \$25 administrative fee; \$75 site review fee (if applicable).

PLEASE BE ADVISED, FIRE DEPARTMENT AND HEALTH DEPARTMENT APPROVAL MAY BE REQUIRED. TO SCHEDULE A FIRE DEPT INSPECTION, PLEASE CALL 770-730-5600 AND ASK FOR A FIRE INSPECTION. FULTON COUNTY HEALTH DEPARTMENT IS 404-332-1808.

Name of Business or Applicant

Business License # and City/State where issued

Address of Use/Event

City

State

Zip

Business or Applicant Address

City

State

Zip

Representative Name (24-Hour Contact)

Phone #

E-mail Address

Fax #

Have you held any City of Sandy Springs Administrative Permit within the last 36 months? If yes, please provide a separate sheet listing those permit numbers held, the address of the site, the name of the owner, and the type of business conducted for each.

☐ YES

☐ NO

PROJECT/SITE INFORMATION

APPLICANT'S AFFIDAVIT

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Community Development. Further, Applicant states, under oath, that in attaching a signature hereupon the Applicant does swear that for a Roadside Vending Permit, a comprehensive survey of the vicinity of the property whereupon the proposed event is to take place was conducted by the Applicant and that said survey has demonstrated that there are no permanent businesses adjacent to or in the vicinity, at a distance of less than the required 1,500 feet, from the property whereupon the vending is to take place conducting the same or similar business or offering the same merchandise, nor are there any existing Roadside Vendors within the same 1,500 feet. Applicant further states that, should a complaint be filed against the Applicant for violation any regulation associated with this Application for an Administrative Permit, the permit issued for the subject event will immediately become void and will not be reissued for the same location.

APPLICANT'S SIGNATURE: _____

Sworn and Attested before me this _____ day of _____ 20 _____.

Notary Public (Seal)

CONTRACTOR'S INFORMATION

Contractor Name _____ Agent Name _____

Contractor Address (if other than above) _____ City _____ State _____ Zip _____

Contractor Phone _____ Cell or Home Phone _____ Fax Phone _____

E-mail _____ Business License No. _____ Trust Account No. _____

Pursuant to the Sandy Springs Zoning Ordinance, written, notarized, permission from the owner of the property upon which the event is proposed along with an application for said Permit including a 24-hour contact telephone for the owner must be provided. In addition, the owner and applicant must ensure and commit to compliance with the standards established by the Sandy Springs Zoning Ordinance for the specific application being filed.

I do hereby certify, under oath, the Applicant has been made aware of and will comply with all of the standards and requirements of the Sandy Springs Zoning Ordinance by which the above stated business/event/activity is regulated.

Name of Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

24-Hour Contact Number: _____

Owner's Signature:

Sworn and Attested before me this _____ day of _____ 20 _____.

Notary Public (Seal)

OWNER'S AFFIDAVIT

ADMINISTRATIVE PERMIT CHECKLISTS

ALTERNATIVE ANTENNA SUPPORT STRUCTURE (19.3.2.1.)

ITEM #	DESCRIPTION	CHECK ✓
Minimum Site Plan Requirements		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	Location of Alternative Structure (setback a distance equal to the Height of the Tower from a Property Line of any Street Right-of-Way, Residential District and/or AG-1 district used for single Family, unless said Structure is proposed to be located on an existing Building)	
5	Minimum ten (10) foot wide Landscape Strip planted to Buffer standards (unless the City Arborist determines that existing plant materials are adequate) around above ground equipment shelters	
Minimum Elevation Requirements		
6	Building elevations for Roof top Antennas and associated Structures (shall not project more than ten (10) feet above roof line)	
7	Structural elevations for freestanding Alternative Structures (shall not exceed one hundred fifty (150) feet from existing Grade)	

AMATEUR RADIO ANTENNA (19.3.2.2.)

ITEM #	DESCRIPTION	CHECK ✓
Minimum Site Plan Requirements		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	Location of Antenna (shall be located in the Rear Yard; all Antennas shall be set back from all Property Lines one-third (1/3) the Height of the Antenna or the district Setback requirements, whichever is greater; the Antenna must be located a distance equal to or greater than the Antenna Height from the nearest Residential Dwelling, excluding the owner's primary dwelling or Structure)	
Minimum Elevation Requirements		
5	Building elevations for Antenna (maximum Height shall be ninety (90) feet; All Antennas must be constructed with an anti-climbing device; All guy wires must be anchored on site and outside of Right-of-Way)	
Other Requirements		
6	Antennas shall not be lighted	
7	Antennas shall be painted in a neutral color identical or closely compatible with surroundings	

ANTENNA, TOWER, AND ASSOCIATED STRUCTURES (19.3.2.3)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	Location of Tower/Accessory Structures (must be set back a distance equal to the Height of the Tower from all Property Lines of any Street Right-of-Way, Residential District and/or AG-1 district used for single Family)	
5	Fencing not less than six (6) feet in Height enclosing Tower and/or associated facilities	
6	Minimum ten (10) foot wide Landscape Strip planted to Buffer standards shall be required around the facility exterior to any Fence or Wall unless the City Arborist determines that existing plant materials are adequate	
<i>Minimum Elevation Requirements</i>		
7	Structural Elevations for Antenna/Tower (Height shall not exceed two hundred (200) feet from existing Grade. Towers that are two hundred (200) feet shall be calculated to include all appurtenances (e.g. light, marking) required by the F.A.A.; Tower shall also be equipped with an Appropriate anti-climbing device)	

CLUB (19.3.3.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	Buildings and Accessory Uses (except for Parking areas, shall be located at least fifty (50) feet from all Property Lines of any Street Right-of-Way, Residential District and/or AG-1 district used for single Family)	
5	Permitted Curb Cut access shall not be from a local Street	
6	Distance from Residential Districts (hours of operation for outdoor facilities within two hundred (200) feet of any Residential District or dwelling shall be limited to the hours of 8:00 a.m. to 11:00 p.m.)	
7	Outdoor Recreational Facilities (shall be set back a minimum of one hundred (100) feet from all Property Lines of any Street Right-of-Way, Residential District and/or AG-1 district used for single Family, except as otherwise permitted with an administrative permit for Recreational Court or Swimming Pool)	

GOLF COURSE (19.3.5.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	A minimum one hundred (100) foot Setback for all Buildings and Parking areas shall be provided adjacent to any Street Right-of-Way, Residential District and/or AG-1 district used for single Family	
6	Driving range, tees, greens and fairways shall be required to have a one hundred (100) foot Setback from Minor Arterial and Collector Roads	
7	Permitted Curb Cut access shall be from a Major Thoroughfare unless shown on the approved Preliminary Plat of a single Family Subdivision	
8	When located outside a Golf Course/Subdivision Development, a minimum fifty (50) foot wide Buffer and a minimum ten (10) foot Improvement Setback shall be provided adjacent to all Buildings and Parking areas when said facilities are located adjacent to any Street Right-of-Way, Residential District and/or AG-1 district used for single Family	
9	A minimum twenty-five (25) foot Buffer and a minimum ten (10) foot Improvement Setback shall be provided Adjoining any Residential District and/or AG-1 district used for single Family located outside the Golf Course Development or any associated Development	
<i>Other Requirements</i>		
10	A report prepared by a qualified engineer or expert documenting that accessory Netting to exceed the maximum district Height is required based upon a safety hazard caused by the driving range, tee, green, fairway or other course feature shall be submitted with the application for administrative permit in support of the proposed Height	

GUEST HOUSE (19.3.6.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	Heated Floor Area shall be a minimum of six hundred fifty (650) square feet and a maximum of fifteen hundred (1500) square feet	
5	Principal Building Setbacks shall apply	
6	The location shall be limited to the Rear Yard	

MOBILE HOME WHILE RESIDENCE IS BEING BUILT (19.3.8.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	Mobile Home must be located on the same Parcel as the Principal Structure being constructed and comply with all Zoning District Setbacks	

PARKING, OFF-SITE AND SHARED (19.3.9.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas and property where shared parking is to be located	
3	Current zoning of subject property and property where shared parking is to be located	
4	Square footage of all buildings and total number of existing parking spaces for subject property and property where shared parking is to be located (No more than twenty percent (20%) of the total Parking requirement may be provided Off-Site via the administrative permit)	
5	Distance of subject property and property where shared parking is to be located (shall be no more than three hundred (300) feet from the Principal Use with pedestrian access provided between the sites as may be required by the Department)	

RAPID RAIL TRANSPORTATION STATION (19.3.10.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Refer to the agreement currently in effect between the City and the Metropolitan Atlanta Rapid Transportation Authority (MARTA) or such similar document as may be adopted and administered by the City</i>		

RECREATIONAL COURT, PRIVATE (19.3.11.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	<u>Detached Dwellings</u> . Recreational Courts serving single Family detached dwellings shall be located in Side or Rear Yards but shall not be located within a Minimum Yard.	
5	<u>Multifamily</u> . Recreational Courts, Accessory Structures, and Fencing shall be located a minimum of one hundred (100) feet from any residential Building on an adjacent Lot, Adjoining residential Property Line or Street Right-of-Way.	
6	<u>Neighborhood</u> . Recreational Courts serving a neighborhood must be located within the limits of the underlying zoning and site plan must include the following: – Recreational Courts, Accessory Structures, Fencing, and Parking shall be located a minimum of one hundred (100) feet from all Adjoining Property Line – Landscape Strips and Buffer requirements shall be as specified by Article 4.23.1. of the Zoning Ordinance – A maximum four (4) square foot Sign identifying the future Use of the Property for a Recreational Court shall be posted Adjoining the Lot's frontage until a certificate of occupancy is issued for the facility	
<i>Other Requirements</i>		
7	A report prepared by a qualified engineer or expert documenting that accessory Netting to exceed the maximum district Height is required based upon a safety hazard caused by the driving range, tee, green, fairway or other course feature shall be submitted with the application for administrative permit in support of the proposed Height	

RECREATIONAL COURT, PUBLIC (19.3.12.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	Recreational Courts, Accessory Structures, Fencing, and Parking shall be located a minimum of one hundred (100) feet from all Property Lines which abut single Family Residential Uses. Adjacent to all other zonings and Uses, the district Setback requirements shall apply	
5	Landscape Strips and Buffer requirements shall be as specified in Section 4.23.1. of the Zoning Ordinance	
<i>Other Requirements</i>		
6	A report prepared by a qualified engineer or expert documenting that accessory Netting to exceed the maximum district Height is required based upon a safety hazard caused by the driving range, tee, green, fairway or other course feature shall be submitted with the application for administrative permit in support of the proposed Height	

RELOCATED RESIDENTIAL STRUCTURE (19.3.13.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
	The address from which the Structure is being relocated	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	The total Heated Floor Area of both the existing Structure and the renovated Structure	
5	The location of the Structure and the Heated Floor Area of the Structure shall be in compliance with the minimum standards of the Zoning District and/or Conditions of Zoning	

ROADSIDE PRODUCE STAND (19.3.14.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	A minimum of six (6) spaces for Parking shall be required for the exclusive use of the Roadside Produce Stand and Parking Spaces may not be for any other Use on site	
5	Any activity or Structure shall maintain a minimum ten (10) foot Setback from the Right-of-Way and not be located within a required Landscape Strip or Buffer or Improvement Setback. Said Structure shall also maintain a Minimum Setback of ten (10) feet from any permitted Curb Cut access	

ROADSIDE VENDING (19.3.14.1.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	A minimum of six (6) Parking Spaces shall be provided adjacent to the vending area for the exclusive use of the vending operation and shall not occupy minimum required Parking Spaces for any other Use on site	
5	Any Roadside Vending displays or activity shall maintain a minimum twenty (20) foot Setback from the Right-of-Way and not be located within a required Landscape Strip or Buffer. Said displays shall also maintain a Minimum Setback of ten (10) feet from any internal drives	

SWIMMING POOL, PRIVATE (19.3.15.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	Location of Pool enclosure (enclosure shall be an effective Fence, Wall or Building not less than five (5) feet high with a self-closing, positive-latching gate provided on the outer side of the Deck area; the enclosure entrance shall be locked when the pool is not open for use and all surrounding objects or Structures must have a separation of five (5) feet from the enclosure to provide an unclimbable space)	
5	<u>Detached Dwelling Unit Swimming Pools.</u> Swimming Pools shall be allowed in Side and Rear Yards of Single Family Dwelling Units in any district. Pools, pool equipment, and Decks must be a minimum of ten (10) feet from all Property Lines, except that when perimeter Setbacks are required, for example in NUP and TR zoned districts, pools, pool equipment, and Decks cannot be located in perimeter Setbacks.	
6	<u>Neighborhood Swimming Pools.</u> Swimming Pools serving a neighborhood must be located within the limits of the underlying zoning. – Pools, pool equipment, and Decks must be located at least one hundred (100) feet from all Adjoining Property Lines. – Landscape Strips and Buffer requirements shall be as specified by Article 4.23.1. of the Zoning Ordinance. – A maximum four (4) square foot Sign identifying the future Use of the Property for a Swimming Pool shall be posted Adjoining the Lot's frontage until a certificate of occupancy is issued for the facility.	
7	<u>Multifamily Dwelling Units Swimming Pools.</u> Swimming Pools, pool equipment, Decks, Accessory Structures, and Fencing shall be located a minimum of one hundred (100) feet from any Adjoining Property Line or Street.	

SWIMMING POOL, PUBLIC (19.3.16.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	Pools, pool equipment, Decks, and Parking shall be located a minimum of one hundred (100) feet from all Property Lines which abut single Family Residential Uses. Adjacent to all other zonings and Uses, the district Setback requirements shall be provided.	
5	Landscape Strips and Buffer requirements shall be as specified by Section 4.23.1. of the Zoning Ordinance	

TEMPORARY CLASSROOM (19.3.17.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	The Structure shall not be located within any principal Building Setbacks or within any required Landscape Strips or Buffers	

TEMPORARY STRUCTURE (19.3.18.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	
4	Temporary structures shall be located outside of any required Buffers and landscape areas, and shall maintain the principal Building Setback of the district, except portable toilets must maintain a fifty (50) foot Setback from existing dwelling(s) on adjacent Lots	

TEMPORARY USE OF EXISTING DWELLING WHILE RESIDENCE IS BEING BUILT (19.3.19.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Submittal Requirements shall be the same as those for the Residential Building Permit</i>		

VETERINARY CLINIC/HOSPITAL OR KENNEL (ENCLOSED) (19.3.20.)

ITEM #	DESCRIPTION	CHECK ✓
<i>Minimum Site Plan Requirements</i>		
1	Key and/or legend and site location map with North arrow	
2	Boundary of subject property and location of any existing/proposed structures and parking areas	
3	Current zoning of subject property	