



# Johns Creek

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12000 Findley Road, Suite 400, Johns Creek, GA 30097

## APPLICATION FOR ADMINISTRATIVE PERMIT

Under the provision of Article XIX of the Zoning Ordinance, application is hereby made to obtain and Administrative Permit as follows:

Location of Proposed Use and/or Event (address, tax parcel I.D.):

Use Description: \_\_\_\_\_

Dates/Duration of Event (If Applicable): \_\_\_\_\_

### OWNERS CONTACT INFORMATION:

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

### CONTRACTOR/LESSEE/OPERATOR'S INFORMATION:

Business Name: \_\_\_\_\_ Agent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Business License No: \_\_\_\_\_ County or City where Issued: \_\_\_\_\_

### Applicant's Certification, Affidavit, and Signature

Name of Proposed Use: \_\_\_\_\_

Description of Proposed Use: \_\_\_\_\_

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 Environment & Community Development. Further, Applicant states, understands that, should a complaint be filed against the Applicant for violation any regulation associated with this Application for Administrative Permit, the permit issued for the subject event/use will immediately become void and will not be reissued for the same location.

Applicants Signature: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

Zoning: _____	Processed by: _____	Approved Date: _____
Case#: _____	Permit #: _____	Denied Date: _____
Section #: _____	Permit Fees: _____	Expiration Date: _____

Additional Required Exhibits:

A Site Plan to scale showing the street address of the property upon which the proposed use is to be located, the proposed location of use on property and the distance of the use from the subject property's boundaries, the subject property's setbacks and buffers and all existing structures or buildings on the subject property.

**The proposed location of any tent(s) erected for use during an event, and the distance from the tent to adjacent residential structure(s) shall be shown on the Site Plan. All tents that are 400 square feet in size or greater, the applicant must provide a valid copy of the Fire Resistant Certificate with the completed application.**

For events that occur in the right-of-way:

- Traffic mitigation plan
  - Emergency Service/Public Safety Plan
  - Certificate of Insurance
- (i) Name, address, and telephone number of the person, if the applicant is an individual, or the name, address, and telephone number of an applicant corporation, partnership, organization, or group;
  - (ii) Date, time, and location where the proposed event is to take place, including proposed routes of travel on public streets to be used for the event;
  - (iii) Description of activity involved with the event;
  - (iv) An approximate number of persons, animals, and vehicles which will be involved with the event;
  - (v) Names, home addresses, and telephone numbers of individuals involved with the applicant, if not an individual, who have oversight responsibility for the organization and conduct of the event on behalf of applicant;
  - (vi) A description of any recording equipment, sound amplification equipment, signs, or other attention getting devices proposed to be used during the event;
  - (vii) Plans for disposal of trash and cleanup of event area; first aid provisions; vehicle and trailer storage provisions; and toilet facilities available to event participants; and
  - (viii) Any additional information which the City Manager may find reasonably necessary to the fair administration of this chapter which may include a complete record of all arrests and convictions against the applicant and every partner, officer or director of the applicant for violations of any and all laws and ordinances of the city, county, state, or federal government, other than minor traffic violations.
- The application shall be signed and sworn to by the applicant if an individual, or by a partner, if a partnership, or by an officer, if a corporation.
  - All information furnished or secured under the authority of this article shall be kept and maintained by the City and shall be utilized only by the officials of the City responsible for administering these provisions.
  - Any false statement in an application for a permit may be grounds for revocation or denial of the permit application.

# Administrative Permit Route Sheet (Must Accompany Application for Administrative Permit Approval)

EVENT: \_\_\_\_\_

DATES OF EVENT: \_\_\_\_\_ SUBMITTAL DATE: \_\_\_\_\_

Comments back by: \_\_\_\_\_

*Please note: If we do not receive comments by this date, we will assume you have no objections to the request*

Department:	Planning & Zoning	Public Works	Administrative Services	Fire	Police	City Manager (Signature Required if in Right-Of-Way)
Comments:						
Approved by:						
Date:						