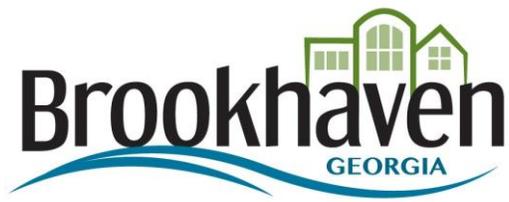


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**Administrative permit applications must be submitted at least 14 days prior to the planned event**

## Administrative Permit Application

<b>Subject Property / Event</b>	Location of the Subject Property and/or Event (physical street address or street intersection):
<b>Subject Property / Event</b>	Permit Type:
	<input type="checkbox"/> Airport Compatible Use Zone 1 <input type="checkbox"/> Art shows, carnival rides and special events of community interest <input type="checkbox"/> Home occupation involving no customer contact and no employee other than a person residing on the premises <input type="checkbox"/> Rodeos, horse shows, carnivals, athletic events and community fairs <input type="checkbox"/> Telecommunications tower or antenna <input type="checkbox"/> Temporary outdoor sales of merchandise <input type="checkbox"/> Temporary outdoor sales, seasonal <input type="checkbox"/> Temporary outdoor social, religious, entertainment or recreation activity where the time period does not exceed fourteen (14) days' duration, adequate parking is provided on the site, and where the same lot or any portion thereof is so used for no more than one such fourteen-day time period within any calendar year
<b>Subject Property / Event</b>	Date/Duration of Event: _____ To: _____
	The Community Development/Public Works Director may require a Site Plan to scale showing the subject property upon which the proposed use is to be located, the proposed location of use on the distance of the use from the subject's property's boundaries, the subject's property's setbacks and buffers and all existing structures or buildings on the subject property. <b>Attached?</b> <input type="checkbox"/> <b>Yes</b>
<b>Applicant</b>	Name:
	Address
	Phone:
	Email:
<b>Property Owner</b>	Owner's Name:
	Owner's Address:
	Phone:
	Email:
<b>Contractor/Operator Information</b>	Property Owner's Signature Indicating Permission for Activity: (or attach separate sheet or letter)
	Company:
	Name:
	Address:
<b>Contractor/Operator Information</b>	Phone:
	Email:



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

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

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

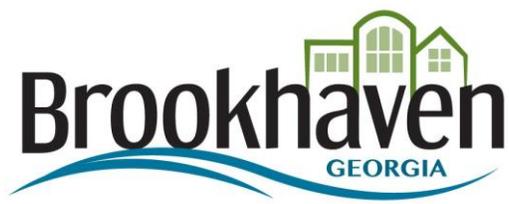
*To the best of my knowledge, application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Brookhaven Code of Ordinances. I understand that failure to supply all required information will result in the rejection of this application or revocation of a permit. I hereby indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the approval. I hereby certify that the site description herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City of Brookhaven, Georgia. Further, Applicant states, understands that, should a complaint be filed against the Applicant for violation of any regulation associated with the Application for Administrative Permit, the permit issued for the subject event/use will immediately become void and will not reissue for the same location.*

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

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

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

<b>Staff Use Only</b>	
Zoning:	Permit Number:
Processed By:	Date:
Approved/Denied By:	Approval/Denial Date:
Permit Fees:	Expiration Date:



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Site Plan Requirements:

- I. A Site Plan showing to scale 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, parking, and curb cuts located on the subject property.
- II. The proposed location of any temporary structures and/or tents erected for use during an event, and the distance from the tent to adjacent residential structures shall be shown on the Site Plan. The applicant must provide **a valid copy of the Fire Resistant Certificate** for all tents with the completed application. Furthermore, temporary structures such as tents shall be submitted to the City of Brookhaven Fire Marshal for review and inspection of the site and temporary structure plans. Please note that a \$100 inspection fee will be applied for all temporary structures or tents.
- III. Vehicle and trailer storage provisions and toilet facilities available.

Additional regulations:

- 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.
- For Airport Compatible Use Zone 1 applications see Sec. 27-1348 of the Zoning Ordinance.
- For Art shows, carnival rides and special events of community interest see Sec. 27-1424(1) of the Zoning Ordinance.
- For Home occupation involving no customer contact and no employee other than a person residing on the premises see Sec. 27-1427 of the Zoning Ordinance.
- For Rodeos, horse shows, carnivals, athletic events and community fairs see Sec. 27-1424(2) of the Zoning Ordinance.
- For Telecommunications tower or antenna see Sec. 27-1454 of the Zoning Ordinance.
- For Temporary outdoor sales of merchandise see Sec. 27-1456 of the Zoning Ordinance.
- For Temporary outdoor sales, seasonal see Sec. 27-1457 of the Zoning Ordinance.