



**APPLICATION INTAKE**

**In Person:** 9:00 am – 4:00 pm

**By Email:** planningandzoning@roswellgov.com

_____	_____
<b>MUNIS #</b>	<b>ZCL #</b>

**Request for a Zoning Confirmation Letter (ZCL)**

The Zoning Confirmation Letter (ZCL) includes researching departmental records on the property. The letter will state the current zoning classification of the property, permitted uses for the zoning category, the zoning history of the property (including any rezoning conditions) and the answers to any specific zoning related questions provided by the applicant.

The request must include the following:

- Payment by cash, credit card, or check for \$50 made payable to City of Roswell
- Survey or site plan of the property, at an appropriate engineering scale, which identifies parcel size or Fulton County Tax Assessor’s Property Information.
- GA State Board of Registration Zoning Certification Form

Should you need copies of building records or Certificates of Occupancy you must file an “Open/Public Records Request” with the City Clerk.

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**Please print legibly**

Date: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
(Parcel ID through Fulton County Assessor’s website)

Address of Property (including suite #): \_\_\_\_\_

*\*\*ZCL will be addressed and forwarded to the address below\*\**

ATTN: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How would you like to receive the ZCL?

Mail  Email  Pick-Up

## AUTO BROKER ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, acknowledge that the use of an Auto Broker License at the following address (including Suite #) \_\_\_\_\_, is an **office use only**.  
(PRINT LOCATION)

NO INVENTORY of VEHICLES is allowed to be stored on-site at ANY time. This is a condition of your business license. The City of Roswell has the right to revoke your business license if this condition is not followed.

\*\*\*Please provide Photo ID\*\*\*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# ZONING CERTIFICATION

This is to certify that the property listed as:

\_\_\_\_\_  
DEALERSHIP NAME

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

is currently zoned for use as a Used Motor Vehicle Dealer or Used Motor Vehicle Parts Dealer establishment in the county / city of \_\_\_\_\_ and that current zoning standards will allow a permanent sign on the property that apprises consumers of the dealership.

- This Used Motor Vehicle Dealer is **NOT** allowed to store inventory or display used motor vehicles for sale at any time.
- This Used Motor Vehicle Dealer will operate an "Open Lot" and may display a maximum of \_\_\_\_\_ vehicles for sale at any one time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

SWORN TO AND SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires \_\_\_\_\_

**Georgia requires a legible ink seal for notarized documents.**

If an embossed seal is used a foil overlay or shading should be applied to make the seal legible when digitized

**NOTARY SEAL**