

**APPLICATION INTAKE**

In Person: 9:00 am – 3:30 pm

By Email: [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com)



**Before submitting an application, you must schedule a pre-application conference with the Community Development Department discuss the procedures, standards and regulations required for approval.**

To request a meeting email [planningandzoning@roswellgov.com](mailto:planningandzoning@roswellgov.com) or call 770-817-6720.

	CU #: _____
TYPE	<b>UDC ZONING APPLICATION FOR LICENSED MASSAGE ESTABLISHMENT</b>
	<b>TYPE OF REQUEST :</b>
	<input type="checkbox"/> Conditional Use <span style="margin-left: 200px;">Present Zoning _____</span>
	<span style="margin-left: 200px;">Proposed Use _____</span>
PROJECT	<b>PROJECT</b>
	_____ Name of Project
	_____ Property Address/Location <span style="margin-left: 150px;">Suite/Apt. #</span> <span style="margin-left: 50px;">City</span> <span style="margin-left: 50px;">State</span> <span style="margin-left: 50px;">Zip Code</span>
	_____ Land Lot <span style="margin-left: 100px;">District</span> <span style="margin-left: 100px;">Section</span> <span style="margin-left: 100px;">Property ID</span>
APPLICANT	<b>APPLICANT/OWNER</b>
	_____ Applicant
	_____ Company
	_____ Mailing Address <span style="margin-left: 150px;">Suite/Apt. #</span> <span style="margin-left: 50px;">City</span> <span style="margin-left: 50px;">State</span> <span style="margin-left: 50px;">Zip Code</span>
_____ Phone <span style="margin-left: 100px;">Cell Phone</span> <span style="margin-left: 100px;">Fax Phone</span> <span style="margin-left: 100px;">E-mail</span>	
REPRESENTATIVE	<b>REPRESENTATIVE</b>
	_____ Contact Name and Company (Owner's Agent or Attorney)
	_____ Contact Mailing Address <span style="margin-left: 150px;">Suite/Apt. #</span> <span style="margin-left: 50px;">City</span> <span style="margin-left: 50px;">State</span> <span style="margin-left: 50px;">Zip Code</span>
	_____ Phone <span style="margin-left: 100px;">Cell Phone</span> <span style="margin-left: 100px;">Fax Phone</span> <span style="margin-left: 100px;">E-mail</span>
I hereby certify that all information provided herein is true and correct _____ Applicant Signature: Property Owner or Owner's Representative <span style="float: right;">Date: ____ / ____ / ____</span>	
<b>OFFICE USE</b> Fee: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> CC - Visa/ MC    Date: ____ / ____ / ____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied    By: _____    Date: ____ / ____ / ____	



## Conditional Use Questions

1. The use is allowed as a conditional use in the respective zoning district (see Articles 3 through 7).
2. The use complies with the applicable specific use standard listed in Article 9, if any, without the granting of any variance.
3. The use is compatible with adjacent uses in terms of location, scale, site design, hours of operation, and operating characteristics.
4. Any adverse impacts resulting from the proposed use in the affected area will be effectively mitigated or offset.
5. The City and other service providers will be able to provide sufficient public facilities and services including schools, roads, recreation facilities, wastewater treatment, water supply and stormwater facilities, police, fire and emergency medical services, while maintaining sufficient levels of service to existing development.



**Application Signature Page**

Please complete this **Property Owner Signature Page** for ALL applications. **READ CAREFULLY BEFORE SIGNING.**

- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the Unified Development Code) will result in REJECTION OF THE APPLICATION.
- I understand that preliminary approval of my design plan does not authorize final approval of my zoning or signage request. I agree to arrange sign permitting separately, after approval is obtained.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.
- I have read the provisions of the Georgia Code Section 36-67A-3 as required regarding Campaign Disclosures. My signed Campaign Disclosure Statement is included with this Application (required for rezoning only).
- I understand that due to a sewer allocation system controlled by Fulton County, sewerage capacity may not be available. I agree to arrange sewer service separately from this application. The method of sewage disposal that is planned for this property is:
 

Check one:	<input type="checkbox"/> Sanitary Sewer
	<input type="checkbox"/> Septic Tank

*I respectfully petition that this property be considered as described in this application*

From Use District: \_\_\_\_\_ To Use District: \_\_\_\_\_

Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be considered accordingly. Additionally, applicant further acknowledges and fully understands all above statements made by the City of Roswell.

**PROPERTY OWNER SIGNATURE (REQUIRED FOR ALL APPLICATIONS)**

*I hereby certify that all information provided herein is true and correct.*

Owner of Property (Signature)	_____/_____/_____
Street Address, City, State, Zip	Date
	_____/_____/_____
	Phone

**NOTARY**

Personally appeared before me the above Owner named \_\_\_\_\_ who on oath says that he/she is the Applicant for the foregoing, and that all the above statements are true to the best of his/her knowledge.

Notary Public (Signature)	_____/_____/_____	_____/_____/_____
	Date	Date Commission Expires

**ATTORNEY / AGENT (IF APPLICABLE)**

Attorney/Agent (Signature)	_____/_____/_____
Street Address, City, State, Zip	Date
	_____/_____/_____
	Phone



## Campaign Disclosure Ordinance

Please read the law and complete the **Campaign Disclosure Statement** on the following page if you are requesting a **Rezoning, Concurrent Variance, or Conditional Use**.

GA Citation/Title

GA Code 36-67A-3, Disclosure of campaign contributions

\*38069 Code, 36-67A-3

### CODE OF GEORGIA TITLE 36. LOCAL GOVERNMENT PROVISIONS APPLICABLE TO COUNTIES AND MUNICIPAL CORPORATIONS CHAPTER 67A. CONFLICT OF INTEREST IN ZONING ACTIONS (Current through 2000 General Assembly)

36-67A-3 Disclosure of campaign contributions.

- a) When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
  - 1) The name and official position of the local government official to whom the campaign contribution was made; and
  - 2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- b) The disclosures required by subsection (a) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- c) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority respective local government showing:
  - 1) The name and official position of the local government official to whom the campaign contribution was made; and
  - 2) The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- d) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government of any of its agencies on the rezoning application.

(Code 1981, 36-67A-3, enacted by Ga. L. 1986, p. 1269, 1; Ga. L. 1991, p. 1365, 1; Ga. L. 1993, p. 91, 36.)

*Official Code of Georgia Annotated Copyright 1982 - 2000 State of Georgia.*



**Applicant Campaign Disclosure Statement**

Have you, within the two years immediately preceding the filing of this application, made campaign contributions aggregating \$250.00 or more to a member of the City of Roswell City Council or a member of the City of Roswell Planning Commission?

YES       NO

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Applicant/Owner of Property (Signature)      Date

\_\_\_\_\_  
Street Address, City, State, Zip

If the answer is yes, please complete the following section:

Date	Government Official	Official Position	Description	Amount



## CHECKLIST

### CONDITIONAL USE FOR LICENSED MASSAGE ESTABLISHMENT

Zoning: Existing \_\_\_\_\_ Requested \_\_\_\_\_ Location: \_\_\_\_\_

LL: \_\_\_\_\_ Acres \_\_\_\_\_ District \_\_\_\_\_

Completed application form:

\_\_\_\_\_ Conditional Use

One (1) original application including signed and notarized signature of property owner, plus copies of all materials and information as specified in this checklist is required. Zoning application requirements are covered in Article 13 of the *Roswell Unified Development Code*.

Surveys/Plans: Three sets of 11 x 17 plans. Plans should be folded, not rolled.

**Flash drive or CD with each item as a separate PDF.**

\_\_\_\_\_ Application fee(s) payable to the City of Roswell; see Fee Schedule from Roswellgov.com

\_\_\_\_\_ Written analysis of how the proposed action compares to the decision criteria specified for deciding on the subject type of application. See Analysis Requirements questions in the Zoning application. Complete Concurrent Variance Justification, if required, for Concurrent Variance.

\_\_\_\_\_ Signed Applicant Campaign Disclosure Statement;

\_\_\_\_\_ Letter of intent describing the proposed use of the property or other action requested;

\_\_\_\_\_ Documentation that indicates the City of Roswell Police Department has reviewed the application and that all requirements have been met in order to be able to proceed with the Conditional Use request.

Interior/layout plans of tenant space showing ALL of the following:

\_\_\_\_\_ Label each room/space as to the use

\_\_\_\_\_ Show all ingress and egress to the tenant space



**Planning & Zoning Director Acceptance Stamp**

Conditional Use



**\*\*ALL APPLICATIONS MUST BE REVIEWED AND APPROVED BY ALL CITY DEPARTMENTS BEFORE BEING ADVERTISED AND PLACED ON AN AGENDA \*\***

**After an application has been reviewed and approved by all city departments, a certified letter confirming meeting dates will be sent to the applicant.**

- **Mayor and City Council meetings take place on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 7:00 PM in Roswell City Hall Council Chambers- 38 Hill Street Roswell, GA 30075**



<b>2024 Mayor and City Council Meetings</b>
<b>Monday, January 8, 2024</b>
<b>Monday, February 12, 2024</b>
<b>Monday, March 11, 2024</b>
<b>Monday, April 8, 2024</b>
<b>Monday, May 13, 2024</b>
<b>Monday, June 10, 2024</b>
<b>Monday, July 8, 2024</b>
<b>Monday, August 12, 2024</b>
<b>Monday, September 9, 2024</b>
<b>Tuesday, October 15, 2024</b>
<b>Tuesday, November 12, 2024 <i>**Moved due to Veteran's Day**</i></b>
<b>Monday, December 9, 2024</b>