



Carroll County Department of Community Development

423 College Street; P.O. Box 338, Carrollton, GA 30117 ☎ 770.830.5861

Application for a Temporary Outdoor Display Permit (TODP)

Application Fee: \$25

Procedures

- Step 1:** Take the **Parcel Information Sheet** to the Map Room (#414 in the Administration Building) to be filled out.
- Step 2:** Complete the application and submit it, along with the Parcel Information Sheet, a copy of an Occupational Tax Certificate, and appropriate fees to Community Development for review. A sketch on the back of the Parcel Information Sheet should show the location of the outdoor display, buildings, property lines, proposed setbacks, and a North Arrow.
- Step 3:** Staff will review the application and determine if it is complete. A decision will be made within three days of the submission of a complete application.
- Step 4:** The applicant will be notified of the staff's decision.
- Step 5:** If approved, the applicant is responsible for posting the TODP card in a visible location until the event has expired.

1. Applicant's Name:

Address, City, State & Zip Code

Phone

The owner/applicant recognizes that temporary outdoor display must be directly related to the primary business on the parcel in which it is located.
 Yes No ____ (Initials)

The owner/applicant recognizes that the temporary permit is only valid for 3 consecutive days and that they are limited to 6 display opportunities per year.
 Yes No ____ (Initials)

2. Property Owner (if different from Applicant):

Phone

Setback Requirements

Please note: The outdoor display must be set back a minimum of 5 feet from the public right-of-way.

Please note: Notarized Signatures of the applicant and at least 51% of all record titleholders are required. Please attach an additional affidavit sheet if necessary.

3. Proposed Location/Address:

Address

City, State & Zip Code

Dates of Display:

_____ to _____
 (Start) (End)

Product(s):

Size Requirements

Total Floor Area of Business:

 (square feet)

Total Proposed Area of Display:

 (square feet)

Please note: Total temporary display area may not exceed 15% of the gross floor area of the retail business on the parcel in which the display is to be located.

Staff Use Only

Commercial Zoning

Yes No
Percentage _____ %

Meets the requirements of the TODP Yes No

_____ (Signature)
 _____ (Date)

STATE OF GEORGIA
COUNTY OF CARROLL



AFFIDAVIT FOR A _____

_____, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a _____ under the Ordinances of Carroll County:

The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Carroll County in making a decision whether to issue this Application, License, Permit, or other Department approval.

On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Carroll County.

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This ____ day of _____, _____.

AFFIANT (signature)

Address: _____

Sworn to and subscribed
before me this ____ day
of _____, _____.

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address

Notary Public

My Commission Expires:

Entity: _____
Address: _____

PARCEL INFORMATION SHEET & APPLICATION FOR ZONING COMPLIANCE CERTIFICATE

To be completed by Map Room Personnel in Room #414

MAP ROOM OFFICAL: _____

MAP: _____ **LAND LOT:** _____

PARCEL: _____ **DISTRICT:** _____

CURRENT PROPERTY OWNER: _____

PROPERTY OWNER AS OF JANUARY 1ST: _____

APPLICANT (IF DIFFERENT FROM OWNER): _____

PROJECT ADDRESS: _____

CITY: _____

SUBDIVISION: _____ **LOT #:** _____

ACREAGE: _____ **PARCEL SPLIT FROM:** _____

CURRENT ZONING CLASSIFICATION		
REQUIRED SETBACKS	FRONT	
	SIDE	
	REAR	
CERTIFICATE OF ZONING COMPLIANCE – CHECKLIST		
<input type="checkbox"/> Owner(s) & Agent (if applicable) <input type="checkbox"/> Legal Description or Adequate Description of Property <input type="checkbox"/> Complete Inventory of Existing Structures (noting uses & non-conforming structures) <input type="checkbox"/> Complete Inventory of Proposed Structures <input type="checkbox"/> Complete Inventory of Existing Uses and/or Activities <input type="checkbox"/> Applicant's Certification		
Signature of Zoning Administrator or Designee: _____ Date: _____ Comments: _____		
CDP COMPLIANCE	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of CDP Administrator or Designee: _____ Date: _____ Comments: _____
PLAT APPROVED	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of County Engineer or Designee: _____ Date: _____ Comments: _____
APPROVED FOR NEW ADDRESS	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of Zoning Administrator or Designee: _____ Date: _____ Comments: _____

Sketch of Property

<i>Please check:</i>	CONVENTIONAL	MANUFACTURED HOME	COMMERCIAL
	ACCESSORY BUILDING OR ADDITIONS	OTHER: _____	

- ⇒ Provide a sketch of proposed building location, driveway, septic tank location and all additional structures.
- ⇒ Show the ***dimensions*** of the lot and all setbacks from the house and other structures to all property lines.
- ⇒ The front setback shall always be measured from the centerline of the frontage road(s).
- ⇒ Show location of any wells, trash pits and all easements (drainage or utility) located on the property.
- ⇒ Show distance to nearest stream or lake on property, or if not within 200 feet of a stream or lake, please note.

Provide a complete listing of all existing structures that are now on the property: _____

Describe the type of structure that you plan to build: _____

Is this a Multiple Road Frontage Lot: _____