



Carroll County Department of Community Development

423 College Street
P.O. Box 338

Carrollton, GA 30117
(770) 830-5861

APPLICATION FOR TEMPORARY OUTDOOR DISPLAY PERMIT (TODP)

Procedures:

1. Take the **Parcel Information Sheet** to the Map Room (#414 in the Administration Building) to be filled out.
2. Complete the application and submit a copy of the Occupational Tax Certificate, and appropriate fees, to Community Development for review. The *Sketch of Property* sheet should show the location of the outdoor display, buildings, property lines, proposed setbacks, and a North Arrow.
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.
4. The applicant will be notified of the staff's decision.
5. If approved, the applicant is responsible for posting the TODP card in a visible location until the event has expired.

Applicant Name: _____
 Address: _____ Phone: (____) _____
 City: _____ State: _____ Zip: _____

Property Owner (if different from applicant):

Phone: (____) _____

Please note: Notarized Signatures of the applicant and at least 51% of all record titleholders are required. Please complete the attached *Authorization of Property Owner* form if owner is different from applicant.

Proposed Location/ Address: _____
 City: _____ State: _____ Zip: _____

Date(s) of Display: Start _____ to End _____

Product(s): _____

Total Floor Area of Business: _____ sq. ft.

Total Proposed Area of Display: _____ sq. ft.

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.

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 they are limited to six (6) display opportunities per year. YES NO _____ (Initials)

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

STAFF USE ONLY

Commercial Zoning: YES NO

Percentage: _____%

Meets the requirements of the TODP:

YES NO

Signature: _____ Date _____



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AFFIDAVIT FOR A TEMPORARY OUTDOOR DISPLAY PERMIT (TODP)

_____, [PRINT NAME] 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 **Temporary Outdoor Display Permit (TODP)** under the ordinances of Carroll County.

The information contained within the application attached hereto and filed in the Carroll County Department of Community Development consist 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)
Personal _____
Address: _____

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

Entity: _____
Address: _____

Notary

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

Signature: _____
My Commission Expires: _____

Seal:





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PARCEL INFORMATION SHEET APPLICATION FOR ZONING COMPLIANCE CERTIFICATE

To be filled out by Map Room Personnel in Room #414

DEPARTMENT STAFF/MAP ROOM OFFICIAL:			
MAP:		LAND LOT:	
PARCEL:		DISTRICT:	
CURRENT PROPERTY OWNER:			
PROPERTY OWNER AS OF JANUARY 1 ST :			
APPLICANT (IF DIFFERENT FROM OWNER):			
PROJECT ADDRESS:			
CITY:			
TELEPHONE NUMBER:			
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 County Planner or Designee: _____ Date: _____			
Comments: _____			
CDP COMPLIANCE	<input type="checkbox"/> YES	Signature of CDP Administrator or Designee: _____ Date: _____ Comments: _____	
	<input type="checkbox"/> NO		
PLAT APPROVED	<input type="checkbox"/> YES	Signature of County Engineer or Designee: _____ Date: _____ Comments: _____	
	<input type="checkbox"/> NO		
<u>APPROVED FOR NEW ADDRESS</u>	<input type="checkbox"/> YES	Signature of County Planner or Designee: _____ Date: _____ Comments: _____	
	<input type="checkbox"/> NO		



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SKETCH OF PROPERTY

Please check: COMMERCIAL OTHER: _____

- Provide a sketch of the proposed building location, driveway, septic tank location, and all other 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. 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: *(If a residence, must be at least 1,230 sf unless expressly approved by the Board of Commissioners)* _____

Is this a multiple road frontage lot? _____

Sketch of Property