



LAGRANGE
GEORGIA

License and Permit Department
(706) 883-2054

Special Use Permit Application & Registration
Group Residential and/or Group Treatment Facility

Please print these forms, answer the questions completely and submit the Application to the **Department of Community Development, Permits & Business Licenses**, for approval. If your application is disapproved, you may contact the **Board of Planning and Zoning Appeals**, 200 Ridley Avenue, LaGrange, GA 30240.

Applicant Information

Business Name: _____

Address of Business: _____

Mailing Address if Different: _____

Property Owner's Name: _____

Applicant's Name: _____

Telephone Number: _____ Fax: _____

Email address _____ Other Contact phone# _____

Please read the attached information prior to completing the following questions.
The attached forms must be completed and submitted with this Application

YES OR NO

WILL YOU MAKE ALTERATIONS? () Architect's Plans for renovation work must be submitted for review and Permitting. All renovations are subject to the requirements of the Building Codes adopted by the State of Georgia and must comply with The Georgia State Accessibility Code (ADA).

Permits will be required and scheduling of progress inspections is the responsibility of the Contractor.

WILL YOU HAVE BUSINESS VEHICLES? () Off-street parking is required in compliance with City Code Sec. 25-35-6 (See Page 4)

WILL YOU INSTALL EXTERIOR SIGNAGE? () All exterior signage is permitted separately in compliance with City Code Sec. 25-10

WILL YOU HAVE EMPLOYEES? () Number of Employees _____

Each facility shall be required to pay an annual permit fee of \$20.00, said fee to be paid no later than January 1st of each year of operation. For a facility which begins operation subsequent to January 1st, the permit fee shall not be prorated but shall be due in full for the remainder of the calendar year.

Applicant Signature: _____ Date: _____

Application Approved By: _____ Date: _____
City Official

As part of the application process required by the City Code, Sec. 25-35-14, please answer all questions below that apply to your proposed Group Home.

1. If the applicant is not an individual, the names and addresses of all members of the board of directors if the applicant is a corporation. If the applicant is an entity other than a corporation, the applicant shall state the type of entity, principals, and where organized.

2. The name and address of the manager of the facility:

3. Whether the proposed location will serve as a group residential facility or a group treatment facility, including the nature of services and treatments to be provided to residents of the facility and, for group residential facilities, the maximum number of residents, excluding staff, to be housed at any one time:

4. Whether the applicant contends that the facility at issue is operating as a conditional use in a residential zone and, if so, the date the facility began operation.

5. If the application is for a group treatment facility, the applicant shall submit a plan which contains, at minimum, the following components:

- a. Hours of operation;
- b. Designated staff member, telephone number and administrative procedure for neighborhood complaints or concerns; and
- c. Grounds maintenance plan.

Sec. 25-35-6. Off-street automobile parking and storage.

Each use shall provide off-street parking or storage space on every lot in all districts, except the C-2 central business district, as required by this section. Where no parking space can reasonably be provided on the same lot, such space shall be provided on any lot a substantial portion of which is located within four hundred (400) feet of such uses. No certificate of occupancy will be issued upon completion of any building or group of buildings unless and until all off-street parking and loading requirements shown upon the plans or made part of the building permit shall be in place and ready for use. The required parking space for any number of separate uses may be combined in one (1) lot, but the required space assigned to one (1) use may not be assigned to another use at the same time. Each automobile parking space shall be not less than three hundred (300) square feet in area, including all drives and maneuvering space, and only those areas exclusively designed as parking spaces, and the immediate access thereto, may be counted. In no case shall areas that are inaccessible because of size, topography, or utilization for purposes other than parking be considered in the calculation of square footage for parking. Such space shall be provided with vehicular access to a street or alley, and with an all-weather surface. All off-street parking areas and facilities constructed in accordance with this section shall comply with all applicable requirements of the Americans with Disabilities Act of 1990 (as amended). The minimum required number of off-street parking spaces that shall be provided for each specific use shall be based on the average peak parking space rates for the most closely comparable land use specified in the manual entitled Parking Generation, Third Edition, 2004 (as amended), published by the Institute of Transportation Engineers.

GENERAL INFORMATION AND APPROVAL

Within sixty (60) days of the submission of a completed application, the board of zoning and planning appeals shall review the contents of said application and transmit to the mayor and council a recommendation of approval or denial of same. The mayor and council shall thereafter act on a completed special use permit application within forty-five (45) days of the recommendation of the board of zoning and planning appeals.

Any special permit issued pursuant to this section shall become invalid if the appropriate permits or licenses required by the State of Georgia are revoked or otherwise terminated. Such special permits shall also become invalid if the facility is not operated for a continuous period of six (6) months.

Each group treatment facility governed by this ordinance shall be required to apply for and received accreditation by the council on accreditation (group living services) or commission on accreditation of rehabilitation facilities (group home care) within two (2) years of the receipt of the special use permit required hereunder, and shall maintain such accreditation while operating the group treatment facility. Those group treatment facilities operating as a conditional use shall be required to apply for and receive such accreditation by January 1, 2013, and shall maintain such accreditation while operating the group treatment facility.

Each facility shall be required to pay an annual permit fee of \$20.00, said fee to be paid no later than January 1st of each year of operation. For a facility which begins operation subsequent to January 1st, the permit fee shall not be prorated but shall be due in full for the remainder of the calendar year.

(1) Any special permit which has been issued or which may hereafter be issued by the city to any permittee under this code section may be suspended or revoked for due cause as hereinafter defined, and after a hearing has been held by the mayor and council for the purpose of considering any such suspension or revocation. At least five (5) days prior to such hearing, written notice of the time, place and purpose of such hearing, and a statement of the charge or charges upon such hearing is to be held, shall be given to the holder of such permit for which suspension or revocation is to be considered.

(2) Due cause for the suspension or revocation of a permit shall consist of a violation of any laws or ordinances applicable to regulating such group residential facility or group treatment facility, violation of regulations made pursuant to authority granted for the purposes of regulating such facility, or failure of the permittee or his employees to promptly report to the police department any violation of the law or ordinances, any breach of the peace, disturbance or altercation resulting in violence which may occur in or upon the permitted premises.

(3) A decision shall be rendered in writing by the mayor and council within ten (10) days of the hearing referenced hereinabove. Appeal of such decision shall be by writ of certiorari or any other lawful process to the Superior Court of Troup County.

End

Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, as an applicant for a(n) _____

[Business license, occupational tax certificate, or other document required to operate a business] as referenced in O.C.G.A. § 36-60-6(d), from the City of LaGrange, the undersigned applicant representing the private employer known as _____ [printed name of private employer] verifies of the following with respect to my application for the above mentioned document:

- 1. **Fill out this section between January 1 2012 and June 30, 2012**
 - (a) _____ On January 1st of the below signed year the individual, firm or corporation employed five hundred (500) or more employees.
 - (b) _____ On January 1st of the below signed year the individual, firm or corporation employed **less than** five hundred.

If the employer selected 1(a) please fill Section 3 below

- 2. **Fill out this section between July 1, and June 30, 2013**
 - (a) _____ On January 1st of the below signed year the individual, firm or corporation employed one hundred (100) or more employees.
 - (b) _____ On January 1st of the below signed year the individual, firm or corporation employed **less than** one hundred (100) employees.

If the employer selected 1(a) please fill Section 3 below

- 3. **The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 3660-6(a). The undersigned private employer also attests that its federal work authorization user identification number and ate of authorization are as listed below:**

Federal Work Authorization User Identification Number

Date of Authorization

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties allowed by such statute.

Executed on the ___ date of _____, 20___ in _____ (City), _____ (state)

Signature of Authorized Officer of Agent

Printed Name of and Title of Authorized Officer or Agent

SUBSCRIBED AND WORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20___

NOTARY PUBLIC

My Commission Expires: _____



State of Georgia
Department of Revenue
1800 Century Boulevard
Atlanta, Georgia 30345

Official Addendum to Business Occupancy License Application

Required Fields

Name of Business (Legal Name or Trade Name):
Mailing Address if Different From the Physical Address:
Actual Physical Address of Each Location of Such Business if Different From the Mailing Address:
Sales Tax ID #, if Your Business is Required to Have One by Law:
Applicable North American Industry Classification System Code Number (Please list all NAICS):

NOTICE:

Upon completion or refusal to complete this form by the taxpayer, the municipality or county shall provide written notice to the taxpayer that the above information will be submitted to the Georgia Department of Revenue.

The failure or refusal to complete this form by the taxpayer shall not toll or extend the time of payment established for such occupancy tax or regulatory fee under Code Section 48-13-20.

In accordance with O.C.G.A. §§ 48-2-15 and 48-7-60, all taxpayer information provided on this Form shall be confidential and privileged.

In compliance with O.C.G.A. §§ 48-1-2 and 48-8-33, the Commissioner of the Georgia Department of Revenue shall collect all sales tax remitted in Georgia.

Any questions or comments regarding the collection of sales tax or this Form should be directed to the Georgia Department of Revenue at (404) 417-6605 or sent to Tax Law & Policy, 1800 Century Blvd., NE, Atlanta, GA 30345.

An Equal Opportunity Employer

