

Temporary Use Permit

Community Development

4800 Ashford Dunwoody Road | Dunwoody, GA 30338
Phone: (678) 382-6800 | Email: permits@dunwoodyga.gov

The City of Dunwoody Community Development Department accepts requests for temporary use permits. A temporary use is the use of property conducted from an area or structure (e.g., parking lots, lawns, trucks, tents, or other temporary structures) that does not require a building permit and that may or may not comply with the use or lot and building standards of the zoning district in which the temporary use is located.

Required Documents:

- Temporary Use Permit Application
- Proof of Property Owner Permission
 - Either signature on application or attached letter/contract
- Application Fee
 - The application fee is \$50 for outdoor seasonal sales (i.e. Christmas trees, pumpkins, etc.) or roadside produce stands. The City accepts cash, check (payable to City of Dunwoody), or credit card (Visa or Mastercard).

If applicable, please provide the following additional attachments:

- Site Plan
- Temporary Sign Permit Application
 - If you anticipate posting any signs (including small, directional signs), please complete and attach the Temporary Sign Permit Application.

Be advised, in approving any temporary use, the community development director is authorized to impose conditions that will help to ensure that the use and its associated activities do not create significant adverse impacts on surrounding uses and that they operate safely, consistent with the general purposes of this zoning ordinance. Such conditions may include the following:

- Requirements for vehicle access and parking;
- Restrictions on hours of operation;
- Limitations on signs and outdoor lighting;
- Requirements for financial guarantees covering the costs of cleanup and/or removal of structures or equipment; and
- Other conditions necessary to carry out the general purposes of this zoning ordinance.

If you have questions, please contact the Community Development Department at (678) 382-6800.

TEMPORARY USE PERMIT APPLICATION

Community Development
 4800 Ashford Dunwoody Road | Dunwoody, GA 30338
 Phone: (678) 382-6800 | Fax: (770) 396-4828

Project #: _____ Date Received: _____

Project:

Name of Project / Subdivision: _____	Zoning: _____
Property Address / Location: _____	
District: _____	Land Lot: _____
Block: _____	Property ID: _____

Owner Information:

Owner's Name: _____		
Owner's Address: _____		
Phone: _____	Fax: _____	Email: _____

Applicant Information: Check here if same as Property Owner

Contact Name: _____		
Address: _____		
Phone: _____	Fax: _____	Email: _____

Terms & Conditions:

I hereby certify that to the best of my knowledge, this application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Dunwoody Zoning Ordinance. I understand that failure to supply all required information (per the relevant requirements of the Dunwoody Zoning Ordinance) will result in the rejection of this application.

Applicant's Name: _____	
Applicant's Signature: _____	Date: _____

Notary:

Sworn to and subscribed before me this _____ Day of _____, 20_____
Notary Public: _____
Signature: _____
My Commission Expires: _____

Office Use:

Application Fee: <input type="checkbox"/> \$50	Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC	Date: _____
Decision: _____	Date: _____	

Property Owner(s) Notarized Certification

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The owner and petitioner acknowledge that this application form is correct and complete. By completing this form, all owners of the subject property certify authorization of the filing of the application, and authorization of an applicant or agent to act on their behalf in the filing of the application including all subsequent application amendments.

Property Owner (If Applicable):

Signature: _____	Date: _____
Address: _____	
Phone: _____	Fax: _____
Email: _____	
Sworn to and subscribed before me this _____ Day of _____, 20_____	
Notary Public:	

Property Owner (If Applicable):

Signature: _____	Date: _____
Address: _____	
Phone: _____	Fax: _____
Email: _____	
Sworn to and subscribed before me this _____ Day of _____, 20_____	
Notary Public:	

Property Owner (If Applicable):

Signature: _____	Date: _____
Address: _____	
Phone: _____	Fax: _____
Email: _____	
Sworn to and subscribed before me this _____ Day of _____, 20_____	
Notary Public:	