



## **Important Notice for Business License Applicants**

**In 2020, the City Council passed a business limitation ordinance (Sec. 8.8.42) that limits certain types of businesses from operating within the City of Forest Park due to an oversaturation of these types of businesses. These limitations fall into two categories:**

**Numerical limitations—** there is a limit on the number of these businesses allowed within the City of Forest Park. For example, a person would not be able to open a new tire shop because the City has reached the maximum number of tire shops.

### **Business types with numerical limitations:**

- A. Tire Shops
- B. Vapor Shops & Smoke Shops
- C. Thrift Stores & Consignment Shops
- D. Appliance Shops
- E. Small Box Discount Stores (such as convenience stores or dollar/value stores)

**Spacing or Distance limitations—** certain types of businesses are prohibited from opening within five thousand two hundred eighty (5,280) feet (1 mile) of an existing business of the same type. For example, a person would not be allowed to open a new hair salon within one (1) mile of an existing hair salon.

### **Business types with spacing/distance limitations:**

- A. Hair Salons and Barbershops
- B. Nail Salons
- C. Tire Shops
- D. Pawn Shops, Title Lending, and Cash for Title Shops
- E. Vapor Shops & Smoke Shops
- F. Thrift Stores & Consignment Shops
- G. Auto Shops
- H. Appliance Shops
- I. Tattoo Shops
- J. Small Box Discount Stores (such as convenience stores or dollar/value stores)

These limitations do not apply to businesses located within indoor shopping centers, malls, or flea markets. This exemption does not apply to those businesses located on the exterior of these types of properties.

**Application and permit decisions shall be valid for six (6) months from decision date.**



## How to fill out PDF applications

The City of Forest Park is going digital! We have created PDF applications to give applicants the option of electronically completing their applications, thus eliminating the need to print and fill out the applications by hand. Additionally, this helps speed up the processing time, resulting in faster responses. If you are unfamiliar with PDF applications, the following steps will walk you through the process of completing these new applications.

### **Step 1: Make sure you have a PDF reader installed on your computer**

You will need to have a PDF viewer installed on your computer to complete these applications. Adobe™ Acrobat Reader is a **free** PDF reader program that will allow for you to view and fill in our applications. You can download this program **for free** at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

### **Step 2: Open the application in a PDF reader**

**\*Note: If this application is already open in a PDF reader, skip Step 2\***

If you have opened this application and you are not in a PDF reader, i.e., Adobe™ Acrobat Reader, you will need to locate your downloaded application to open it in the right program. Downloads can typically be found in the “Downloads” folder. You can locate this folder by clicking on the file icon at the bottom of your screen. A new window will open. There will be a list of folders on the left side of this window— “Downloads” will be listed in this list. Click on this folder to find your download. Once the file has been located, open it in your PDF viewer by double-clicking on the download. If the application does not open in the PDF viewer, right click on the download, and select “Open With” to choose the correct PDF viewer.

If you need different application than the one on the following page, you can find our applications available on our website at [www.forestparkga.gov/planning/page/permits-and-applications](http://www.forestparkga.gov/planning/page/permits-and-applications).

### **Step 3: Fill out the application**

Simply click the boxes on the application to type in your answers. You will also have the option to digitally “sign” the application through your PDF reader.

### **Step 4: Save and return the application**

After you have filled out the application, you will need to save it. Select “File”, then “Save As” to save a copy of your completed application to your computer. Once you have saved the application, please submit the completed application to the email located at the top of the form.

### **Step 5: Wait for a response**

City staff should be able to process your request within 10 business days. However, depending on the complexity of the application, it may take less time to process.



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*- city for every season*

# CITY OF FOREST PARK

Planning Building & Zoning Department  
785 Forest Parkway  
Forest Park, Georgia 30297  
(404) 608-2300 Fax: (404) 608-2306

## ZONING VERIFICATION

### Important Notice:

It is STRONGLY recommended that before leasing, purchasing, or otherwise committing to a property, you confirm that the zoning is appropriate for its intended use and complies with the City's Zoning Ordinance. Zoning Verification is a process that allows city staff to confirm whether or not a location is appropriately zoned for a certain use. It is NOT a business license or a building permit. Any construction or renovation to accommodate the proposed activity will require a separate building permit. This document does not authorize a business to conduct business without an Occupational Tax Certificate, nor does it authorize the applicant to start construction without the proper permits. It is the responsibility of the applicant to adhere to state and local laws and codes. Be mindful that an approved application does not necessarily mean that the space is adequate for your business. Please contact City Hall for more information about business licenses.

## APPLICANT INFORMATION

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## PROPERTY INFORMATION

Current Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Are there any plans to modify the property (construction, electrical, or plumbing)? Yes  No

\_\_\_\_\_  
Applicant's Signature (Type Name) Date

### OFFICE USE ONLY

Current Zoning:	Fee Paid:	Yes	No
Required Zoning:	Alcohol License Required:	Yes	No
Business Classification:	Conditional Use Permit Required:	Yes	No
Comments:	APPROVED	DENIED	

\_\_\_\_\_  
Reviewed By Date

**MUST PAY \$75 APPLICATION FEE PRIOR TO REVIEW**