



*Cobb County...Expect the Best!*

## **REQUIREMENTS FOR COMPLETING APPLICATION FOR SPECIAL EVENT PARKING COBB COUNTY, GEORGIA**

Application must be submitted in person to the Business License Division, located at 1150 Powder Springs Street, Suite 400, Marietta, Georgia 30064.

The following items are required for submitting an application for Accessory Special Event Parking:

1. **Original** notarized signatures of **Applicant(s)**, **titleholder(s)** and **representative(s)**.

If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

- a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation of true facsimile thereof, as the case may be;
  - b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
  - c) That the execution of the document on behalf of the corporation has been duly authorized.
2. Copies of valid occupational tax certificates for all businesses located on the property, and an affidavit that the primary use, as set forth in the certificate of occupancy and occupational tax certificates for the property, is an active use at the property;
  3. A copy of the paid tax receipt for the subject property or a statement signed by an official in the Tax Commissioner's Office or other official document issued by the Tax Commissioner's Office indicating the taxes have been paid.
  4. Written, notarized statement of consent from property owner for use of the property for accessory event parking if the applicant is not the owner;
  5. The name, address, phone number, email, and proof of identity of the person responsible for the operation of the special event parking area, if not the owner or the applicant.

## **Application for Special Event Parking**

### **Page 2**

6. A parking plan (see page 3) in compliance with the Cobb County Code and Development Standards indicating the address and name of the primary use on the property, as shown on the signage for the primary use, boundaries of the parking area, preservation of parking for the primary use, ingress and egress locations, the parking layout (no stacking is permitted, parking must be in existing striped parking spaces), parking sign locations, and the area on the property where payment will be received;
7. An application fee in the amount as approved by the board of commissioners for all accessory special event parking license (\$55.00); and
8. Evidence of any shared parking arrangements or parking agreements with any other property owner or business.

**NOTES:**

**A. NO APPLICATION WILL BE ACCEPTED OR PROCESSED BY THE BUSINESS LICENSE DIVISION UNLESS FILLED OUT IN ITS ENTIRETY, ALONG WITH ALL REQUIRED INFORMATION.**

**B. SEE COBB COUNTY CODE, DIVISION 10, SPECIAL EVENT PARKING, SECTION 78- 406 FOR MORE INFORMATION REGARDING THIS USE.**

## **PARKING PLAN REQUIREMENTS**

- Property location;
- Buildings;
- Boundaries of the parking area;
- Parking reserved for primary property use;
- Parking spaces leased or rented to other entities (shared parking agreements), if applicable;
- Parking to be used for special event parking;
- Parking space dimensions;
- Ingress/egress locations;
- Parking area traffic flow plan;
- Parking sign locations; and
- Areas where payment will be received.

**General note:**

If any of the above requirements do not apply to property, please list which ones do not apply.

**Impact Statement:**

On a separate page, please provide a brief verbal description of how the applicant or their attendants will mitigate potential traffic impacts, incorporate safety features for pedestrians, and address crime prevention or other public safety concerns.

# Application for Special Event Parking Cobb County, Georgia

(Cobb County Business License Division – 770-528-8410)

Applicant \_\_\_\_\_ Phone# \_\_\_\_\_  
(applicant's name printed)

Address \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_  
(representative's name, printed)

\_\_\_\_\_ Phone# \_\_\_\_\_ E-mail \_\_\_\_\_  
(representative's signature)

Signed, sealed and delivered in presence of:

\_\_\_\_\_ My commission expires: \_\_\_\_\_  
Notary Public

Property Owner \_\_\_\_\_ Phone# \_\_\_\_\_ E-mail \_\_\_\_\_  
(Property owner/ titleholder's name, printed)

Signature \_\_\_\_\_ Address \_\_\_\_\_  
(attach additional signature, if needed)

Signed, sealed and delivered in presence of:

\_\_\_\_\_ My commission expires: \_\_\_\_\_  
Notary Public

Describe the primary use of the property: \_\_\_\_\_

Size of Tract: \_\_\_\_\_ Acre(s) Number of parking spaces to be used: \_\_\_\_\_

Location \_\_\_\_\_  
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) \_\_\_\_\_ District(s) \_\_\_\_\_

## STAFF USE ONLY BELOW THIS LINE

Application No. : \_\_\_\_\_ Date submitted: \_\_\_\_\_

Application fee paid (\$55.00): YES \_\_\_ or NO \_\_\_; Parking plan reviewed by zoning: YES \_\_\_ or NO \_\_\_

Nonresidential use: YES \_\_\_ or NO \_\_\_

Copies of valid occupational tax certificates for all businesses located on the property: YES \_\_\_ or NO \_\_\_

Application distributed to public safety YES \_\_\_ or NO \_\_\_; Date sent \_\_\_\_\_