



## Auto-Broker Business License Steps

1) Submit completed Zoning Confirmation Letter application to City of Roswell that includes the “Zoning Certification” from the Georgia State Board of Registration of Used Motor Vehicle Dealers.

**Request for a Zoning Confirmation Letter (ZCL)**

A Zoning Confirmation Letter (ZCL) is a statement from the Planning & Zoning division that identifies and describes the zone in which a property is located and may include information about the parcel owner as well as the zone, pending or received zoning violations and verifies the property was in compliance at the time permits were issued. The letter is mainly used to submit to lenders for financing or for state-related agencies.

The ZCL will normally be ready within seven to ten business days after a complete application is submitted. Requests can be made to the Planning & Zoning division in writing via mail or drop-off in the Community Development Department (Room G-10). The request must include the following:

- Payment by cash, credit card, or check for \$10 made payable to City of Roswell
- Survey or site plan of the property, at an appropriate engineering scale, which identifies parcel size
- Attached list of specific zoning related questions, if any
- GA State Board of Registration Zoning Certification Form (if applicable)

The ZCL will be prepared by Zoning Staff after researching departmental records on the property. The letter will state the current zoning classification of the property, the zoning history of the property (including any rezoning conditions), and the answers to any specific zoning related questions provided by the applicant.

Should you need copies of building records or Certificate of Occupancy you must file an "Open Public Records Request" form with the City Clerk. This form can be obtained at [www.roswellga.com](http://www.roswellga.com).

**Please print legibly**

Date: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
(Parcel ID can be obtained at [www.fduhassessor.org](http://www.fduhassessor.org))

Address of Property: \_\_\_\_\_

Requested by (ZCL will be addressed and forwarded to this address):  
 Attn: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How would you like to receive the ZCL?  mail  email  pick-up

**Zoning Confirmation Letter**

**ZONING CERTIFICATION**

THIS IS TO CERTIFY THAT

DEALERSHIP NAME: \_\_\_\_\_

OWNERS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

IS PROPOSED ZONING TO OPERATE THE PROPOSED USED MOTOR VEHICLE DEALER/BROKER ESTABLISHMENT IN THE JURISDICTION OF \_\_\_\_\_ AND THAT CURRENT ZONING STANDARDS WILL ALLOW A PERMANENT SIGN ON THE PROPERTY THAT APPEALS CONSUMERS OF THE DEALERSHIP.

SIGNATURE OF ZONING COMMISSIONER: \_\_\_\_\_

PRINT NAME OF ZONING COMMISSIONER: \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

NOTARY PUBLIC: \_\_\_\_\_

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY SEAL

**Zoning Certification**

2) Submit a survey of the property or Fulton County Tax Assessors information with your Zoning Confirmation Letter.



**Survey**

Previous Parcel	Next Parcel	Field Definitions	Return to Main Search
<b>Owner and Parcel Information</b>			
GEORGIA POWER COMPANY	Tax ID	Today's Date	October 14, 2016
TAX DEPT BEN 11020	Parcel Number		09P23010102072
242 PALM HAZEL BLVD NE	Tax District		55
432424, SA 20109-0374	Zoning		AG1
FOREST ID	Acres		0
AG1	Parcel Map		<a href="#">Show Parcel Map</a>
LD-CRBY - lot	Homehead		N
9611			
<b>Assessment Information</b> <a href="#">Show Historical Assessments</a>			
Land Value	Building Value	Total Value	
\$0	\$0	\$0	
<b>Land Information</b>			
Land Code	Description	Square Feet	Acres
<b>Improvement Information</b>			
No improvement information available for this parcel.			
<b>Accessory Information</b>			
Year Built	Area	Grade	
No accessory information associated with this parcel.			

**Fulton County Tax Assessors Information**

3) After Zoning Confirmation Letter is returned to applicant, submit completed paper work to Georgia State Board of Used Motor Vehicle Dealers.

4) After you receive your Georgia State Board of Registration of Used Motor Vehicle Dealers license, submit a copy of your state license with your City of Roswell business license application.

5) Once business license is approved by staff you can occupy location.



MUNIS #	ZCL #
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**Request for a Zoning Confirmation Letter (ZCL)**

A Zoning Confirmation Letter (ZCL) is a statement from the Planning & Zoning division that identifies and describes the zone in which a property is located and may include information about the permitted uses in the zone, pending or resolved zoning violations and verifies the property was in compliance at the time permits were issued. The letter is mainly used to submit to lenders for financing or for state/federal agencies.

The ZCL will normally be ready within seven to ten business days after a complete application is submitted. Requests can be made to the Planning & Zoning division in writing via mail or drop-off in the Community Development Department (Suite G-30). The request must include the following:

- Payment by cash, credit card, or check for \$50 made payable to City of Roswell
- Survey or site plan of the property, at an appropriate engineering scale, which identifies parcel size.
- Attached list of specific zoning related questions, if any.
- GA State Board of Registration Zoning Certification Form (if applicable)

The ZCL will be prepared by Zoning Staff after researching departmental records on the property. The letter will state the current zoning classification of the property, the zoning history of the property (including any rezoning conditions) and the answers to any specific zoning related questions provided by the applicant.

Should you need copies of building records or Certificates of Occupancy you must file an “Open/Public Records Request” form with the City Clerk. This form can be obtained at [www.roswellgov.com](http://www.roswellgov.com).

**Please print legibly**

Date: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 (Parcel ID can be obtained at [www.fultonassessor.org](http://www.fultonassessor.org))

Address of Property: \_\_\_\_\_

Requested by (ZCL will be addressed and forwarded to this address):

Attn: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

How would you like to receive the ZCL? mail  email  pick-up

Georgia Secretary of State  
Professional Licensing Boards Division  
**Used Motor Vehicle Dealers License Application**

**ZONING CERTIFICATION**

THIS IS TO CERTIFY THAT THE PROPERTY LISTED AS:

DEALERSHIP NAME

OWNER

STREET ADDRESS

CITY, STATE, ZIP CODE

IS CURRENTLY ZONED FOR USE AS A USED MOTOR VEHICLE DEALER OR USED MOTOR VEHICLE PARTS  
DEALER ESTABLISHMENT IN THE COUNTY / CITY OF \_\_\_\_\_

AND THAT CURRENT ZONING STANDARDS WILL ALLOW A PERMANENT SIGN ON THE PROPERTY THAT  
APPRISES CONSUMERS OF THE DEALERSHIP.

\_\_\_\_\_  
SIGNATURE OF ZONING COMMISSIONER

\_\_\_\_\_  
PRINTED NAME OF ZONING COMMISSIONER

SWORN TO AND SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY SEAL



## Auto Broker Acknowledgment Form

I \_\_\_\_\_, acknowledge that the use of auto broker at the following

(Print name)

address \_\_\_\_\_ is an office use only. No inventory of vehicles is allowed

(Print location)

to be stored on-site at any time. This is a condition of your business license. The City of

Roswell has the right to revoke your business license if this condition is not followed.

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Applicant Signature

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Date

Provide Photo I.D.