



Dear Home Occupation Owner:

Attached is the application for a Home Occupation Tax Certificate. All Home Occupation Tax Certificates must be approved by City Council. **Please note that the application must be received at City Hall by 5:00pm on the deadline date in order to be placed on the council meeting agenda, below is the meeting and deadline schedule.**

<u>MEETING DATE</u>	<u>AGENDA DEADLINE</u>
January 2, 2020	December 23
January 16, 2020	January 8
February 6, 2020	January 29
February 20, 2020	February 12
March 5, 2020	February 26
March 19, 2020	March 11
April 2, 2020	March 25
April 16, 2020	April 8
May 7, 2020	April 29
May 21, 2020	May 13
June 18, 2020	June 10
July 16, 2020	July 8
August 20, 2020	August 12
September 17, 2020	September 9
October 1, 2020	September 23
October 15, 2020	October 7
November 5, 2020	October 28
November 19, 2020	November 11
December 3, 2020	November 25
December 17, 2020	December 9

The tax liability schedule is as follow:

<u># of Employees</u>	<u>Tax Liability</u>
1 - 6	\$ 275 Base Charge
7 & over	\$ 35 per employee
	\$ 30 per employee

If you should have any questions about the process for obtaining your 2020 Occupational License please contact the City Hall: 748-0970.

NEW APPLICATION FOR A HOME OCCUPATIONAL TAX CERTIFICATE

City of Bloomingdale, Georgia

Calendar Year 2020

Application Date: _____

Type of Business* _____ Business Name _____

Business Location _____ Mailing Address _____
(Street Address) (If different)

Business Telephone # _____ Emergency Telephone # _____

OFFICE ONLY _____ Check One: Partnership _____, Sole Owner _____, Corporation _____

Name and residence address and telephone number of business owner(s):

- 1. _____ 2. _____
- _____
- _____
- _____ Phone _____ Phone _____

Name of Manager or Operator _____

**If this business requires a Georgia State License – please attach a copy and include the number _____*

In accordance with the Occupation Tax Ordinance of the City of Bloomingdale amended December, 1995, effective January 1, 1996, the following information is needed for the calendar year 2020

NUMBER OF EMPLOYEES _____ (Use number of full-time or full-time equivalent only)**

**The number of employees of the business or practitioner shall be computed on a full-time position basis or full-time position equivalent basis, provided that for the purposes of this computation an employee who works 40 hours or more weekly shall be considered a full-time employee and that the average weekly hours of employees who work less than 40 hours shall be added and such sum shall be divided by 40 to produce full-time position equivalents.

Base Charge	\$	_____ 275.00
Tax Liability	\$+	_____
Total Fees Due	\$	_____

Under penalty of perjury, I swear that the above information is, to the best of my knowledge and belief, true, correct, and complete.

Applicant's Signature _____ Date _____

DO NOT WRITE IN THE SPACE BELOW – FOR OFFICE USE ONLY

Occupation License # _____ Issue Date _____ Date council approved _____



DATE: _____

NAME OF BUSINESS: _____

LOCATION: _____

DO YOU RESIDE AT THIS RESIDENCE? _____

ARE YOU THE OWNER OF THIS RESIDENCE? _____ (IF NOT, YOU MUST HAVE A LETTER FROM THE OWNER OF THE PROPERTY GIVING PERMISSION FOR SAID BUSINESS TO OPERATE AT THIS ADDRESS.)

NAME OF BUSINESS OWNER/OPERATOR _____

TELEPHONE # _____

TYPE AND DESCRIPTION OF BUSINESS: _____

I, _____, understand I am being issued a business license under a home occupation category without a public hearing because there will be no customer traffic nor any sign advertising the business at this location. I also understand that if there should be a need for a sign or customer traffic in the future, the city council must review my application and a public hearing must be held and I would be responsible for the fee required for this procedure.

NAME _____

DATE _____

WITNESS _____

APPROVED BY COUNCIL: _____



Affidavit Verifying Status for
City Public Benefit Application

By executing this affidavit under oath, as an applicant for a(n) Occupational Tax Certificate, Alcohol License, Taxi Permit or other public benefit (circle one) as reference in O.C.G.A. § 50-36-1, from the City of Bloomingdale, the undersigned applicant verifies one of the following with respect to my application for a public benefit.

- 1) _____ I am a United States Citizen
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and National Act with an alien number issued by the Department of Homeland Security or other Federal Immigration Agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

A secure and verifiable document must be provided with this affidavit. It should be one of the documents listed on the attached sheet and is classified as: _____

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one (1) secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

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 as allowed by such criminal statute

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

Date of Birth

SUBSCRIBED AND SWORN
BEFORE ME THIS _____ DAY
OF _____, 20____

Notary Public
My Commission Expires:

NOTE: IF YOU ARE A UNITED STATES CITIZEN THIS FORM WILL CARRY FORWARD FOR THE RENEWALS ONCE IT IS COMPLETED WITH THE INITIAL APPLICATION.

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

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

A) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed **more than ten (10) employees¹**.

*** If you select Section 1(A), please **fill out** Section 2 and then execute below.

B) _____ On January 1st of the below-signed year, the individual, firm, or corporation employed **ten (10) or fewer employees**.

*** If you select Section 1(B), please **skip** Section 2 and execute below.

Section 2.

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. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC
My Commission Expires: _____

¹ To determine the number of employees for purposes of this affidavit, a business must count its total number of employees company-wide, regardless of the city, state, or country in which they are based, working at least 35 hours a week.

A home occupation is a use conducted within residential premises by a person or family residing therein, which customarily is considered an occupation for gain or profit. A home occupation shall be governed by the following requirements:

1. Only residents of the dwelling shall be engaged in the home occupation;
2. The home occupation shall be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the building;
3. No display of products shall be visible from the street;
4. No more than 300 s.f. of the residence may be utilized for the home occupation;
5. No external alterations inconsistent with the residential use of the building shall be permitted. If internal alterations are required they shall be permitted and meet all applicable building codes;
6. The occupation shall not constitute a nuisance in the neighborhood;
7. No outside storage shall be used in connection with the occupation;
8. Vehicles used primarily as passenger vehicles only shall be permitted in connection with the conduct of the home occupation. Only one business-related vehicle at the residence;
9. There shall be no off-street or on-street parking for employees or customers.
10. No equipment used in any commercial business such as landscaping equipment, lawn care, or machinery or materials associated with construction, grading, auto parts, or transportation/hauling shall be stored or parked on the property, with the following exceptions:
 - One Diesel road tractor is allowed on parcels which are at least 2 acres in size; and
 - Equipment may be stored on a trailer that measures no more than 25 feet in length or smaller. This shall be limited to one trailer per residence.
11. The following, including but not limited to, are uses that shall be considered home occupations: addressing service, artist, drafting, dressmaking, insurance agent, notary public, photographer, real estate agent, private consultant, on-line businesses, or any other home office consisting of a personal computer, fax machine, phone or any other accessory office equipment used to establish a home office, day care for no more than six children; licensed family day care home, provided such home is located in a single-family residential district;
12. All home occupations must have a current occupational tax certificate
13. Is conducted entirely out-of-sight of neighboring properties within the principal building or customarily accessory structure;
14. Is not visibly evident from outside the dwelling except for a sign no larger than one square foot in size; and
15. Creates no disturbing or offensive noise, vibration, smoke, dust, odor, heat, glare, traffic hazard, parking problem, voltage fluctuation, radio or television interference, open storage of materials or stock, unhealthy or unsightly condition.

Applications for a home occupation business shall be submitted to the city clerk. City council shall make a determination whether or not the impact of the business on the residential area requires a public hearing. If council requires a public hearing, the city clerk shall set a date for a public hearing by the city council. The notice for the public hearing shall be published in the legal organ of the county at least ten days in advance of the hearing.

Because of the potential impact of noise and nuisance upon surrounding and adjacent properties, the following criteria apply for commercial kennels:

1. A minimum lot size of three acres for kennels with no more than ten dogs at any one time
2. A minimum lot size of five acres for kennels with 11 or more dogs at any one time. If a property is smaller than the minimum acreage, the conditional use cannot be approved. There shall also be minimum setback requirements from lot lines for structures and outdoor pens and runs which shall be determined by city council on a case by case review.
3. Veterinarian offices that provide kennel services may board no more than 10 animals at a time, for no more than three days per stay.

52-503 D. - Day Care Standards.

1. *Family day care home standards.* This family day care home standards section applies to all districts. Family day care is a home-based care provided for a portion of the day in a private family home for compensation. The home must be inhabited by the family/individual that is providing care, and the provider's hours of operation may not exceed eighteen (18) hours in a 24 hour period. Each family day care home shall be subject to the following requirements, when located within a residential zoning district or residential dwelling:
 - a. All regulated facilities shall comply with the state regulation and acquire applicable state licenses for operation.
 - b. All facilities shall comply with the adopted Building Code for the State of Georgia.
 - c. Each family day care home shall provide not less than 35 square feet of indoor play area for each child, based on maximum permissible enrollment.
 - d. Each family day care home shall provide not less than 100 square feet of outdoor play area for each child, based on maximum permissible enrollment.
 - e. All required outdoor play/recreation areas shall be enclosed by a fence or wall not less than six feet in height.
 - f. The exterior appearance of any residential structure for which a family day care home is approved, shall be maintained as a residential structure and no signs larger than one square foot shall be erected, and no cut-outs, animals, characters, or other graphics shall be affixed to the exterior of the structure or displayed upon the premises.
 - g. No family day care home shall be located within 1,500 feet of another day care facility.
 - h. All facilities must be inspected by the City of Bloomingdale and provide a copy of all state licenses and documentation.
 - i. All facilities must apply for and receive a City of Bloomingdale Business License.
2. *Group day care home standards.* This group day care home standards section applies to all districts. Each group day care home shall be subject to the following requirements:
 - a. All regulated facilities shall comply with the state regulation and acquire applicable state licenses for operation.
 - b. All facilities shall comply with the adopted Building Code for the State of Georgia.

- c. Each child day care facility shall provide not less than 35 square feet of indoor play area for each child, based on maximum permissible enrollment.
- d. Each child day care facility shall provide not less than 100 square feet of outdoor play area for each child, based on maximum permissible enrollment.
- e. All required outdoor play/recreation areas shall be enclosed by a fence or wall not less than six feet in height.
- f. No day care facility shall be located within 1,500 feet of another day care facility.
- g. All facilities must be inspected by the City of Bloomingdale and provide a copy of all state licenses and documentation.
- h. All facilities must apply for and receive a City of Bloomingdale Business License.

52-503 E. - Personal Care, Boarding and Group Home.

Adult care facilities in the City of Bloomingdale are listed and defined into three major classes: family personal care homes, group personal care homes, and congregate personal care homes. The requirements for these uses are as follows:

- (A) *Family personal care home.* This use is limited to six or fewer persons including supervisory personnel and staff and must meet the following requirements:
 - (1) Such use shall comply with all federal, state and local requirements.
 - (2) The parking layout and design shall be characteristic of the neighborhood within which such use is located.
 - (3) The use shall only be established in a building designed as a one- or two-family dwelling structure.
 - (4) All required outdoor recreation areas shall be enclosed by a fence or wall not less than six feet in height.
- (B) *Group and congregate personal care homes.* This use allows around the clock operation. The following requirements apply to all personal care homes regardless of the zoning district for which they are located:
 - (1) Such use shall provide the number of off-street parking spaces required by City of Bloomingdale regulations, off-street parking and off street unloading, plus safe and functional off-street patron pick-up and delivery spaces.
 - (2) Visiting hours must be limited to hours of 6:30 a.m. until 9:00 p.m. when such use is located in a residential neighborhood.
 - (3) Such use shall only be permitted on a lot which abuts and has vehicular access to a collector street, major arterial or secondary arterial. The City Council may waive this requirement if, on the basis of evidence presented, it finds that the traffic to be generated by a particular use can be accommodated on other streets without creating traffic congestion and traffic hazards to the neighborhood served by such streets.
 - (4) The parking layout and design shall be characteristic of the neighborhood within which such use is located.
 - (5) Where the use abuts a lot occupied by a one- or two-family dwelling, visual buffers shall be provided so as to shield all parking areas and outdoor activity areas from the abutting

property. Such buffer shall consist of trees or other vegetation of such height and depth as determined by the City Council or of an appropriately designed fence or wall or a combination thereof as approved by City Council.

- (6) All required outdoor recreation areas shall be enclosed by a fence or wall not less than six feet in height.
- (C) The exterior appearance of any residential structure for which a personal care home, group home, or congregate care home is approved, shall be maintained as a residential structure and no signs larger than one square foot shall be erected.
- (D) The facilities must meet all regulations as identified in the adopted building and fire codes.
- (E) All facilities must apply for and be eligible for a City of Bloomingdale Business License.

52-503 F. - Drive-Through Facilities (Eating Establishments Or Other).

Drive-through facilities and service windows shall be located in a manner to avoid conflict with pedestrian traffic.

52-503 G. - Gas Station, Car Washes and Automobile Services.

Operations such as pumps, vacuum stations and finishing for such services may be located to the rear, side, or front of the structure on the site.

52-503 H. - Cemeteries.

The construction of all new cemeteries shall be subject to the following requirements:

1. The lot shall be a minimum of five acres in area;
2. No crematorium or dwelling, other than a single-family dwelling for a caretaker, shall be permitted;
3. No building or gravesite shall be located within 25 feet of any adjacent property boundary;
4. The lot shall have direct access to an arterial or major collector road.

52-504. - Accessory Uses and Structures; Temporary Uses.

52-504 A.

Accessory uses (swimming pools, outdoor play structures or play sets), structures, (garages, storage buildings, etc.) or any accessory structure on residential lots shall not be located in the front setback. Within a rear yard, an accessory building on a residential lot shall be located at least 10 feet from all property lines, except in the case of corner lots, accessory buildings shall be set back from the property line a distance equal to the front yard setback established for the zoning district on both streets. All accessory structures 500 square feet or more shall be constructed of the same building material as the