

LUTHERSVILLE

1872 GEORGIA

APPLYING FOR A BUSINESS LICENSE

Application(s) submitted to City Hall



The Planning Commission reviews the application(s) and votes on the application(s)



The Planning Commission makes a recommendation to the City Council



The City Council votes on the business license application

WHAT TO EXPECT

After you submit the completed forms and any required documentation at City Hall, the application(s) will be reviewed by the Planning Commission. They are responsible for ensuring compliance with the zoning code and sign ordinances, and they make recommendations to the City Council. They meet at City Hall the first Tuesday of every month at 5 PM. You are not required to attend their meeting, but you are encouraged to attend it: that way, if they have questions about your plans, they can ask you in real time.

The Planning Commission will vote to recommend or not recommend that the City Council approve your business license application. (If you are applying for a sign permit at the same time, the sign permit application will not be forwarded to the City Council for a vote. The Planning Commission approves or rejects sign permits on its own.)

If the Planning Commission votes to recommend approval of your business license application, you or your agent must be present for the City Council's vote at its next regularly-scheduled meeting. The City Council meets at City Hall the second Tuesday of every month at 6:00 PM.

If the Planning Commission votes not to recommend approval of your business license application, you can withdraw your application without penalty at that step of the process. You can also ask the Planning Commission for guidance about how to bring your plans into compliance with the zoning code such that they can vote in good faith to recommend that the City Council approve your applications.

If the City Council votes to approve your application for a business license, you're all set. If the City Council votes not to approve your application, you are welcome to apply again.

The City Council has the authority to revoke licenses and permits of businesses that do not maintain compliance with the zoning code and sign ordinances.

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OCCUPATIONAL TAX APPLICATION (BUSINESS LICENSE APPLICATION)

Please note:
Part-time employees working 25 hours or less should each be counted as ½ employee. Include part-time employees in the total number of employees and round up if the number ends in ½. For example, if you have 1½ employees, round up to 2.

Employees	Tax
1	\$40.00
2	\$80.00
3	\$95.00
4	\$110.00
5	\$125.00
6	\$140.00
7	\$155.00
8	\$170.00
9	\$185.00
10	\$197.50
11	\$210.00
12	\$222.50
13	\$235.00
14	\$247.50
15	\$260.00
16	\$272.50
17	\$285.00
18	\$297.50
19	\$310.00
20	\$322.50
21	\$335.00
22	\$347.50
23	\$360.00
24	\$372.50
25	\$385.00
26	\$397.50
27	\$410.00
28	\$422.50
29	\$435.00
30	\$447.50
31	\$460.00
32	\$472.50
33	\$485.00
34	\$497.50
35	\$510.00
36	\$522.50
37	\$535.00
38	\$547.50
39	\$560.00
40	\$572.50
41	\$585.00
42	\$597.50
43+	\$600.00

Business Legal Name _____

Business Trade Name (DBA) _____

Business Street Address _____

Luthersville, Georgia 30251

Business Mailing Address _____

Business Phone _____

Business Email Address _____

Business Website _____

Owner's Name _____

Owner's Mailing Address _____

Owner's Phone _____

Owner's Email Address _____

Complete this section if the Applicant is not the Owner:

Applicant's Name _____

Applicant's Phone _____

Applicant's Email Address _____

OCCUPATIONAL TAX CALCULATION

Consult the chart at left and enter the dollar value here: \$ _____

If the business will sell packaged beer, add \$250.00 \$ _____

If the business will sell packaged wine, add \$250.00 \$ _____

If the business will sell packaged liquor, add \$4,500.00 \$ _____

Administrative Fee \$ 20.00

TOTAL \$ _____

Signature _____

Please attach copies of the front and back of your current Driver's License.

Date _____

Planning Commission Recommendation: ☐ App. ☐ Rej. Date: _____

LUTHERSVILLE

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SIGN PERMIT APPLICATION

Street Address of Sign _____

Luthersville, Georgia 30251

Applying for

☐ New Sign

☐ Alteration of Existing Sign

☐ Replacement Sign

☐ Addition to Existing Sign

☐ Relocation of Existing Sign

☐ Removal of Existing Sign

The property is zoned:

☐ Commercial

☐ Industrial

☐ Agricultural

☐ Residential

Sign Type _____

Sign Purpose _____

Sign Size in Inches

Height _____

Width _____

Depth _____

Is the sign double-sided?

☐ Yes

☐ No

Attach to this application a drawing of the sign with measurements.

Property Owner's Name _____

Owner's Mailing Address _____

Owner's Phone _____

Owner's Email Address _____

Complete this section if the Applicant is not the Property Owner:

Applicant's Name _____

Applicant's Phone _____

Applicant's Email Address _____

Signature _____

Date _____

Planning Commission Decision: ☐ Approved ☐ Rejected Date: _____

Stipulations / Notes: _____

Sign Permit Number (# issued by City Hall): _____

LUTHERSVILLE

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Sec. 13.16. Signs permitted by type and zoning district.

1. Residential, commercial and industrial districts.

Sign Types by District						
	<i>Zoning Districts</i>					
<i>Sign Type</i>	<i>RD</i>	<i>R-45</i>	<i>R-66</i>	<i>GC</i>	<i>GI</i>	<i>HO</i>
Animated	N	N	N	N	N	N
Banner	N	N	N	S	S	S
Building marker (a)	P	P	P	P	P	P
Canopy	N	N	N	S	S	S
Changeable copy	N	N	N	S	S	S
Directory (b)	N	N	N	P	P	P
Flag (c)	P	P	P	P	P	P
Freestanding	N	N	N	S	S	S
Incidental (d)	N	N	N	P	P	P
Marquee	N	N	N	S	S	S
Monument	N	N	N	S	S	S
Pennant	N	N	N	N	N	N
Portable	N	N	N	N	N	N
Projecting (e)	N	N	N	S	S	S
Residential (f)	P	P	P	N	N	N
Roof	N	N	N	N	N	N
Roof integral	N	N	N	N	S	N
Suspended	N	N	N	S	S	S
Wall	S	S	S	S	S	S
Window	S	S	S	S	S	S
P = Allowed without sign permit S = Allowed only with sign permit N = Sign not allowed						

- (a) May include only building name, date of construction, or historical data on historic site; must be cut or etched into masonry, bronze, or similar material.
- (b) Only address and name of occupant allowed on sign.
- (c) Flags of the United States, the state, the city, foreign nations having diplomatic relations with the U.S., and other flags adopted or sanctioned by an elected legislative body of competent jurisdiction, provided that such flag does not exceed 40 square feet in area and shall not be flown from a pole the top of which is more than 20 feet in height. Any flag not meeting any one or more of these conditions shall be considered a banner sign and shall be subject to regulation as such.
- (d) No commercial message of any kind allowed on sign if such message is legible from any location off the zoned lot on which the sign is located.
- (e) Height above sidewalks shall be a minimum of eight feet, six inches. Sign shall not project more than six inches from the structure upon which it is located.
- (f) No commercial message of any kind allowed on sign.

(Ord. No. 2001-07, § 13.16, 4-10-2001)

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 _____, ____, 201__ 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 _____, 201__.

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.

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

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation employs less than five hundred (500) employees and therefore, is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-90.

Signature of Exempt Private Employer

Printed Name of Exempt Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ 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 _____, 201__.

NOTARY PUBLIC

My Commission Expires:

Citizenship Affidavit (O.C.G.A. § 50-36-1(e) (2))

Revised 12/2023

This affidavit is being executed by the undersigned applicant to receive a license or permit. As required by law in the state of Georgia, the applicant agrees to provide a secure and verifiable document demonstrating their eligibility for the public benefit they have requested.

By executing this affidavit under oath, as an applicant for: (Check all that apply)

- ☐ Occupational Tax Certificate
☐ Alcohol License
☐ Other public benefit(s) _____

as referenced in O.C.G.A § 50-36-1, from the Georgia Department of Revenue, 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 Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency, and my alien number is _____.

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

Check which secure and verifiable document was provided. You must submit a front and back copy of a Secure and Verifiable Document with this Affidavit.

- ☐ Driver's License ☐ Passport ☐ Green Card/Permanent Resident
☐ Employment Authorization ☐ Certificate of Citizenship ☐ Other: _____

A complete list of Secure and Verifiable Documents may be found at <http://dor.georgia.gov/citizenship-affidavit-secure-and-verifiable-documents> or on the Georgia Attorney General's website. For more information, please refer to <http://dor.georgia.gov/verification-citizenship>.

Signature Section

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

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____DAY OF _____, 20____

NOTARY PUBLIC

My Commission Expires: