



All Community Development permit applications are submitted through the PROJECT PORTAL link below. You will need to create an account and once you receive confirmation, you will be able to fill out the application and upload any supporting documents. THE APPLICATIONS AND CHECKLISTS PROVIDED HERE ARE FOR REFERENCE ONLY.

<https://cityworks.brookhaviga.gov/ProjectPortal>



Administrative Permit Checklist

Site Plan Requirements:

- I. A Site Plan showing to scale the street address of the property upon which the proposed use is to be located, the proposed location of use on property and the distance of the use from the subject property's boundaries, the subject property's setbacks and buffers and all existing structures or buildings, parking, and curb cuts located on the subject property.
- II. The proposed location of any temporary structures and/or tents erected for use during an event, and the distance from the tent to adjacent residential structures shall be shown on the Site Plan. The applicant must provide **a valid copy of the Fire Resistant Certificate** for all tents with the completed application. Furthermore, temporary structures such as tents shall be submitted to the City of Brookhaven Fire Marshal for review and inspection of the site and temporary structure plans. Please note that a \$100 inspection fee will be applied for all temporary structures or tents.
- III. Vehicle and trailer storage provisions and toilet facilities available.

Additional regulations:

- All information furnished or secured under the authority of this article shall be kept and maintained by the City and shall be utilized only by the officials of the City responsible for administering these provisions.
- Any false statement in an application for a permit may be grounds for revocation or denial of the permit application.
- For Airport Compatible Use Zone 1 applications see Sec. 27-1348 of the Zoning Ordinance.
- For Art shows, carnival rides and special events of community interest see Sec. 27-1424(1) of the Zoning Ordinance.
- For Home occupation involving no customer contact and no employee other than a person

residing on the premises see Sec. 27-1427 of the Zoning Ordinance.

- For Rodeos, horse shows, carnivals, athletic events and community fairs see Sec. 27-1424(2) of the Zoning Ordinance.
- For Telecommunications tower or antenna see Sec. 27-1454 of the Zoning Ordinance.
- For Temporary outdoor sales of merchandise see Sec. 27-1456 of the Zoning Ordinance.
- For Temporary outdoor sales, seasonal see Sec. 27-1457 of the Zoning Ordinance.