



## Application Process for Mobile Vending Permits

### Main Components of the Process

#### Application Submittal

- Application submittals must include all of the required items from the attached checklist and any applicable supplemental items noted.
- All applications are to be submitted electronically through the Forsyth County online [Customer Self-Service portal \(CSS\)](#). The online CSS portal allows customers to submit applications and revisions and make Visa/Mastercard payments electronically. Staff is available to assist applicants with electronic submittals.
- Staff will review the submittal for conformance with the Forsyth County [Unified Development Code \(UDC\)](#) and send notice of completion or inform the applicant of any missing items 5 business days after the submittal deadline.
- All subsequent submittals for completed applications should be uploaded through [CSS](#) under the same application number.
- Applications deemed incomplete are withdrawn. New, complete applications are to be submitted on [CSS](#).
- All documents must be uploaded in PDF format.
- See calendar for application deadlines.

#### Public Meetings

- Planning Commission Work Session: No decisions are made, applicant attendance is not required.
- Planning Commission Public Hearing: Final decision is made, applicant attendance is encouraged.
- Applications postponed by the Planning Commission will result in a minimum 60-day delay.

The Unified Development Code (UDC) can be accessed by visiting [www.forsythco.com](http://www.forsythco.com) and entering Unified Development Code in the "What Can We Help You With?" box at the top of the page. Access [Chapter 8](#) for detailed application requirements and [Chapter 16](#) for mobile vending regulations.

- Mobile Vending Application Requirements [UDC 8-11.3 \(A – B\)](#)
- Mobile Vending Regulations [UDC 16-4.25](#)

For further information on the Mobile Vending application process, please call 770-886-2780



## Checklist for Mobile Vending Permits

### Requirements for all applications

Application Form

- Signed and notarized by Applicant and Property Owner(s)
- Electronic Submittal Contact Form

Fee

- None

Boundary Survey

- 1 PDF
- Shall be prepared by a licensed surveyor

Site Plan

- 1 PDF of a survey plat approved by the department may be downloaded from the Forsyth County Clerk of Courts website ([resolution.forsythco.com](https://resolution.forsythco.com)) and must include the following information:
  - The location of all existing and proposed structures on the parcel with associated parking.
  - The total area to be utilized for all mobile vending activities.
  - Parking calculations for the proposed mobile vending area(s) and all other existing uses on the subject parcel.

Confirmation of Paid Property Taxes

- May be downloaded from the Forsyth County Tax Assessor's website (<https://tax.forsythcountypay.com/>).

Disclosure of Campaign Contributions

- Documentation of all contributions of \$100 or more

Copy of Business License

- Obtained or applied for (if applicable)

## 2025 Home Occupation Permit (HOP) and Mobile Vending (MV)

Below are the scheduled meeting dates. Dates and times are subject to change. Please visit [www.forsythco.com](http://www.forsythco.com) for the latest information.

Application Filing Deadline 5:00 p.m.	Planning Commission Work Session 6:30 p.m.	Planning Commission Public Hearing 6:30 p.m.
December 6, 2024	January 21, 2025	January 28, 2025
January 3, 2025	February 18, 2025	February 25, 2025
January 31, 2025	March 18, 2025	March 25, 2025
February 28, 2025	April 15, 2025	April 22, 2025
March 28, 2025	May 13, 2025	May 20, 2025
May 2, 2025	June 17, 2025	June 24, 2025
May 30, 2025	July 15, 2025	July 22, 2025
July 3, 2025	August 19, 2025	August 26, 2025
July 25, 2025	September 15, 2025	September 16, 2025
September 5, 2025	October 21, 2025	October 28, 2025
September 26, 2025	November 17, 2025	November 18, 2025

**Note: This schedule is for Home Occupation Permit (HOP) and Mobile Vending (MV) applications only.**

**The Planning Commission Work Session is typically held one week prior to the Public Hearing in the Commissioners Meeting Room on the 2nd Floor, Suite 220 of the Forsyth County Administration Building, 110 East Main Street, Cumming GA 30040 and starts at 6:30 p.m. The public may attend the Work Session but is not allowed to speak or ask questions.**

**The Planning Commission Public Hearing is held in the Commissioners Meeting Room on the 2<sup>nd</sup> Floor, Suite 220 of the Forsyth County Administration Building, 110 East Main Street, Cumming GA 30040 and starts at 6:30 p.m.**