



Utility/Encroachment Permit Application

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Updated FEB 2026

NOTICE TO APPLICANT

The following documents must be attached to this application, if applicable:

☐ Site plan/sketch including distances to existing utilities, trees, and pavement

☐ Permit fee: \$ _____

All applications should be submitted to vernonburgintendant@outlook.com.

OFFICE USE ONLY

Received by: _____

Date: _____

Action by Zoning Committee: _____

Date: _____

Action by Town Council: _____

Date: _____

Applicant Information

Property Owner Name

Property Owner Email

Property Owner Phone

Property Owner Address

Property Owner Mailing Address (if different)

Contractor Name

Contractor Email

Contractor Phone

Project Information

Description of Work

Proposed Location of Work (road, property line, shoulder, ditch, etc.)

Estimated Start/End Dates

Affidavit

I, the undersigned, agree to construct and/or complete the work described in this application in full compliance with all applicable state and local laws, ordinances, and regulations, including the Georgia Department of Transportation's (GDOT) Utility Accommodation Policy and Standards. I further acknowledge that I have reviewed and understand the Vernonburg Code of Ordinances and the Unified Development Ordinance and agree to comply with all applicable provisions contained therein.

Property Owner Signature

Contractor Signature

Date

No residence, structure, or building shall be operated as a Short-Term Rental or lease or rented or held available for rental for less than thirty (30) days.

5.1 Uses Allowed

The following uses shall be permitted under this Ordinance within the Town limits:

- 5.1.1 Primary structures, which are single family detached residences.
- 5.1.2 Accessory structures, which are historically, aesthetically or traditionally associated with and supported by the primary structure, including, but not limited to, garages, garage lofts or bonus rooms, guest cottages, work rooms, pools, pool houses, docks, dock houses, patios, terraces and non-permeable driveways and parking pads.
- 5.1.3 Utilities, including but not limited to HVAC units, pump houses, wells, small storage buildings, underground utility lines, and satellite dishes.

5.2 Uses Prohibited

No retail store or stand, fishing camp or commercial fishing operation; no boat dock or ship rental, repair, sales, servicing or anchorage facilities; no club or club facilities or activity; no trailer camp; nor other shore or waterfront activities except those associated with a single-family residence or specifically permitted accessory building herein shall be allowed. No house trailer or manufactured homes shall be used or located on any lot. No community dock (defined as docking facilities servicing more than two (2) dwelling units) shall be permitted. A private dock may service up to two (2) dwelling units.

5.3 Substandard Lots of Record

Any lot of record existing at the time of the adoption of this ordinance which has an area or a width which is less than that required by this ordinance shall be subject to the following exceptions and modifications:

- 5.3.1 Adjoining lots.
 - A. When two (2) or more adjoining lots with continuous frontage are in one (1) ownership at any time after the adoption of this chapter and such lots, individually, do not meet the requirements of this Ordinance, then such group of lots shall be considered as a single lot.
 - B. However, when such combination of lots would create a single lot having a width of two hundred and forty (240) feet or more and an area of two (2) acres or more, such lot may be divided into two lots of equal width and area; provided, each of the two (2) lots shall meet the requirements of this Ordinance.