



CITY OF
Conyers

City of Conyers Development Guide

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INTRODUCTION

The Development Guide explains the development approval process used in the City of Conyers. The Development Guide provides descriptions of all local government departments and offices with responsibilities for reviewing and permitting development.

Section I explains the rezoning, variance/appeals, subdivision, building permit process, and how much time these reviews will take. Also included in this section is a list of permits required for different types of development and permit fee schedules.

Section II provides suggestions to developers and ways to expedite the permit process.

Section III describes the functions, review process, and telephone numbers of contact persons of each department.

Section IV provides information on codes and ordinances used by the City of Conyers.

The Development Guide does not attempt to describe every detail of the development approval process. It is intended to be a helpful time-saving reference that will both explain the process and provide telephone numbers to call in case questions arise. The City of Conyers hopes that this guide will become a valuable tool for developers, builders, architects, engineers, land surveyors, and the citizens of Conyers.

OVERVIEW OF THE APPROVAL PROCESS

The Development Flow Chart shown below outlines the rezoning, variance, subdivision, and building permit process of the City of Conyers

DEVELOPMENT APPROVAL AND PERMITTING FLOW CHART

REZONING PROCESS

- Developer/applicant submits rezoning application to the Planning and Inspection Services Department. Application to be submitted not less than four weeks prior to first public hearing held by the Planning Commission.

- Director of Planning and Inspection Services checks application for completeness.

- Applicant pays appropriate filing fee.

- Director of Planning and Inspection Services notifies Planning Commission secretary to place the application on the Planning Commission agenda. All Planning Commission meetings are held on the second Thursday of each month at 7:00 p.m. The Planning Commission meetings will be held at one of the following locations. The applicant will be notified by letter to indicate the exact location of the meeting.

Rockdale County Administration and Services Building
901 Main Street
Conyers, GA 30012

- A public advertisement is made. Legal notice published in local newspaper and signs posted on property for which the application has been submitted.

- Director of Planning and Inspection Services conducts an in depth analysis of zoning application and issues a written recommendation.

- Planning Commission conducts public meeting and forwards recommendation to the Community Development Committee of the City Council.

- Community Development Committee reviews application and makes recommendation to the City Council.

- City Council conducts public hearing to approve or deny zoning application. Public hearings are held by City Council on the third Wednesday of each month. The time of the hearing is to be determined by the City Council.

DEVELOPMENT REGIONAL IMPACT REVIEW

ATLANTA REGIONAL COMMISSION

Potential Impact of major development proposals is to be reviewed by the Atlanta Regional Commission as required by the Georgia Planning Act of 1989.

The Georgia Department of Community Affairs established procedures for regional review of such developments that are sufficient size that they are likely to create impacts beyond the jurisdiction in which the project will be located. The kinds of development and size thresholds that qualify for a Development Regional Impact Review in the Atlanta Region can be found at:

http://www.atlantaregional.com/documents/DRI_THRESHOLDS.pdf

The review criteria used to evaluate the developments potential impact includes:

- . Consistency with Local Comprehensive Plans
- . Consistency with Regional Plans/Policies (i.e., Regional Development Plan, Regional Transportation Plan, Regional Water Supply and Wastewater Management Plans)
- . Compatibility with Surrounding Land Use (existing and proposed)
- . Impact on Affected Communities
- . Road Capacity/Traffic/Air Quality
- . Available Water Supply and Wastewater Treatment Capacity
- . Available School Capacity
- . Protection of Water Supply Watersheds, Wetlands, Ground Water Recharge Areas
- . Protection of Historic Resources

SUBDIVISION PROCESS (Residential or Non-residential)

— Developer holds pre-application conference with the Planning and Inspection Services Department

— Developer submits ten (10) copies of preliminary subdivision plat to Planning and Inspection Services Department not later than fifteen (15) days prior to the meeting date of the Planning Commission and pays appropriate filing fee.

— Planning Commission shall approve, approve subject to modifications, table or disapprove the preliminary plat.

— If preliminary plat is disapproved, developer makes necessary corrections and resubmits plat to Planning and Inspection Services Department.

— Planning Commission grants preliminary approval of plat. Preliminary plat approval is tentative, pending submission of a final plat, and is valid for a period not to exceed twelve (12) months, after which it shall expire.

— Developer submits ten (10) copies of construction plans to include details of grading, street construction plans and profiles, sidewalks if residential, sewer plans and profiles, water supply system, storm drain system, two (2) hydrological studies, erosion and sedimentation control plans, and all required underground utilities including electrical for street lighting shall be duly noted.

NOTE: Subdivision construction plans shall bear the seal and signature of a land surveyor and engineer registered with the State of Georgia.

— Developer/applicant is required to submit construction plans to the following departments for review and approval:

Planning and Inspection Services Department - 2 construction plans and 2 hydrology studies.

Rockdale County Fire Department - 2 construction plans.

Rockdale County Water Resources Department - 2 construction plans.

Soil Conservation Service - 1 construction plan and a hydrology study when property is 5 acres or greater in size.

— Georgia Department of Transportation - Submit appropriate plans to DOT for curb cut approval when property fronts a state road.

— Construction plans are approved by all departments and development permit issued. The developer is authorized to install streets and utilities.

— Water Resources Department inspects and approves water and sewer system. The Planning and Inspection Services Department inspects and approves streets, soil erosion methods and storm drain system. Fire Department inspects and approves fire hydrants.

- When all improvements have been inspected and approved, final plat is submitted to the Planning and City Services Department.
- Developer submits one (1) sepia mylar and ten (10) copies of final plat to the Planning and Inspection Services Department with appropriate fees. Final plat is approved and recorded in Rockdale County Courthouse and street numbers assigned. Where there is a division of land in which a parcel of land is divided into two (2) or more lots on an existing street, a final plat is also required.

DEVELOPMENT PERMIT PROCESS

- Contractor/applicant applies for a development permit and submits copies of a boundary line survey site plan for review indicating the location of proposed building, existing and proposed elevations of site, parking layout including handicap parking and driveway location, erosion and sedimentation plan, location of utilities (gas, water and sewer, etc.), including visual screening buffers as required, tree preservation and landscape requirements, and two (2) hydrology studies to verify that additional storm water run-off will be controlled as required by code.

NOTE: Site plans bear the seal and signature of a land surveyor and engineer registered with the State of Georgia.

- Contractor/applicant is required to submit development plans to the following departments for review and approval:

Planning and Inspection Services Department - 3 site development plans and 2 hydrology studies

Rockdale County Fire Department - 2 site development plans

Rockdale County Water Resources Department - 2 site development plans

Soil Conservation Service - 1 site development plan and a hydrology study when property is 5 acres or greater in size

Georgia Department of Transportation - Submit appropriate plans to DOT for curb cut approval when property fronts a state road

BUILDING PERMIT PROCESS

- The submittal of building plans includes details of footings, framing, plumbing, electrical, heating and air conditioning and sprinkler system if applicable for review with appropriate plan review fee. All building plans shall bear the seal of a Georgia registered architect or engineer. (One and two family dwellings are exempted from being certified by architect or engineer).

- For new construction and interior alterations, contractor/applicant is required to submit building plans to the following departments for review and approval. **Single-family dwellings are only reviewed by the Planning and Inspection Services Department.**

Planning and Inspection Services Department - 2 detailed building plans

Rockdale County Fire Department - 2 detailed building plans

Rockdale County Environmental Health Department - 2 detailed building plans when constructing a restaurant, tourist accommodations to include but not limited to hotel, motel, bed and breakfast homes/inns, or any facility consisting of two or more rooms or dwelling units either joined together or separated on a common piece of property where lodging and other accommodations are provided, and finally the construction of a public swimming pool.

Georgia State Fire Marshal - As required by Georgia Code with respect to hospitals, nursing homes, jails, ambulatory health care centers and penal institutions and buildings owned and operated by the State of Georgia.

— The time period for plan review may require 10 to 14 working days. Review may take longer if plans are incomplete and not in compliance.

— The contractor/applicant shall submit proof of purchase that fees for a water meter, sewer tap, and sewer capital cost recovery have been paid, must show proof of a business and occupation registration issued by a jurisdiction located in the State of Georgia or must pay for one in the City of Conyers, and pay a building permit fee. The contractor/applicant shall obtain approval from each department as listed and submit approved plans to the Planning and Inspection Services Department prior to the issuance of a development permit and/or building permit.

— Other trades people such as plumbing, conditioned air, electrical, low voltage, utility and sprinkler contractors shall be licensed by the State of Georgia and are required to provide proof of state license. Also contractor shall provide proof of having a business and occupation registration issued by a jurisdiction located in the State of Georgia and secures a permit prior to commencing any work.

— **INSPECTIONS REQUIRED:**

- a. Foundation: To be made after trenches are excavated and forms erected. Where trenches are designed for steel rebars including building locations that have been prepared and compacted with fill soil, such rebars shall be in place at the time of foundation inspection. In case of a slab, all trenches shall remain open to inspect plumbing and electrical before concrete is poured.
- b. Framing: To be made after the roof, framing, bracing, rough electrical, rough plumbing, rough HVAC, vents and chimneys are complete.
- c. Insulation- when insulation is installed contact office for inspection.
- d. Final: To be made after the building and site is complete and ready for occupancy. The building inspector and the fire marshal shall conduct final inspections. The fire marshal does not conduct inspections for one and two family dwellings.
- e. Other inspections may be required by the building inspector.

— Inspection Cards: To be obtained from the Planning and Inspection Services Department at the time a building permit is issued. Inspection cards are to be secured properly and placed in an accessible location on the job site, and protected from the weather. If the inspection card is lost or damaged, it is the responsibility of the owner/builder to replace the inspection card prior to inspection by the building inspector.

— The Planning and Inspection Services Department requires a one-day notice prior to all inspections. Building inspectors may be reached at 770-929-4280 between 8:00 and 9:00 a.m. in the office.

— After construction is completed, contractor/applicant applies for a certificate of occupancy.

— Building inspector will perform final inspection after the completion of the following items on the checklist is submitted to the Planning and Inspection Services Department:

- a. Rockdale County Fire Marshal written approval.
- b. Rockdale County Water Resources Department written approval.
- c. All permits submitted with the appropriate fee.
- d. If restaurant, written approval from Environmental Health Department
- e. Storm water certification letter submitted by designing engineer indicating that all storm water facilities have been installed in accordance with the approved plans and will function as designed.
- f. Certification letter for pre-engineered buildings.

— Final inspection conducted.

— Contractor/applicant receives Certificate of Occupancy, issued by the Planning and Inspection Services Department.

ZONING VARIANCE/EXCEPTION APPEAL

— When the Planning and Inspection Services Department determines that building plans do not conform to the Zoning Ordinance for a particular parcel of land or regulations have been misconstrued or wrongly interpreted, the owner/developer or authorized agent may appeal to the Board of Zoning Appeals and Adjustments, so that such nonconformance may be remedied by a zoning variance or exception.

— Owner/agent obtains the appropriate application for a variance exception or appeal from the Planning and Inspection Services Department.

— Owner/agent files application with appropriate fee.

— Planning and Inspection Services Department places applicant's hearing on agenda for the Board of Zoning Appeals and Adjustments.

- Public advertisement is made. Legal notice published in local paper. Signs posted on property for which the application has been submitted. (If necessary)
- Owner/agent presents case before the Board of Zoning Appeals and Adjustments.
- Board of Zoning Appeals and Adjustments approves or denies request.
- If request is approved, owner/agent may obtain building permit. If request is denied, owner/agent may seek appeal from the City Council.
- Zoning variance/appeal decisions are normally made within 30 days from request.

PERMITS REQUIRED FOR NEW DEVELOPMENT

Permits required by the City for new development are listed in the table below.

TYPE OF DEVELOPMENT	PERMITS REQUIRED
Single family house, duplex, triplex	Building, electrical, plumbing, HVAC, water meter, sewer tap.
Apartment	Building, electrical, plumbing, HVAC, water meter, sewer tap, sign, sprinkler
Office building, hotel, assembly building, retail facility, education facility	Building, electrical, plumbing, HVAC, water meter, sewer tap, sign, sprinkler
Industrial facility, institutional facility, storage hazardous	Building, electrical, plumbing, HVAC, water meter, sewer tap, sign, sprinkler
Subdivision	Development, authorization to install streets, sewers, water mains and other utilities, site grading, sediment control and landscaping
Site grading	Development, authorization to install building pad, storm drain facilities, drive way, sediment control or combination thereof
Driveway	Required from the Georgia Department of Transportation when development fronts state road

PERMITS REQUIRED FOR INTERIOR FINISH, REPAIR AND RENOVATION

Permits required by the City depend upon the extent of renovation, interior finish, enlargement, and repair of work to be undertaken. The following rules generally apply:

Building Permit	A permit is required from the Planning and Inspection Services Department if the value of building improvements will exceed \$100.
Electrical Permit	A permit is required from the Planning and Inspection Services Department when electrical systems will be installed, replaced, or altered. Low voltage permits are required.
Plumbing / Sprinkler Permit	A permit is required from the Planning and Inspection Services Department for the installation and replacement of fixtures, waste water and sewer lines.
Heating, Ventilation, Air Conditioning (HVAC) Permit	A permit is required from the Planning and Inspection Services Department if heating, air conditioning, range hood, gas piping, and ventilation fans will be installed or replaced.
Development / Grading Permit	A permit is required from the Planning and Inspection Services Department for the installation of utilities, sediment control, and compliance with the Tree Preservation and Landscape Ordinance.
Sign Permit	A permit is required from the Planning and Inspection Services Department if a sign is to be erected, replaced, reconstructed, expanded, or relocated.
Water Meter Permit	A permit is required from the Rockdale County Water Resources Department if a meter will be installed. No permit is required if water service is re-established on an existing meter. However, a deposit for water service is required.
Sanitary Sewer Permit	A permit is required from the Rockdale County Water Resources Department for a new sewer tap. No permit is required if sewer service is re-established on an existing sewer tap. A capital cost recovery fee is required when a building is expanded in size. The cost is based on the use and square footage of building to be increased in size. Septic system approved by Rockdale County Health Department.
Driveway Permit	Fee is established by the Georgia Department of Transportation when driveway to be constructed fronts state road.

PERMIT FEE SCHEDULES

The permit fee schedules used by the City of Conyers are summarized below. Permit fee schedules are established by the City Council. For more detailed information regarding fees, contact the Planning and Inspection Services Department.

Building Permit

Residential	- \$4.00 per \$1,000 of contract value
Commercial and Industrial	- \$4.00 per \$1,000 of contract value
Minimum Fee	- \$50.00
Re-inspection fees	- \$25.00/\$50.00/\$75.00

The current ICC Construction Cost Standards printout will be used as a guideline for calculating building permit fees for new construction.

Plan Review Fees

Plan Review fees for all buildings, residential and commercial:

0	-	2,000 square feet	\$ 50.00
2,001	-	5,000 square feet	75.00
5,001		10,000 square feet	100.00
Over		10,000 square feet	150.00

Electrical Permit

The total fee depends upon the size, type, and the number of switches, outlets, lighting fixtures, appliances, motors, and control system. The minimum fee is \$50.00. A list of all equipment is required before the fee can be determined. Re-inspection fee is \$25.00/\$50.00/\$75.00

Plumbing/Sprinkler Permit

Fee is \$4.00 per fixture, \$.50 per head for each fire protection sprinkler system, and \$25.00 for each lawn sprinkler system. The minimum fee is \$50.00. Re-inspection fee is \$25.00/\$50.00/\$75.00

Heating, Ventilation, Air Conditioning (HVAC) Permit

Fee is based on type of system(s) and equipment used. A list of all equipment is required before the fee can be determined. The minimum fee is \$50.00. Re-inspection fee is \$25.00/\$50.00/\$75.00

Land Disturbance Permit Fees

0 to 1 acre:	\$150.00
1 or more acres:	\$200.00 + \$10.00/acre

Land Disturbance Plan Review Fees

0-5 acres:	\$50.00
Over 5-10 acres:	\$100.00
Over 10-20 acres:	\$150.00
Over 20-50 acres:	\$200.00
Over 50-100 acres:	\$250.00
Over 100 acres:	\$300.00

Sign Permit

1	to	25 square feet	\$ 25.00
26	to	50 square feet	40.00
51	to	100 square feet	60.00
101	to	200 square feet	100.00
201	to	300 square feet	400.00
301	to	500 square feet	600.00
501	to	672 square feet	1,000.00
Minimum fee is \$25.00			

OTHER PERMIT FEES

Certificate of Occupancy (City)	Residential	\$30.00
	Commercial	\$50.00
Certificate of Occupancy (State)		\$50.00
Demolition		\$50.00
House Removal		\$50.00
Construction Office Trailer		\$50.00
Swimming Pool		\$50.00

SUGGESTIONS TO DEVELOPERS - WAYS TO EXPEDITE THE PERMIT

Ask questions and obtain preliminary review.

Make contact with the Planning and Inspection Services Department. Explain the nature of the project and ask what information will be required before doing any design work.

Verify that intended use is allowed within zoning district where proposed development is located or if variance is needed.

Find out if property requires a subdivision or division of land plat.

Find out if property is located within the Conyers Historic District or an Overlay District.

Bring plans in for preliminary review. These reviews are free, can be done quickly, and may save money.

Know what the permitting department wants.

The more complete all plans and specifications are, the faster they can be approved. An awareness of what information is required will yield the benefits of a faster approval time and the avoidance of additional expense for redesign.

Many delays occurring in the plan review process are caused by a lack of information necessary for sign-off by an office.

Always place a contact name, address, and telephone number on all plans submitted so the plan examiners can easily reach the right person to obtain answers. This can save valuable time in the approval process.

CITY OFFICES

PLANNING AND INSPECTION SERVICES DEPARTMENT

The Planning and Inspection Services Department is responsible for the enforcement of all provisions of the Zoning Ordinance regulations, Subdivision Regulations, and building codes. In addition, the department reviews plans and issues permits for residential, commercial, and industrial construction as well as conducts field inspections for new and existing structures, road construction, drainage, and issues Business and Occupation Registrations.

Contact persons

Telephone No.

Marvin Flanigan
Director, Planning and Inspection Services Department (770) 929-4280

J. P. Alexander
Urban Planner (770) 785-3803

Donna Fielding-Freeman
Geographic Information System (770) 785-3805

Steve Owens
Chief Building Inspector (770) 929-4280

Kerry Caldwell
Senior Building Inspector (770) 929-4282

Bonnie Clark
Building Inspector (770) 929-4283

Steve Adamo
Building Inspector (770) 785-6682

Administration

Kimberly Ford (770) 761-1128
Sherrie Whitmer (770) 929-4280

Fax Number: (770) 929-4292

Address:

1174 Scott Street
P. O. Drawer 1259
Conyers, GA 30012

ROCKDALE COUNTY WATER RESOURCES DEPARTMENT

The Rockdale County Water Resources Department reviews plans to determine the ability of existing water lines and sewer system to meet projected demand. The Water Resources Department issues water meter permits and sewer tap permits, approves all installation of new water and sewer mains, approves applications for fire and domestic service, and conducts on-site inspections.

Contact Persons

Telephone No.

Dwight Wicks
Director of Rockdale Water Resources

(770) 278-7450

Brenda Herron
Engineering

(770) 278-7450

Address:

958 Milstead Avenue
Conyers, GA 30012

Mailing Address:

P. O. Box 289
Conyers, GA 30012

COUNTY OFFICES

ROCKDALE COUNTY FIRE DEPARTMENT

The Rockdale County Fire Department Fire Marshal reviews plans for exit requirements, reviews sprinkler drawings, reviews plans to ensure proper access for fire apparatus and equipment is provided for all buildings, and conducts building inspections.

Contact Persons

Telephone No.

John McNeil
Director

(770) 278-8401

Mike Lee
Deputy Director

(770) 278-8401

Phil Norton
Chief of Fire Prevention

(770) 278-8401

Address:

1496 Rockbridge Road, NW
Conyers, GA 30012

ROCKDALE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

The Rockdale County Environmental Health Department reviews plans of any building that will have food serving capability and reviews plans for on-site sewage disposal system, septic tank, where public sewer is not available.

Contact Person

Telephone No.

Joe Farmer
Environmental Health County Manager

(770) 278-7340
Fax (770) 918-6549

Address:

958 Milstead Avenue – Suite 103
Conyers, GA 30012

STATE OFFICES

GEORGIA DEPARTMENT OF TRANSPORTATION

Georgia Department of Transportation reviews site plans for driveway permit when development will have egress and ingress on a state road.

Contact Person

Telephone No.

Eleanor Smith
Transportation Engineer II

(404) 463-4939

Emmanuel Olaleye
Rockdale County Liaison

(770) 388-5039

Address:

State of Georgia
Department of Transportation Highway District 7
5025 New Peachtree Road
Chamblee, GA 30341

STATE OF GEORGIA SOIL AND WATER CONSERVATION DISTRICT

State of Georgia Soil and Water Conservation District reviews site plans for land disturbing activity of new development where the project is greater than five (5) acres.

Contact Person

Telephone No.

Russell Toning

(770) 761-3020

Address:

Region III Office
1500 Klondike Road, Suite A-109
Conyers, GA 30094

Plan Review

(706) 542-3065

Address:

4310 Lexington Road
P. O. Box 8024
Athens, GA 30603

STATE FIRE MARSHALS OFFICE

The Georgia State Fire Marshals office from time to time reviews plans of buildings that are under the jurisdiction of the State. Examples are buildings or structures four (4) or more stories in height, personal care homes, schools of grade 1-12 having more than 15 students, hospitals, places of assembly with an occupant load of 300 or more without alcohol and 100 or more where alcoholic beverages are served, day care facilities have 7 children receiving care, retail establishments having a gross floor area of 25,000 square feet on any one floor or having three or more floors open to the public, etc. For additional requirements, see Georgia Code Annotated, Title 25, Chapter 2.

Contact Person

Georgia State Fire Marshal

Telephone No.

(404) 656-2064

Address:

2 Martin Luther King Drive
Floyd Building
Room 620 West Tower
Atlanta, GA 30334

CODES AND ORDINANCES

Agencies and offices of the City of Conyers use the codes and ordinances listed below.

The Planning and Inspection Services Department enforces the following regulatory codes and ordinances.

Standard Codes Adopted - Current Edition

1. International Building Code 2006, with Georgia Amendments (2007 & 2009)
2. International Plumbing Code 2006, with Georgia Amendments (2007, 2008 & 2009)
3. International Mechanical Code 2006, with Georgia Amendments (2007, Errata 2007 & 2008)
4. International Fuel Gas Code 2006, with Georgia Amendments 2007
5. International Existing Building Code 2006, with 2009 Amendments
6. International Property Maintenance Code 2006 with Ammendments
7. International Energy Conservation Code (2000)
8. National Electrical Code (2008)
9. State of Georgia Handicap Accessibility Law
10. City of Conyers Zoning Ordinance
11. City of Conyers Subdivision Regulations

NOTE: THE MOST CURRENT GEORGIA AMMENDMENTS APPLY TO ALL ABOVE CODES AND CAN BE OBTAINED THROUGH THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS

<http://www.dca.state.ga.us/development/constructioncodes/programs/codeamendments.asp>

DEPARTMENT OF WATER RESOURCES

Water main extensions and sewer line installations shall comply with the engineering standards and specifications of Rockdale County. Copies of standards and specifications are available in the Department of Water Resources upon request.

ROCKDALE COUNTY FIRE DEPARTMENT

State of Georgia Life Safety Code

2006 International Fire Code

Enforcement of these regulatory codes and ordinances is necessary to protect the health, safety and welfare of the citizens of Conyers. All structures, altered or repaired must conform to the requirements of these codes.