



**FULTON COUNTY PURCHASING DEPARTMENT**  
Winner 2000- 2005 Achievement of Excellence in Procurement Award  
National Purchasing Institute

**Jerome Noble, Director**



*July 27, 2006*

Re: 06RFP00014YB -CL  
Professional Development Services

Dear: Proposers

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced Request for Proposal.

Except as provided herein, all terms and conditions in the Request for Proposal referenced above remain unchanged and in full force and effect.

Sincerely,

Charles Leonard

Chief Assistant Purchasing Agent

O6RFP00014YB -CL  
Addendum No. 3  
Page Two

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

*Addendum #3 replaces all previously issued addenda, and extends the Proposal due date to Thursday, August 10, 2006. Additionally, there will be no extension of the deadline established for submitting questions relative to the Request for Proposal.*

#### ACKNOWLEDGEMENT OF ADDENDUM NO. 3

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30335 by the RFP due date and time **August 10, 2006, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 3, \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**Addendum Number 3 to 06RFP00014YB-CL  
Standby Professional Development Services**

- Item 1. First page 2-5 Section 2.12 **Insurance and Risk Management Provisions** - add  
“Liabilities arising out of legal actions against the County due to actions of County officials and staff will be indemnified and defended by the County pursuant to the Fulton County plan of defense. Contractors shall be liable for their actions and standard indemnification requirements shall apply to this contract. Where support might be required by the County in support of actions against the County and not the contractor, contractor shall be compensated for such support through a modification to this agreement as stipulated under Article 7 Modifications of the Contract or other separate agreement”
- Item 2. Second Page 2-3 Section 3.3 **Task A – Planning and Zoning** – add
- “Attend Community Meetings with Zoning Applicants  
A mandatory calendar of dates exists that will be required to be met for both the Board of Commissioners and the Board of Zoning Appeals. This calendar has numerous deadlines for the completion of various phases of the analysis process and can not be varied. Work deadlines are critical to meet State required advertising deadlines and public posting of information related to all applications. Failure to meet deadlines can result in an application not moving forward and shall make the contractor subject to all associated liabilities.
  - A separate tracking procedure shall be established by the contractor for all developments that fall into the Development of Regional Impact category as overseen by GRTA (Georgia Regional Transit Authority) and ARC (Atlanta Regional Commission). Contractor(s) performing the zoning process shall be versed in this process and subject to continued oversight by Fulton County (as the planning agency). These projects proceed through the zoning process on a separate calendar from all other zoning requests.”
- Item 3. Second Page 2-4 Section 3.3 **Task B – Development** – 7th bullet insert after “incidental field correction” the following “or limited field adjustment”
- Item 4. Second Page 2-6 Section 3.3 **Task F – Financial Reporting Requirements** – Change to Read “Task F – Reporting Requirements”

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Item 5. Second Page 2-6 Section 3.3 **Task F –Reporting Requirements** – add the following:

- “Reports containing the quantity of activities performed and the revenue generated as appropriate shall be submitted to Fulton County, the U.S. Census Bureau, The Georgia Soil and Water Conservation Commission, and the Fulton County Soil and Water Conservation District. Reports shall be provided in the format of the sample reports provided in Exhibit 5 (or other acceptable format) by the 5<sup>th</sup> of each month in which they are due for the activities performed the preceding month or period. Erosion and Sediment Control Reports are due quarterly. All other reports are due monthly. Fulton County shall be provided two copies of all reports submitted to state and federal agencies.
- For zoning related activities, in addition to the summary data, provide a detail accounting of the fees collected by individual petition number for all subcategories for both the Board of Commissioners and the Board of Zoning Appeals. (i.e. zoning petition, use permit petition, concurrent variance, primary variance etc.).

Item 6. Second Page 2-6 Section 3.3 **Task G. – Other Requirements** – add the following:

- “No payment will be made by Fulton County for work under this contract. Contractor shall provide all personnel, equipment, facilities, and support required to provide all functional requirements of the contract. Where inspections, reviews, reports, or other activities are required by Fulton County or otherwise to adequately perform the responsibilities associated with this work effort, Contractor shall adjust the fee schedule to provide for compensation for such activities. Contractor may require any reasonable and customary form of payment and may adjust the timing and amount of fees as necessary to provide for and assure payment for the service.
- Contractor(s) shall be designated in writing by the County to provide specific service(s) in specific geographical area(s). The County may elect to award all work under this contract to a single proposer; may award up to five contracts for separate functional services in each of four geographical areas or any combination of the above. Duplicate assignments will not be made within a geographical area. Activities under this contract shall be limited to the designated service(s) and the designated geographical area(s) specified for the contractor.”

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Item 7. Second page 2-7 first section 3.4 **Rules and Responsibilities**- add to the end the following:

“Exhibit 6 presents historical activity for zoning and permitting and revenue data available. Existing 2006 functional organization charts, special service district 2006 budgets, special district organizational personnel assignments are also provided for use by potential proposers in assessing potential value of work. No projections of permitting activity have been made by or are available from the County.

Item 8. Second page 2-7 first section 3.4 **Rules and Responsibilities**-add to the end the following:

“Current permit processing goals are: 10 business days turn around for residential building permits, 20 business days turn around for commercial building permits and 15 business days turn around for Land Disturbance permits. Building permit applications allow for unlimited resubmittals and associated reviews without additional charge. Land Disturbance permits provide for 3 reviews; an original submittal and 2 resubmittals without additional charge. Resubmittals required beyond that number are each charged for review at the rate of 50% of the original permit review fee. Contractors are expected to operate within these time frames”

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- Item 9. Second page 2-7 first section 3.4 **Rules and Responsibilities** – add to the end of the following:  
“Document retention: All permits issued for residential permitting; including, but not limited to, building permits, fence permits, pool permits, additions, alterations and wall permit, must have the following attachments:  
    Permit Application  
    Tree Preservation and Sediment and Erosion Affidavit  
    Site Plan  
    Application for Temporary Power  
    Elevation Certificate (as may be appropriate)  
    Septic Permit documents (as may be appropriate)  
All permits issued for institutional and commercial or non-residential permitting; including, but not limited to, shopping centers, stores, offices, office buildings, medical offices, veterinarian offices, libraries, churches, schools and hospitals, must be retained in it’s original form in perpetuity. This includes all structural drawings, site plans, studies, certificates and other documents required by the County to assure compliance with the minimum standards of the codes enforced. Delivery of these documents will be in unsealed boxes measuring 10x10x33 with a Records Transmittal and Acceptance Form (included in Exhibit 5—Sample of Reports) to the Office of the County Manager no later than 15 days after the permit has been issued or when the box is full, whichever comes first. One copy of each item must be retained by the County in accordance with the Georgia Department of Archives and History, Division of the Secretary of State, Publication 76-RM-1, as adopted by the Fulton County Board of Commissioners.”
- Item 10. **Exhibit 2 Building and Related Permitting Application Process**  
Remove all Exhibit 2 (documents after Exhibit 1-Building Development Fee Schedule, consisting of a cover page and four pages following) and before Exhibit 3 Development Review Process and insert replacement Exhibit 2 Building and Related Permitting Application Process in its entirety.
- Item 11. **Exhibit 3 EC&D—Development Review Process**  
Insert attached addition to Exhibit 3
- Item 12. **Exhibit 4 – Rezoning, Use Permit & Concurrent Variance Application Package**  
Remove two (2) blank sheets
- Item 13. **Exhibit 5 – Sample Reports**  
Insert Exhibit 5 (attached) in its entirety
- Item 14. **Exhibit 6 – Historical Permitting and Financial Data**  
Insert Exhibit 6 (attached) in its entirety

**Addendum Number 3 to 06RFP00014YB-CL  
Standby Professional Development Services**

Item. 15. Second Page 2-3 **Section 3.3 Scope of Work Task C – Permitting**, first bullet – delete and replace with the following:

“Contractor shall use the County purchased Permits Plus ® software system to input, manage and track all permitting activities. The contractor shall be required to operate off of the County’s Permits Plus ® software system installed on County servers. County shall provide up to 5 licensed seats from Acella to operate the system. Should more licensed seats be required to effectively operate the system and the County cannot provide them within the currently owned license, Contractor shall be required to purchase the needed seats from Acella and adjust the permitting fees to cover the cost of the additional licenses. The cost of such additional licenses shall be provided by the County to the selected vendor. Access to the County’s servers shall be provided through Virtual Private Network (VPN) connection. Contractor shall provide at least one personal computer (PC) for installation of software by the County to provide such capabilities. Contractor shall have or obtain personnel versed in the use of the Permits Plus ® permitting software. Contractor's cost for any required personnel training and licenses shall be included in the fees charged for permitting services. Maintenance of the County server installed system shall be provided by the County. Maintenance of remote system hardware and software shall be maintained by the Contractor”

Item 16. Second Page 2-11 **Section 3.5 COST PROPOSAL FORMAT AND CONTENT** – replace this section in its entirety with the following:

“In as much as Fulton County policy is to evaluate all proposals on several factors (indicated hereafter) including cost, and the basis of payment under this contract will be fees collected from others, all proposers shall provide a cost proposal to perform the work at a price of \$0.00. The proposer shall provide the Cost Proposal in a separate sealed envelope as a separate page with the following statement signed by an authorized officer of the firm submitting the proposal. “The fee for performing the work stipulated in the Request for Proposal for Standby Development Services RFP 06RFP00014YB-CL is \$0.00. Compensation for all work performed under this contract if awarded will be derived from fees charged to applicants for the various developments services assigned by Fulton County.”

Item 17. Second page 2-3 section 3.3 **Scope of Work – Task B - Development** – add to the end the following:

- Conduct field visits to permitted land disturbance/development sites to ensure erosion and sedimentation control is compliant with applicable laws and approved site development plans
- Conduct final erosion inspections in order for final plats to be recorded.
- Respond to complaints from state agencies (Georgia Soil and Water Conservation Commission, Fulton County Soil and Water Conservation District and Georgia EPD) and citizens.
- Prepare court cases with regard to erosion and sediment control issues for sites that remain out of compliance beyond the specified compliance period.
- Testify as an expert witness in environmental court with regard to erosion and sediment control issues.

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- Item 18. Second page 2-4 section 3.3 **Scope of Work – Task C - Permitting** – add to the end the following:
- Conduct field visits to permitted single family residential lots and less than 5 acre development sites to ensure erosion and sedimentation control is compliant with applicable laws and approved site development plans
  - Conduct final erosion inspections in order for certificates of occupancy to be recorded.
  - Respond to complaints from state agencies (Georgia Soil and Water Conservation Commission, Fulton County Soil and Water Conservation District and Georgia EPD) and citizens.
  - Prepare court cases with regard to erosion and sediment control issues for sites that remain out of compliance beyond the specified compliance period.
  - Testify as an expert witness in environmental court with regard to erosion and sediment control issues.
- Item 19. Second page 2-5 section 3.3 **Scope of Work – Task E – Administration and Customer Service** – delete the following bullet descriptions of (code enforcement) work presented under this task:
- “Customer Complaint inspections and management
  - Issuance of Notice of Violations and/or citations for Code Infractions
  - Court representation for any Citation resulting in required appearance
  - Follow up and reporting to Commissioners for any Customer driven or community driven complaints regarding zoning, development or construction related issues.
  - Court appearance on behalf of the County as may be required “
- Item 20. Second Page 2-6 Section 3.3 **Task G. – Other Requirements** – add the following:  
“Code Enforcement responsibilities will not be performed under this contract. If required, Code Enforcement activities will be provided under a contract awarded under RFP 06RFP00015YB-CL
- Item 21. Second Page 2-8 second Section 3.4 **TECHNICAL PROPOSAL FORMAT AND CONTENT** – delete the second paragraph beginning “For example”
- Item 22. Second page 2-4 section 3.3 **Scope of Work – Task C - Permitting** – add to the end the following:
- “The checklists provided in Exhibits 2 and 3 present the standards for review of applications and submittals.”
- Item 23. Second page 2-7 first section 3.4 **Roles and Responsibilities** – fourth paragraph – revise to read: “The following specific activities shall be retained by Fulton County as assurance of the performance of activities by the contractor.

**Addendum Number 3 to 06RFP00014YB-CL  
Standby Professional Development Services**

- “Approval of Certificates of Occupancy
  - Approval of Final Plats
- Contractor shall provide all necessary documents for execution by County staff. County may or may not delegate execution of these documents”

Item 24. Second page 2-7 first section 3.4 **Roles and Responsibilities** – add to the end of this section: “For work in progress where applications have been received, associated fees have been paid to the County, and the permitted work has begun, the County shall complete the permitted work. Where work or a portion thereof that has not yet begun and the work or portion thereof has a separate and distinct fee basis, the County may elect to have the work completed by the Contractor at the fee charged by the Contractor. Refunds of associated fees paid to the County would be paid by the County to the permittee based on County policy.”

Item 25. Second page 2-7 first section 3.4 **Rules and Responsibilities**- add to the end (of Addendum Item. 7) the following: “The page titled “Development Activity” provides data for Land Disturbance Permit activity only. The page following “Development Activity” titled “ENVIRONMENT AND COMMUNITY DEVELOPMENT DEPARTMENT PERMITTING REPORT” presents total revenue for both building and land disturbance permitting activity, but the permit numbers reflect only building permit activity.”

Item 26. Second Page 2-8 second Section 3.4 **TECHNICAL PROPOSAL FORMAT AND CONTENT**, second paragraph, replace with the following “The Technical Proposal including the ten resumes required in Section 3 below, shall be limited to 25 pages of 12 point Aerial Text plus single page section dividers and a cover letter of not more than two pages and shall include the content as described below.”

## **Exhibit 2 – Building and Related Permitting Application Process**

**(Replace in its entirety with the following pages)**



## FULTON COUNTY ENVIRONMENT AND COMMUNITY DEVELOPMENT DEPARTMENT

### SITE PLAN/BUILDING PERMIT CHECKLIST

Permit Number: \_\_\_\_\_  
LAST REVISED: 09/14/2005

#### GENERAL PERMIT REQUIREMENTS:

1. \_\_\_\_\_ Provide a minimum of two (2) site plans, a maximum size of 11" X 17" or a diskette, CD or DVD of the plan in **pdf** or **tif** format, showing all dimensions as required and legibly shown as no less than .08". Site plans do not have to be "to scale". The following must be shown, as applicable:

- a. \_\_\_\_\_ Provide North Arrow
- b. \_\_\_\_\_ Provide Land Lot and District
- c. \_\_\_\_\_ Provide name and phase of subdivision or minor subdivision plat, if applicable
- d. \_\_\_\_\_ Provide lot number and block number, if applicable
- e. \_\_\_\_\_ Show all lot lines and complete lot dimensions with distances and bearings labeled
- f. \_\_\_\_\_ Show all set back lines and label with distances
- g. \_\_\_\_\_ Provide street name(s) and right-of-way width
- h. \_\_\_\_\_ Provide address
- i. \_\_\_\_\_ Show house location with dimensions from lot all lines to structure. It is suggested that the distances from each corner of the structure be annotated with a minimum of two directional distances to the lot lines.
- j. \_\_\_\_\_ For permit applications for accessory structures, additions or pool permits; show distances from the existing structure(s) as well as the distance to the new feature from two lot lines, at minimum.
- k. \_\_\_\_\_ Show existing topography and proposed topography with arrows to indicate the flow of storm water/drainage after construction. (NOTE: all storm water/drainage should be directed toward a drainage easement or drainage structure on-site or toward the street. No water flow from the developed property can be directed toward another lot, showing consistency with the LDP for the project.)
- l. \_\_\_\_\_ Provide the location and dimensions of the driveway. Show and label the distance of the driveway from any improvements; i.e., catch basins, fire hydrants, etc. The driveway apron must be a minimum of ten (10) feet from a catch basin. The driveway apron must also be a minimum of five (5) feet from any lot line.
- m. \_\_\_\_\_ Provide finished floor elevation, basement elevation and/or lowest floor elevation.
- n. \_\_\_\_\_ Show state waters, if applicable.
- o. \_\_\_\_\_ Show location and limits of construction/disturbance activity on the site. NOTE: Any disturbance greater than 5,000 square feet will be evaluated to determine if a separate Land Disturbance Permit (LDP) will be required. If an LDP is required additional detention, water quality features or other protective measures may be required.
- p. \_\_\_\_\_ Show location and protection limits of any special trees and all tree save areas
- q. \_\_\_\_\_ Show all buffers of any types, access easements, drainage and sanitary sewer easements with structures and features, and landscape strips and/or other natural features.

r. \_\_\_\_ If the lot has a detention pond, then an elevation certificate must be submitted establishing that the lowest floor of the structure is a minimum of three (3) feet above the 100 year water surface elevation of the pond.

s. \_\_\_\_ Provide the location and type of temporary and permanent soil stabilization measures to control sediment migration.

t. \_\_\_\_ Provide proof of septic tank permit, if applicable, when submitting permit application and site plan. For additions, renovations, fences, walls, or pools, you must first contact the Health (Septic) Staff to obtain a letter of renovation approval. Call 404 730-7577 for more information.

u. \_\_\_\_ Retaining wall(s) must be permitted separately. See retaining wall check list. If the wall is Cast-In-Place Concrete, structural plans, calculations and detailed drawings are mandatory.

v. \_\_\_\_ ARC River Corridor approval is required, if applicable. Submit two (2) additional plans if the subject property is located within 2000 feet of the Chattahoochee River. Contact Michael Charlson at 404 730-7545 for more information.

w. \_\_\_\_ Provide the following certifications and/or indemnifications on the plat, as may be applicable:

i. \_\_\_\_ Provide a flood plain note/certification, if applicable. If property has special flood hazard area crossing its boundary line, a certificate of occupancy hold will be place on the building permit until an elevation certification is submitted certifying that the lowest floor elevation of the structure is a minimum of three (3) feet above the special flood hazard are elevation.

“Flood Hazard Note:

This property is/is not located in a flood hazard area according to FIRM Panel # \_\_\_\_\_ last revised on June 22, 1998.”

*Note: If the special flood hazard area has established elevations, then a surveyor or architect can certify this statement. If elevations have not been established, then a registered engineer must provide calculations to establish the horizontal location and the elevation of the flood hazard area.*

ii. \_\_\_\_ Provide Residential Plan Certification and Indemnification statement, if applicable.

**FULTON COUNTY  
RESIDENTIAL PLAN CERTIFICATION AND INDEMNIFICATION  
STATEMENT**

I do hereby certify, as the design and surveying professionals of responsible charge for this development, that this residential plan does meet the applicable requirements and that I do indemnify the County per the Residential Plan Certification and Indemnification, bearing my seal and signature, specifically for this lot or subdivision, which is on file with Fulton County.

Design Professional  
Signature \_\_\_\_\_

Professional Surveyor  
Signature \_\_\_\_\_

Date: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Seal: \_\_\_\_\_

iii. \_\_\_\_ Provide a driveway indemnification note for all driveways that cross any easements (Applicant is to provide an agreement that has been drafted by an attorney at law which will indemnify the County against any and all damages and harm caused by the failure of the easement and associated features or structures to perform as designed. Note: Fulton County personnel and/or agents, shall have free and total access to, across, and under driveways, that will be installed on this recorded lot,, for the purposes of inspections, repair and/or construction, and shall have no responsibility for damages to, or the repair of, improvements within said easement.)

iv. \_\_\_\_ Engineer's or Surveyor's seal/stamp is required for any holds other than a DH-A or PW-A development hold.

(Development Hold Classifications: DH-A - site plan required; DH-B - Building Elevation required; DH-C - LDP/Drainage Plan Required; DH-D - General Hold, explanation found in Conditions. PW classifications are the same.)

2. Provide a completed application; front and back or two sheets of information, including a signature bearing a current date for the submittal of materials.
  - a. *All contractors must have a current business license number or be on file with Fulton County; otherwise a copy of the most current license must be submitted along with the application. No permit will be issued until the contractor information is complete.*
  - b. For all new single family homes also complete and submit a Residential erosion Agreement form.
  - c. Provide Owner's name, complete address (including the zip code), a twenty-four (24) hour contact person and a telephone number at which that person can be reached in case of emergency.
3. If the property is to be served by a septic system, rather than public sewer, the approval of the Septic Site plan bearing the seal of the design profession of responsible charge is required to be submitted along with this application.

### IMPORTANT ADDITIONAL INFORMATION:

The review process *normally* requires a minimum of three (3) to five (5) days. You will be notified within five (5) days whether your site plan review is complete or if a revised site plan is required for re-submittal. The more closely the design professional adheres to and shows compliance with the above checklist requirements, the more likely the review will occur within this timeframe. If the design professional fails to provide any of the required information, the review can be delayed for an undetermined amount of time.

If the subject property is not located within a subdivision of record with Fulton County, you **MUST** prove that the property as it exists is consistent with the Fulton County Tax Records prior to September 21, 1967, by submitting a plat of record or warranty deed confirming the existence in that form prior to said date. Should this information not be available the review process and issuance of a building permit will be delayed until you have filed an application and obtain approval for a Minor Subdivision Plat. For more information on this process, call 404 730-7534

### OWNER/APPLICANT/ENGINEER/SURVEYOR/DESIGN PROFESSIONAL ACKNOWLEDGEMENT

I have read and am familiar with the processes and requirements for the approval of a Site Plan for Residential Building Permit applications.

Name: \_\_\_\_\_  
Owner/Applicant/Engineer/Surveyor/Design Professional

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Date: \_\_\_\_\_ Set # \_\_\_\_\_  
 Set Title: \_\_\_\_\_  
 Count: \_\_\_\_\_ of \_\_\_\_\_  
 Site Plan Approval \_\_\_\_\_ Date \_\_\_\_\_

Building Permit # \_\_\_\_\_  
 Sewer/Water Permit # \_\_\_\_\_  
 Permit Fee \_\_\_\_\_  Cash  Check # \_\_\_\_\_  
 PIN # \_\_\_\_\_

**BUILDING PERMIT APPLICATION: COMMERCIAL (USE) \_\_\_\_\_ RESIDENTIAL (USE) \_\_\_\_\_**

**TO ENSURE THAT YOUR APPLICATION WILL BE PROCESSED, ALL APPLICABLE INFORMATION MUST BE PROVIDED:**

**Check one:** New Building \_\_\_\_\_ Addition \_\_\_\_\_ Alteration \_\_\_\_\_ Re-Permit \_\_\_\_\_ Provide Old # \_\_\_\_\_  
 Tenant Finish Provide Tenant or Occupant's Name or Title: \_\_\_\_\_

Site Address \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Lot/Block \_\_\_\_\_ Building No. \_\_\_\_\_ Floor No. \_\_\_\_\_ Suite No. \_\_\_\_\_ ADULT ENTERTAINMENT ORIENTED BUSINESS (y/n) \_\_\_\_\_

Subdivision or Project Name \_\_\_\_\_ Unit/Phase No. \_\_\_\_\_ LDP# \_\_\_\_\_

Gross Floor Area (under roof) \_\_\_\_\_ No. of Floors \_\_\_\_\_ No. of Bedrooms \_\_\_\_\_ No. of Units \_\_\_\_\_ Sewer or Septic System (CIRCLE ONE)  
 (include: Heated, Unheated, Basement, Garage, Deck/Porch)

Describe scope of work. Be specific: \_\_\_\_\_

**WORK INCLUDES (Circle [Yes] or [No] FOR ALL BELOW)**

Building Yes / No    Electrical Yes / No    Plumbing Yes / No    Mechanical Yes / No    Deck Yes / No    Basement: Finished Yes / No    Unfinished Yes / No    New Water Tap/Box Yes / No

OWNER OF RECORD \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Business License No. \_\_\_\_\_ County where issued \_\_\_\_\_

APPLICANT/CONTACT PERSON \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Telephone \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

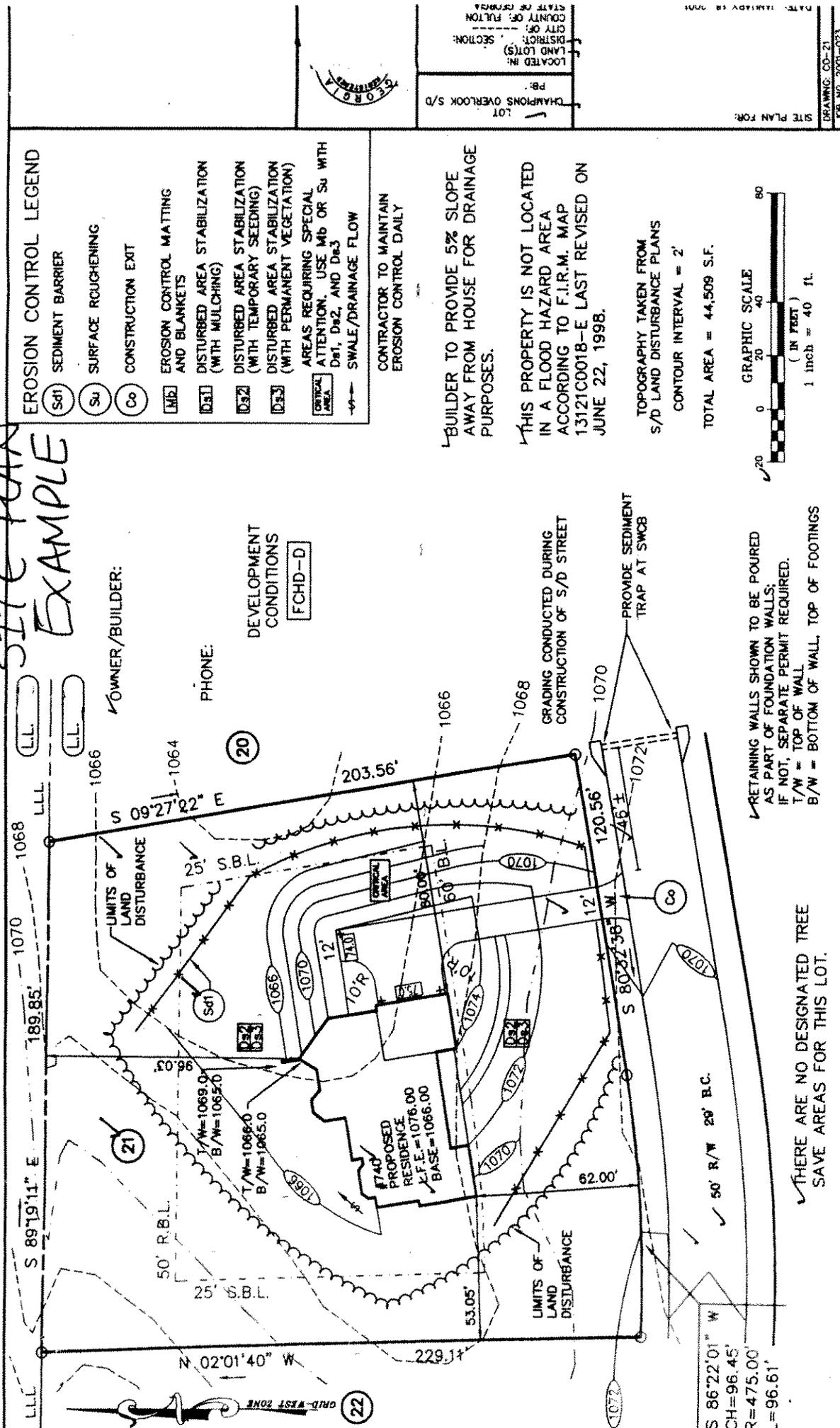
**SUBCONTRACTOR INFORMATION**

Please supply subcontractor's information below (they must submit installation lists), otherwise all subcontractors must apply for separate permits.

Trades:	Subcontractor's name, address and telephone:	Business License Number:	State Certification Number
Electrical Yes / No			
Plumbing Yes / No			
Mechanical (HVAC) Yes / No			

APPLICATION IS NOT COMPLETE UNLESS SIGNED / Please Complete Information on Back Side of this Application

# SITE PLAN EXAMPLE



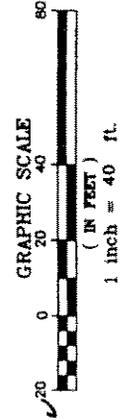
**EROSION CONTROL LEGEND**

<b>Sd1</b>	SEDIMENT BARRIER
<b>Su</b>	SURFACE ROUGHENING
<b>Co</b>	CONSTRUCTION EXIT
<b>Mb</b>	EROSION CONTROL MATTING AND BLANKETS
<b>Ds1</b>	DISTURBED AREA STABILIZATION (WITH MULCHING)
<b>Ds2</b>	DISTURBED AREA STABILIZATION (WITH TEMPORARY SEEDING)
<b>Ds3</b>	DISTURBED AREA STABILIZATION (WITH PERMANENT VEGETATION)
<b>CRITICAL AREA</b>	AREAS REQUIRING SPECIAL ATTENTION. USE Mb OR Su WITH Ds1, Ds2, AND Ds3
<b>SWALE/DRAINAGE FLOW</b>	CONTRACTOR TO MAINTAIN EROSION CONTROL DAILY

BUILDER TO PROVIDE 5% SLOPE AWAY FROM HOUSE FOR DRAINAGE PURPOSES.

THIS PROPERTY IS NOT LOCATED IN A FLOOD HAZARD AREA ACCORDING TO F.I.R.M. MAP 13121C0018-E LAST REVISED ON JUNE 22, 1998.

TOPOGRAPHY TAKEN FROM S/D LAND DISTURBANCE PLANS  
 CONTOUR INTERVAL = 2'  
 TOTAL AREA = 44,509 S.F.



OWNER/BUILDER: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

DEVELOPMENT CONDITIONS  
**FCHD-D**

GRADING CONDUCTED DURING CONSTRUCTION OF S/D STREET  
 PROVIDE SEDIMENT TRAP AT SWCB

RETAINING WALLS SHOWN TO BE POURED AS PART OF FOUNDATION WALLS; IF NOT, SEPARATE PERMIT REQUIRED.  
 T/W = TOP OF WALL  
 B/W = BOTTOM OF WALL, TOP OF FOOTINGS

THERE ARE NO DESIGNATED TREE SAVE AREAS FOR THIS LOT.

S 86°22'01" W  
 CH=96.45'  
 R=475.00'  
 L=96.61'

STATE OF GEORGIA  
 COUNTY OF FULTON  
 CITY OF ATLANTA  
 DISTRICT OF \_\_\_\_\_  
 LAND LOTS \_\_\_\_\_  
 LOCATED IN \_\_\_\_\_  
 CHAMPIONS OVERLOOK S/D  
 LOT \_\_\_\_\_  
 S/D PLAN FOR \_\_\_\_\_  
 DRAWING: CD-21  
 JOB NO. 2001-023

**APPENDIX I. Residential Erosion & Sedimentation Control and Tree Protection Agreement**  
Building Permit No. \_\_\_\_\_

THIS PERMIT AUTHORIZES \_\_\_\_\_  
TO BEGIN RESIDENTIAL GRADING/LAND DISTURBANCE ON LOT \_\_\_\_\_  
IN \_\_\_\_\_ SUBDIVISION OR AT THE FOLLOWING  
ADDRESS \_\_\_\_\_

THE AUTHORIZED PERSON ACKNOWLEDGES THAT HE/SHE IS RESPONSIBLE FOR TAKING ADEQUATE STEPS TO:

**EROSION CONTROL**

1. Control soil erosion on said property.
2. Control the movement of sediment off the site by means of properly constructed and maintained silt straps, (silt fence, haybales, etc.) in those areas where water exits the property.
3. Keep mud off the streets fronting this property by construction and maintenance of a driveway pad and removal of mud from the street when necessary.
4. Otherwise comply with all applicable erosion and sedimentation requirements, including those of the Fulton County Soil Erosion and Sedimentation Control Ordinance.

These provisions and others are outlined in the Fulton County Soil Erosion and Sedimentation Ordinance, 1996. (Please initial the appropriate statement below.)

\_\_\_\_ I, THE UNDERSIGNED AUTHORIZED PERSON, have obtained a copy of this Ordinance at this time and understand the provision of the Law.

\_\_\_\_ I, THE UNDERSIGNED AUTHORIZED PERSON, decline a copy of the Ordinance at this time. However, I do hereby attest that I do understand the provisions of the Law.

**TREE PROTECTION**

1. Protect areas of existing trees/tree save areas on this lot, so that a minimum of 20 tree units per acre is left after construction is completed. If a specimen or heritage tree\* exists on the lot and is in the way of proposed construction please contact the Fulton County Arborist at 404-730-7532 or 404-730-7531 to schedule an on-site meeting to try and find alternate areas for the disturbance.
2. Tree fence with tree save signage is required on a lot when clearing and grading for home construction commences. All tree fences shall remain and be maintained until the home construction is 100% completed.
3. Otherwise comply with all applicable Tree Preservation requirements, including those of the Tree Preservation Ordinance and Administrative Guidelines.

\*Specimen or Heritage Trees – Any tree in fair or better condition which equals or exceeds the following diameter sizes:

- A. Large hardwoods like Oaks, Maples, Yellow Poplars, and Hickories, 27 inch diameter at 4½ feet above the ground.
- B. Large hardwoods, Beeches, 24 inch diameter at 4½ feet above the ground.
- C. Large softwoods like Pines and Cedars, 24 inch diameter at 4½ feet above the ground.
- D. Small flowering trees like Dogwoods, Redbuds, and Sourwoods, 10 inch diameter at 4½ feet above the ground.

FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN THE ISSUANCE OF A STOP WORK ORDER OR OTHER CITATIONS.

EFFECTIVE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
APPLICANT \_\_\_\_\_ COUNTY OFFICIAL \_\_\_\_\_

**DISPLAY THIS PERMIT AT THE MAIN POINT OF ACCESS AND VISIBLE FROM THE STREET.**



**T**HE FULTON COUNTY

**ENVIRONMENT AND COMMUNITY DEVELOPMENT  
DEPARTMENT REQUIRES SITE PLANS TO BE REVIEWED  
FOR ALL RESIDENTIAL BUILDING PERMIT APPLICATIONS.**

**EFFECTIVE NOVEMBER 14, 2005,  
AS A CUSTOMER SERVICE INITIATIVE,  
CERTIFIED PLANS WILL BE ACCEPTED FOR COMPLIANCE  
INSTEAD OF PLAN REVIEW BY ECD STAFF.**

**SITE PLANS THAT HAVE BEEN REVIEWED AND CERTIFIED BY THE  
DESIGN AND SURVEY PROFESSIONALS OF RECORD FOR THE  
LAND DISTURBANCE PERMITTING AND/OR PLATTING,  
ENSURING THAT ALL OF THE REQUIREMENTS FOR  
PLAN REVIEW SUBMITTAL\*  
FOR RESIDENTIAL BUILDING PERMITTING IS ACCURATE,  
WILL *BY-PASS* THE PLAN REVIEW PROCESS BY COUNTY STAFF.**

**FOR ANY GROUP OF APPLICATIONS THAT ARE SUBMITTED IN  
QUANTITIES LESS THAN FIVE (5), ALL EFFORT WILL BE MADE TO  
ISSUE THE PERMIT ON THE SAME DAY. FOR STACKS GREATER  
THAN FIVE (5), THE PERMITS WILL BE ISSUED ON THE FOLLOWING  
DAY, DEPENDING ON STAFF AVAILABILITY AND HOW MANY ARE IN  
THAT GROUP.**

**THE ATTACHED CERTIFICATION STATEMENT MUST BE  
COMPLETED AND SEALED IF THE BUILDER WISHES TO EXERCISE  
THIS OPTION. A CERTIFICATION NOTE MUST ALSO BE PLACED ON  
EACH PLAN.**

**SHOULD YOU HAVE ANY QUESTIONS,  
PLEASE CONTACT THE PERMITTING STAFF  
404-730-7800.**

- SEE ATTACHED SITE PLAN/BUILDING PERMIT CHECKLIST.
- *THIS CHECKLIST DOES NOT HAVE TO BE SUBMITTED WITH CERTIFIED PLAN BUT SHOULD BE FOLLOWING IN THE PROCESS OF REVIEW.*

# FULTON COUNTY

## RESIDENTIAL PLAN CERTIFICATION AND INDEMNIFICATION

Subdivision Name: \_\_\_\_\_ Phase: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot # \_\_\_\_\_  
Address: \_\_\_\_\_ For entire Subdivision \_\_\_\_\_

I do hereby certify, as the design and survey professionals of responsible charge for this development, that this residential plan(s) do(es) meet the requirements of the applicable Fulton County design standards, rules, regulations, and codes, the standards of the Zoning Ordinance, conditions of Zoning for this site/project, and the requirements for Plan Review Submittal for residential building permitting.

I further agree to indemnify Fulton County and hold Fulton County harmless from any and all damage which Fulton County should suffer from and any and all liability, claims, demands, attorney's fees and costs of defense, or judgment against it, arising from the acceptance of this review and approval by the design professionals of responsible charge.

I am responsible for ensuring compliance to the design criteria as set for in the approved and permitted Land Disturbance Permit for this project; particularly the drainage, erosion control and hydrological calculations, and do further certify by my signature and seal that the site plan(s) attached referenced herein are consistent with said design.

Design Professional Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Original Wet Seal:

I am responsible for ensuring compliance to the property line descriptions and dimensions, all set backs and the identification of any applicable flood plain information represented on the Plat of record for this project, and do further certify by my signature and seal that the site plan(s) attached referenced herein are consistent with said plat.

Professional Surveyor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Original Wet Seal:

ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

### APPLICANT'S CERTIFICATION

I hereby certify that all work to be performed under this permit will be done in accordance with all applicable building codes, zoning codes and other regulations governing construction in unincorporated Fulton County. I am the: owner [ ]; owner's agent [ ]; architect [ ]; contractor [ ]; attorney [ ]; tenant [ ]; other [ ] \_\_\_\_\_. I also understand that if this permit is being issued to the owner or an owner's agent, no one other than the owner or licensed subcontractors can perform work under this permit.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**CAUTION TO OWNER: If you act as your own General Contractor, you alone are responsible for the quality of the work and compliance with all applicable codes. You must have your signature notarized to acknowledge this responsibility.**

Notary Signature \_\_\_\_\_ Date \_\_\_\_\_ Expiration Date: \_\_\_\_\_

-----  
**COMPLETE THE FOLLOWING SECTION IF THIS IS A RESIDENTIAL PERMIT SUBMITTING A CERTIFIED SITE PLAN**

### FULTON COUNTY RESIDENTIAL PLAN CERTIFICATION AND INDEMNIFICATION

Subdivision Name: \_\_\_\_\_ Phase: \_\_\_\_\_ Unit: \_\_\_\_\_ Lot # \_\_\_\_\_

Address: \_\_\_\_\_

I do hereby certify, as the design professional of responsible charge for this development, that this residential plan does meet the requirements of all applicable Fulton County codes, the standards of the Zoning Ordinance, conditions of Zoning for this site, and the requirements for Plan Review Submittal for residential building permitting.

I further agree to indemnify Fulton County and hold Fulton County harmless from any and all damage which Fulton County should suffer from and any and all liability, claims, demands, attorney's fees and costs of defense, or judgment against it, arising from the acceptance of this review and approval by the design professional of responsible charge.

Notes arising from Review

This property is \_\_\_ is not \_\_\_ located within the Area Regional Commission's Metropolitan River Protection Act Review corridor.

Place Holds? No \_\_\_\_\_, Yes \_\_\_\_\_; Type: B \_\_\_\_\_, C \_\_\_\_\_, D \_\_\_\_\_ E \_\_\_\_\_ F \_\_\_\_\_

Other Holds or Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Original Wet Seal:

Original Wet Seal:



**FULTON COUNTY**  
 Department of Environment &  
 Community Development  
 141 Pryor Street SW, SUITE 2085  
 Atlanta, Georgia 30303  
 (404) 730-7800 FAX # (404) 730-0234  
[www.fultonced.org](http://www.fultonced.org)

Permit No. \_\_\_\_\_  
 Decal No. \_\_\_\_\_  
 Total Permit Fees \$ \_\_\_\_\_

**SIGN PERMIT APPLICATION**

**SIGN INFORMATION:**

Check one:  Multi-Business Development  Single Tenant Suite  Residential Development

Site Address \_\_\_\_\_ Suite No. \_\_\_\_\_  
 Development \_\_\_\_\_

*\*All signs shall be set back at least (10) ten feet from the right-of-way or (20) twenty feet from the edge of the pavement, if a private street. All free-standing and monument type signs shall have and display thereon, the assigned street number, minimum 4" high along major collectors and 3" high along minor collectors. A permit does not create a vested right to maintain any sign which violates any terms of Article XXXIII or any other law. A permit issued in violation of this Article is void.*

**New Sign Information:**  Permanent  Temporary  
 Wall Sign  Id-monument  Freestanding

**Existing Signs:**  None  Permanent  Temporary  
 Wall Sign  Id-monument  Freestanding

Other type: \_\_\_\_\_

Other type: \_\_\_\_\_

Height above grade: \_\_\_\_\_

Sign dimensions: \_\_\_\_\_

Material: \_\_\_\_\_

Height: \_\_\_\_\_

Sign dimensions: \_\_\_\_\_

Lettering: \_\_\_\_\_

Area: \_\_\_\_\_

If more, please list on the back of this application.

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

\*Ground sign: Setback from right-of-way: \_\_\_\_\_

Lettering: \_\_\_\_\_

**OWNER'S INFORMATION**

Owners Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suite \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Business License No # \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

**CONTRACTOR'S INFORMATION**

Business Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suite \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Business License No #: \_\_\_\_\_ County or City where issued: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND SIGNATURE**

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Environment and Community Development.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 DO NOT WRITE BELOW THIS LINE

**TO BE COMPLETED BY E&CD STAFF**

Zoning Case No. \_\_\_\_\_ Zoning \_\_\_\_\_ Variance (if applicable) \_\_\_\_\_  
 Land Lot \_\_\_\_\_ District \_\_\_\_\_ Section \_\_\_\_\_ Overlay District \_\_\_\_\_  
 Rejected  Yes Date \_\_\_\_\_ Comments \_\_\_\_\_ Penalty  Yes  No

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

## BUILDING PERMIT FEES

### 1-A.2 Fees Based on Valuation

Total Valuation:	Fee:
\$1.00 to \$500.00	equals \$23.50
\$501.00 to \$2,000.00	equals \$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	equals \$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	equals \$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	equals \$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	equals \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	equals \$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.01 and up	equals \$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

### 1-A.3 Other Fees

50% of permit fee	Plan Review for items requiring review of plans (except for single family and site plans)
\$75.00 / hour (min 2 hrs)	Inspections outside of normal business hours
\$50.00 / hour (min 1 hr)	Reinspection fees accessed under provisions of Section 108.8
\$50.00 / hour (min 1 hr)	Inspections for which no fee is specifically indicated
150% of normal fees (\$1,000.00 min)	Use of outside consultants or expedited plan checking and inspections, or both
\$90.00	Mobile Home and Utility Set-up
\$25.00	Demolition Permit
\$50.00	Final Certificate of Occupancy - commercial only
\$200.00	30-day temporary, conditional and partial certificate of occupancy AND for each 30-day extension



## Department of Environment and Community Development

Fulton County Georgia  
Fees for Permits

### Administrative Fee: \$25.00

*All permits will be charged this fee for new permits and re-issue of permits, certificates of occupancy, inspection sheets, and for installation lists when not attached to combination building permits.*

### Building Valuation

(Building, plumbing, mechanical and electrical permits will be calculated based on the two tables below)

<b>Dwellings</b>	40.00
Private Garages	15.00
Patio Cover, Deck, Balcony	10.00
Enclosed Patio, Sunroom, Screened Room	15.00
Shed Storage Building	15.00
Apartment Houses	45.00
Auction Room, Dance Center, Exhibit Room, Courtrooms, Public Building, Stadium, Auditorium	60.00
Banks	70.00
Bowling Alleys	40.00
Churches	50.00
Fences (Value per linear foot)	
3' to 7' high	1.00
Over 7' high	2.00
Fire Stations, Police Stations	50.00
Homes for the elderly	54.00
Hospitals	85.00
Hotels and Motels	50.00
Industrial Plants	30.00
Jails	70.00
Libraries	53.00
Offices, Medical Offices	50.00
Pools (value per sq. ft.)	20.00
Public Garages	25.00
Restaurants, Drink Establishments	60.00
Retaining Wall (linear foot)	
8' or less in height	10.00
more than 8'	20.00
Schools	50.00
Service Stations	40.00
Stores / Shopping Centers	35.00
Warehouses, Mini Storage, Maintenance Building	20.00
Signs (valuation per sq. ft.)	
Wall Mounted	50.00
Free-Standing	100.00

Conversions: Valuations shall be determined by the difference in valuation between the original and the intended use.

Tenant Improvements Additions: Major: 40% of the original Tenant Building Area Valuation  
Minor: 20% of the original Tenant Building Area Valuation

*(Additions to dwelling unit fees shall be based on 50% of the valuation table when said addition area does not exceed 50%)*

The valuation for separate permit pertaining to same structure the following valuation shall be used:

- |  |  |
|--|--|
| a. Building Shell only: 80% of Valuation above | c. Plumbing only: 15% of Valuation above |
| b. Mechanical only: 15% of Valuation above     | d. Electric only: 15% of Valuation above |

Permit renewal after expiration - divide the remaining needed inspections by the original required inspections and apply this percent to the valuation.

# ADMINISTRATIVE PERMITS

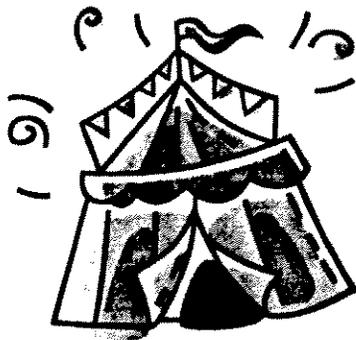
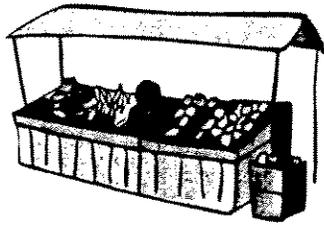
June 7, 2004 Announcement

Owner's Affidavit

Application

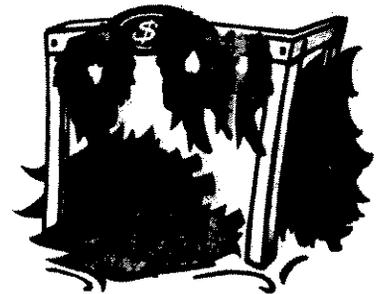
Requirements

(See excerpts from the Fulton County Zoning Resolution for the sections listed below)



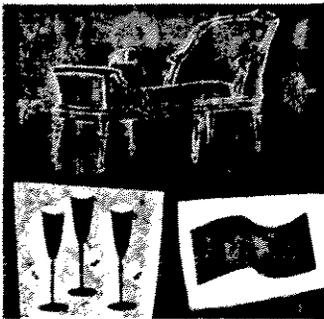
FESTIVALS AND EVENTS

(19.3.3)



ROADSIDE PRODUCE

(19.3.11)



ROADSIDE VENDING

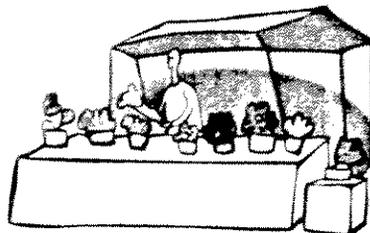
(19.3.11(1))



SEASONAL AND TEMPORARY

BUSINESSES

(19.3.11(2))



19.3.3

**FESTIVALS OR EVENTS, OCCASIONAL, OUTDOOR/INDOOR** including but not limited to horse shows, carnivals, dog shows, arts and crafts shows, and music festivals. (Amended 09/04/91, 07/07/93, 06/01/94, 04/05/95, 08/06/03)

- A. **Required Districts:** O-I, MIX, C-1, C-2, M-1A, M-1, M-2, AG-1 and residential districts in conjunction with an institutional use, such as a place of worship or a school
- B. **Standards:**
1. No more than two Administrative Permits shall be granted per year and no permit shall be effective for more than 30 consecutive days for a single event on the same property. An application for said permit shall be made no less than 14 days prior to the event.
  2. Said permit must be posted on site during the vending operation. Upon expiration of the permit, the use shall cease unless another Administrative Permit is approved.
  3. No temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use
  4. No tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.
  5. The entire property shall comply with Fulton County standards for setbacks and number of parking spaces. If a festival or event is located on an institutional site, additional parking shall not be required.
  6. Two copies of a drawing with dimensions shall accompany the application and shall accurately depict the proposed location of temporary activities, the traffic patterns and curb cuts and compliance with the standards of this Section.
  7. A maximum continuous sound level of 60 dBA and a maximum peak sound level of 75 dBA shall not be exceeded at adjacent property lines of any residential use.
  8. The hours of operation shall be 8:00 a.m. to 10:00 p.m.

19.3.11

**ROADSIDE PRODUCE STANDS** (Amended 05/06/92, 07/07/93, 04/06/94, 08/06/03)

A. **Required Districts:** C-1, C-2, M-1, M-2 and AG-1

B. **Standards:**

1. An Administrative Permit shall be valid for a period of one year from the approval date. Permitted location is not transferable.  
  
Upon expiration of the permit, the use shall cease unless another Administrative Permit is approved.
2. A minimum of 6 spaces for parking shall be required for the exclusive use of the roadside stand and parking spaces may not be for any other use on site.
3. Any activity or structure shall maintain a minimum 10-foot setback from the right-of-way and not be located within a required landscape strip or buffer or improvement setback. Said structure shall also maintain a minimum setback of 10 feet from any permitted curb cut access.
4. Two copies of a drawing showing dimensions shall accompany the application and shall accurately depict the standards of this Section.
5. The applicant shall provide a notarized written permission statement from the property owner or lease holder of the subject site. A 24-hour contact number of the property owner or lease holder shall be provided along with the permit application.
6. The hours of operation shall be 8:00 a.m. to 8:00 p.m.

19.3.11(1) **ROADSIDE VENDING** (Added 07/07/93)(Amended 04/06/94, 02/07/01, 08/06/03)

A. **Required Districts:** C-1, C-2, M-1 and M-2

B. **Standards:**

1. An Administrative Permit shall be obtained at least 7 days before beginning the vending operation and shall be granted for a maximum of nine (9) days per permit. Said Permit location is not transferable and no more than two permits per year shall be issued for one address. Said permit must be posted on site during the vending operation. Upon expiration of the permit, the use shall cease unless another Administrative Permit is approved.
2. The property on which the roadside vendor is permitted must be located at least 1500 feet from a permanent business which offers the same or similar merchandise as that of the vendors. Vendor shall provide names on all established businesses which sell similar or the same merchandise within 1500 feet of the proposed vendor site.
3. Vendors shall not locate within 1500 feet of another roadside vendor.
4. A minimum of 6 parking spaces shall be provided adjacent to the vending area for the exclusive use of the roadside stand and shall not occupy minimum required parking spaces for any other use on site.
5. Any vending displays or activity shall maintain a minimum 20 foot setback from the right-of-way and not be located within a required landscape strip or buffer. Said displays shall also maintain a minimum setback of 10 feet from any internal drives.
6. Two copies of a drawing showing dimensions shall accompany the application and shall accurately depict the standards of this Section.
7. The applicant shall provide a notarized written permission statement of the property owner or lease holder of the subject site. A 24-hour contact number of the property owner or lease holder shall be provided along with permit application.
8. Vending shall be permitted from 8:00 a.m. to 8:00 p.m.
9. No vendor equipment, vehicle, display or sales activity shall block access to a public facility, including, but not limited to, a telephone booth, mail box, parking meter, fire alarm box, fire hydrant, traffic control box, driveways and other access points.

19.3.11(1) cont

10. Vending shall not be permitted from any vehicle. Vending is permitted from tables and carts only.
11. Tents and tarps are prohibited.
12. Signs advertising the vending operation are prohibited.

19.3.11(2) **SEASONAL BUSINESS USE OR TEMPORARY BUSINESS USE** (Amended 12/04/91, 5/6/92, 07/07/93, 04/06/94, 07/07/99, 03/03/04)

A. **Required Districts:** CUP (commercial component), MIX (commercial component), C-1, C-2, M-1A, M-1, M-2. Allowable in AG-1 and residentially zoned districts only when occupied by either a church, school, lodge/retreat or a farm or plant nursery existing as a conforming or a lawful non-conforming nonresidential use. The issuance of this permit does not constitute an expansion or extension of a non-conforming use.

1. Seasonal use related to calendar holidays such as the sale of Christmas trees, Halloween pumpkins, etc., or
2. Temporary use accessory to an existing business that is located in a permanent structure.

B. **Standards.**

1. No temporary, sanitary facility or trash receptacle may be located within 200 feet of any residential use.
2. No tent shall be located within 250 feet of any residential use.
3. Temporary uses must be set back at least 20 feet from all property lines.
4. The entire property shall comply with Fulton County standards for setbacks and number of parking spaces. If located on the site of an existing business, a seasonal or temporary use shall not be required to provide additional parking and the temporary utilization of required parking shall not be deemed a violation of this Resolution.
5. If a seasonal or temporary use is not located on the site of an existing business, a minimum of 6 parking spaces shall be provided for the seasonal or temporary use.
6. Two copies of a drawing showing dimensions shall accompany the application and shall accurately depict the location of the temporary or seasonal use, the traffic patterns and curb cuts and compliance with the standards of this Section.
7. A seasonal use shall not be granted more than one permit in any calendar year and shall not exceed a total of 30 days.
8. A maximum continuous sound level of 60 dBA and a maximum peak sound level of 75 dBA shall not be exceeded at adjacent property lines of any residential use.

9. The permissible hours of operation shall be 7:30 a.m. to 11:00 p.m. in non-residential districts except AG-1. The permissible hours of operation shall be 8:00 a.m. to 10:00 p.m. in AG-1 and residential districts.
10. Vendors shall not locate within 1,500 feet of another seasonal or temporary business.
11. Any display or sales activity shall maintain a minimum 20-foot setback from the right-of-way and shall not be located within a required landscape strip or buffer. Said displays shall also maintain a minimum setback of 10 feet from any internal drive.
12. The applicant shall provide a notarized written permission statement of the property owner or lease holder of the subject site. A 24-hour contact number of the property owner or lease holder shall be provided along with the permit application.
13. No equipment, vehicle, display or sales activity shall block access to a public facility such as a telephone booth, mail box, parking meter, fire hydrant, fire alarm box, traffic control box, driveway or other access point.
14. Sales shall not be permitted from any vehicle.



**Fulton County**  
 Department of Environment and  
 Community Development  
 141 Pryor Street, Suite 2085  
 Atlanta, GA 30303  
 404-730-7800 FAX: 404-730-0254

Admin. Permit No. \_\_\_\_\_  
 Building Permit No. (when applicable) \_\_\_\_\_  
 [ ] FEE EXEMPT; [ ] FEE REQUIRED (see below)  
 24 Hour Contact # \_\_\_\_\_

**ADMINISTRATIVE PERMIT APPLICATION FOR  
 FESTIVAL/EVENT/PRODUCE/SEASONAL/ROADSIDE VENDING ONLY**

**Festival/Event** \_\_\_\_\_ \$50+ \$10/day  
 (horse show, music festival, etc)

**Roadside Vendors** \_\_\_\_\_ \$50 + \$10/day

**Administrative Uses (check one)**

**Events, Outdoors Seasonal** \_\_\_\_\_ \$50  
 (Christmas trees, pumpkins, etc.)

**Roadside Produce Stand** \_\_\_\_\_ \$50  
 Applicable Zoning Article: \_\_\_\_\_

**DATES OR DURATION OF EVENT:** FROM \_\_\_\_\_ To \_\_\_\_\_ Expiration Date (if any): \_\_\_\_\_

**Site/Project Information**

Site Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Owner's Information**

Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax#: \_\_\_\_\_

**Contractor/Lessee/Operator's Information**

Business Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax#: \_\_\_\_\_  
 Business License No#: \_\_\_\_\_ County or City where issued: \_\_\_\_\_  
 Trust Account No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Have you held any Fulton County Administrative Permit within the last 15 months? \_\_\_\_\_ No; \_\_\_\_\_ Yes; Please provide a separate sheet listing those permit numbers held, the address of the site, the name of the owner and the type of business conducted for each.

**Applicant's Certification, Affidavit and Signature**

Name of Proposed Event: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
 List of Products to be sold: \_\_\_\_\_

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Environment and Community Development. Further Applicant states, under oath, that in attaching a signature hereupon the Applicant does swear that for a Roadside Vending Permit, a comprehensive survey of the vicinity of the property whereupon the proposed event is to take place was conducted by the Applicant and that said survey has demonstrated that there are no permanent businesses adjacent to or in the vicinity, at a distance of less than the required 1500 feet, from the property whereupon the is to take place conducting the same or similar business or offering the same merchandise nor are there any existing Roadside Vendors within the same 1500 feet. Applicant further states that, should a complaint be filed against the Applicant for violation any regulation associated with this Application for an Administrative Permit, the permit issued for the subject event will immediately become void and will not be reissued for the same location.

APPLICANT'S SIGNATURE: \_\_\_\_\_

Sworn and Attested before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, \_\_\_\_\_ Notary Public

**CHECK LIST INSTRUCTIONS FOR STAFF AND APPLICANT (Permit Number: \_\_\_\_\_)**

**Only specifically appointed staff can issue this type of permit and only then upon the final satisfaction of all standards contained herein or elsewhere as required by law, ordinance, standard or procedure.**

- Application made prior to the planned event the minimum number of days required by the use.
- Applicant has a current Business License Number
- Application form completed and Applicant's Affidavit signed and Notarized
- If Roadside Vending, staff should contact Fulton County Code Enforcement Inspectors to obtain a verification of the distance.
- Owner's Affidavit form signed and Notarized
- Owner of the property listed in Permits Plus is **the same** as appears on the Owner Affidavit (move forward with the processing of the permit)
- Owner of the property listed in Permits Plus is **different** from that shown on the letter from the owner as presented by the applicant
  - Check with the Tax Records in the Fulton County GIS reference on the internet. If match, proceed.
  - Tax Records does not match the information as to ownership (call applicant and suspend application processing)
- For vending of food preparation, Health Department approval is required. (Food Permit # \_\_\_\_\_)
- Seasonal/Temporary Business set back from all property lines a minimum of 20 feet (see site plan)
- 6 parking spaces (exclusive of the required parking spaces for any other use on the site) – for Roadside produce stands and Roadside Vending (see site plan)
- Produce stand and vending displays or activity a minimum 20-foot setback from the right-of-way - outside of a required landscape strip and located a minimum setback of 10-feet from any internal drives. (see site plan)
- Sanitary Facilities and trash receptacles for Seasonal Business 200 feet from existing dwelling (see site plan)
- No tent used for Seasonal Business within 250 feet of existing dwelling (see site plan)
  - Building Permit required for tents (over 150sq ft). Fee required (Bldg Permit # \_\_\_\_\_)
  - Staff will fax a copy of the Tents & Air Supported Structures Cover and signature page to FC Fire Dept.

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE THESE IMPORTANT INSTRUCTIONS TO APPLICANT:**

- Permit must be displayed in such a manner as to be readable from the Street.
- Festival/Events valid for nine (9) consecutive days in 12-months; Produce stand permit valid for one year; Vending permit valid for no more than 30-days; Seasonal Business valid for 45 consecutive days in one calendar year
- Vending shall be permitted between the hours of 9:00 am and 9:00 pm.
- Seasonal/Temporary Business hours of operation: 7:30 am to 11:00 pm in nonresidential, 8:00 am to 10:00 pm in AG-1 and residential districts
- Festivals/Events hours of operation are 8:00 am to 11:00 pm
- No vendor equipment, vehicle, display or sales activity shall block access to a public facility, including but not limited to, a telephone booth, mail box, parking meter, fire alarm box, fire hydrant, traffic control box, driveways and other access points. **(THIS INFORMATION MUST APPEAR AS A NOTE ON THE SITE PLAN)**
- Vending shall not be permitted from any vehicle. Vending is permitted from tables and carts only.
- Tents and tarps are prohibited for Roadside Vending.
- Signs advertising Roadside Vending operation are prohibited.
- Festivals/Events and Seasonal/Temporary Business maximum continuous sound level of 60 dBA and a maximum peak sound level of 75 dBA at the property lines contiguous to AG-1 and residential districts. **(THIS INFORMATION MUST APPEAR AS A NOTE ON THE SITE PLAN)**
- You are required to call the Fire Dept. @ 404-699-8907 when tent has erected.



Admin. Permit No. \_\_\_\_\_

Parcel Identification No: \_\_\_\_\_

# OWNER'S AFFIDAVIT FOR ADMINISTRATIVE PERMITS FESTIVAL/EVENT/PRODUCE STAND/ROADSIDE VENDING/ SEASONAL BUSINESS

This form must be completed in it's entirety to obtain these purposes.

Pursuant to the Fulton County Zoning Resolution, Article 19, Section 3, or by process and/or procedural requirements of the Department, applications for an Administrative Permit for Festivals/Event (19.3.3), Roadside Produce Stands (19.3.11), Roadside Vending (19.3.11(1)), or Seasonal or Temporary Business (19.3.11.(2)) must provide written, notarized, permission from the owner of the property upon which the event is proposed along with an application for said Permit including a 24-hour contact telephone for the owner.

In addition, the owner and applicant must ensure and commit to compliance with the standards established by the Fulton County Zoning Resolution, for the specific application being filed.

Location of Subject Property:

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**PLEASE BE SURE TO READ THIS DOCUMENT IN IT'S ENTIRTY AND ONLY SIGN AFTER ASSURANCE HAS BEEN GIVEN THAT ALL OF THE REQUIREMENTS FOR THIS PERMIT HAVE BEEN MET BY THE APPLICANT.**

I hereby certify, under oath, that I am the Owner, the Executor or Attorney-in fact under a Power of Attorney for the Owner (attach a copy of the Power of Attorney letter), of the property described above or and that in attaching a signature hereupon the Owner does grant permission to

\_\_\_\_\_ (Contractor/Lessee/Operator) to conduct business as \_\_\_\_\_ (Name of Business/Event) which shall consist of the sale of \_\_\_\_\_ or other event/activity known as \_\_\_\_\_, and that a true an proper agreement has been entered into with the Contractor/Lessee/Operator listed above which allows the Applicant to conduct said business/event/activity from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

Further, I do hereby certify, under oath, that the Applicant has been made aware of and will comply with all of the standards and requirements of the Fulton County Zoning Ordinance, Article 19, Section 3, pursuant to that specific portion by which the above stated business/event/activity is regulated. Including, but not limited to the following\*\*:

Submit at a minimum two (2) copies of a scaled drawing that graphically depicts the following information:

- A North directional arrow, the name of the thoroughfare from which access is gained, adjoining uses (i.e., names of businesses, institutions, residence, public facilities, etc.), and any, and all, on-site public facility; i.e., existing mail box, existing public phone, existing parking meter, fire alarm box, fire hydrant, traffic control box, etc.
- The entire property, **with boundary designations**, upon which this use will take place
- The true and accurate proposed location of the temporary activity, with **dimensions** from all property lines and to any existing buildings on the site.
- Curb cuts (driveways) and traffic patterns within the property with any safety plans to ensure proper traffic flow during the event.
- The true and accurate proposed location of any temporary sanitary facility or trash receptacle with **dimensions** from the facility or receptacle to the nearest property line

**CONTINUED ON REVERSE**

- For Roadside Produce Stands:
  - Identify the required six (6) parking spaces (exclusive of the required parking spaces for any other use on the site).
  - Identify the required minimum 10-foot setback from the right-of way and 10-foot setback from any permitted curb cut access or internal drives
- For Roadside Vending:
  - Identify the required minimum 20-foot setback from the right-of way and 10-foot setback from any permitted curb cut access or internal drives
  - Vendor shall provide location and names on all established businesses which sell similar or the same merchandise within 1500 feet of the proposed vendor site
  - Identify the required six (6) parking spaces (exclusive of the required parking spaces for any other use on the site).
- For Seasonal Business Use or Temporary Business Use:
  - If located on a site which is not an existing business, show a minimum of six (6) parking spaces for this use.
  - Identify the required minimum 20-foot setback from the right-of way and 10-foot setback from any permitted curb cut access or internal drives.

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**\*\* PRIOR TO SIGNING THIS DOCUMENT, THE OWNER MUST GUARANTEE THAT THE APPLICANT HAS PLACED THE STATEMENTS BELOW (AS IS APPLICABLE) AS NOTES UPON THE REQUIRED SITE PLAN DRAWING \*\* :**

- The required number of parking spaces for the permanent business: \_\_\_\_\_*
- The number of parking spaces provided for the permanent business: \_\_\_\_\_*
- The hours of operation will be: \_\_\_\_\_ am \_\_\_\_\_ pm*
- No vendor equipment, vehicle, display or sales activity shall block access to a public facility, including but not limited to, a telephone booth, mail box, parking meter, fire alarm box, fire hydrant, traffic control box, driveways and other access points.*
- If the property upon which the activity is to take place is adjacent to any residential use the following will be noted on the drawing:
  - *"A maximum continuous sound level of 60dBA and a maximum peak sound level of 75 dBA shall not be exceeded at adjacent property lines of any residential use."*
- For Seasonal Business Use or Temporary Business Use, the following will be noted on the drawing:
  - *"There are no other seasonal or temporary businesses located within 1500 of the proposed vendor site."*
  - *"No sales shall be permitted from any vehicle."*

TYPE OR PRINT:

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

24-HOUR CONTACT PHONE NUMBER: \_\_\_\_\_ phone/cell/pager  
(circle one)

OWNER'S SIGNATURE \*\*: \_\_\_\_\_

Sworn and Attested before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Notary Public

(Seal)

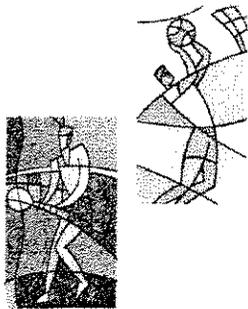
Last Revised 02/08/2006

# MORE ADMINISTRATIVE PERMITS

## CONTENTS:

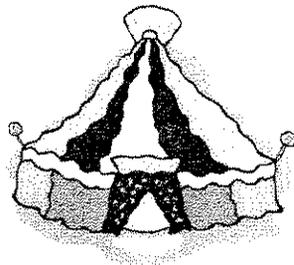
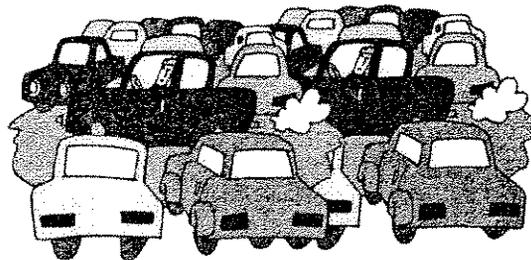
### REQUIREMENTS (Excerpts from the Fulton County Zoning Resolution)

**ANTENNA/TOWER/SUBSTATION  
(19.3.1(1), 19.3.1(2) and 19.3.18)**



**PRIVATE RECREATION COURT  
(19.3.8)**

**OFF SITE PARKING  
(19.3.6(1))**



**TENT PERMIT (Revival, Reception,  
Meeting, etc.)  
(19.3.10(1))**

**APPLICATION DOCUMENT**

**OWNER'S AFFIDAVIT**

**SITE PLAN REMINDER**

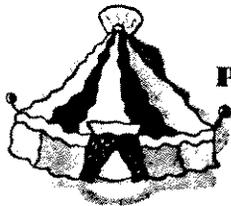
**FIRE MARSHAL'S TENT PERMIT PACKAGE**



**The International Building Code requires that the Fire Marshal be notified if a tent is to be erected in association with any Festival or Event for which an Administrative Permit is required.**

**Please note:**

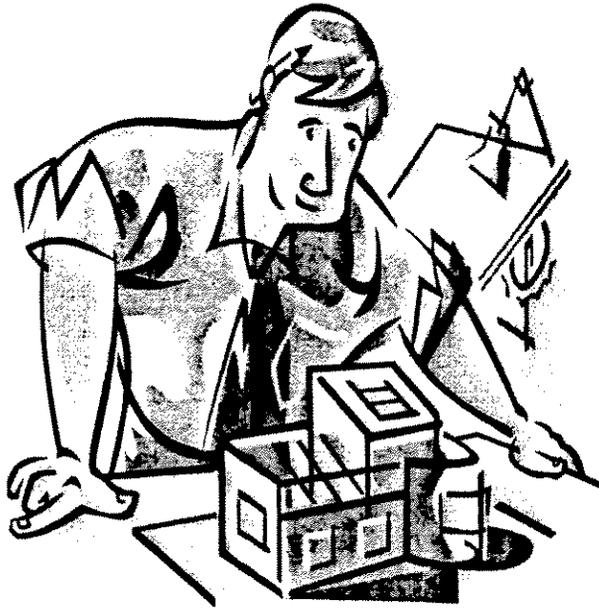
**A Building Permit is *NOT* required for Tents of less than 10,000 sq ft**



**Plan Review and a Building Permit *ARE* required for Tents of 10,000 sq ft or more.**

**APPLICATION *MUST* BE MADE WITH THE OFFICE OF THE FULTON COUNTY FIRE MARSHAL IN ASSOCIATION WITH THE ERECTION OF ANY TENT FOR FESTIVALS AND EVENTS, REGARDLESS OF SIZE OR FUNCTION.**





**All Administrative permits must have a site plan.**

**The plan must have all of the required notes and notices required by the application form and the Owner's Affidavit to be valid for submittal.**

***Site Plan Drawings for all Permit must be no larger than 11" X 17" or may be presented in a pdf or tiff file for review.***





Admin. Permit No. \_\_\_\_\_

Parcel Identification No. \_\_\_\_\_

# OWNER'S AFFIDAVIT FOR ADMINISTRATIVE PERMITS FESTIVAL/EVENT/PRODUCE STAND/ROADSIDE VENDING/ SEASONAL BUSINESS

This form must be completed in it's entirety to obtain these purposes.

Pursuant to the Fulton County Zoning Resolution, Article 19, Section 3, or by process and/or procedural requirements of the Department, applications for an Administrative must provide written, notarized, permission from the owner of the property upon which the event is proposed along with an application for said Permit including a 24-hour contact telephone for the owner.

In addition, the owner and applicant must ensure and commit to compliance with the standards established by the Fulton County Zoning Resolution, for the specific application being filed.

Location of Subject Property:

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**PLEASE BE SURE TO READ THIS DOCUMENT IN IT'S ENTIRITY AND ONLY SIGN AFTER ASSURANCE HAS BEEN GIVEN THAT ALL OF THE REQUIREMENTS FOR THIS PERMIT HAVE BEEN MET BY THE APPLICANT.**

I hereby certify, under oath, that I am the Owner, the Executor or Attorney-in fact under a Power of Attorney for the Owner (attach a copy of the Power of Attorney letter), of the property described above or and that in attaching a signature hereupon the Owner does grant permission to

\_\_\_\_\_ (Contractor/Lessee/Operator) to conduct business as \_\_\_\_\_ (Name of Business/Event) which shall consist of the sale of \_\_\_\_\_ or other event/activity known as \_\_\_\_\_, and that a true an proper agreement has been entered into with the Contractor/Lessee/Operator listed above which allows the Applicant to conduct said business/event/activity from \_\_\_\_\_ (date) to \_\_\_\_\_ (date).

Further, I do hereby certify, under oath, that the Applicant has been made aware of and will comply with all of the standards and requirements of the Fulton County Zoning Ordinance, Article 19, Section 3, pursuant to that specific portion by which the above stated business/event/activity is regulated. Including, but not limited to the following:

**\*\***

Submit at a minimum two (2) copies of a scaled drawing that graphically depicts the following information:

- A North directional arrow, the name of the thoroughfare from which access is gained, adjoining uses (i.e., names of businesses, institutions, residence, public facilities, etc.), and any, and all, on-site public facility; i.e., existing mail box, existing public phone, existing parking meter, fire alarm box, fire hydrant, traffic control box, etc.
- The entire property, **with boundary designations**, upon which this use will take place
- The true and accurate proposed location of the proposed activity, with **dimensions** from all property lines and to any existing buildings on the site.
- Curb cuts (driveways) and traffic patterns within the property with any safety plans to ensure proper traffic flow during the event.

CONTINUED ON REVERSE

Admin. Permit No. \_\_\_\_\_

Parcel Identification No: \_\_\_\_\_

- The true and accurate proposed location of any temporary sanitary facility or trash receptacle with **dimensions** from the facility or receptacle to the nearest property line
- For Amateur Radio Antenna to Exceed the District Height:
  - The Maximum height allow under this permit category is 90-feet. Any request to exceed the maximum shall require a Use Permit (See 19.4.5)
  - ANTENNAS shall not be lighted and must be painted in a neutral color
- For Antenna Tower and Associated Structures:
  - Set backs adjacent to any residential or AG-1 zoned property must equal the height of the tower
  - Show 6'- fence enclosing all facilities
  - Show 10'—wide landscape strip planted to buffer standards around the facility, exterior to any fence or wall
- For Utility Substations:
  - Minimum setback for Electric – 200 feet; for Gas and Telephone – the applicable district setback
  - Show 10'—wide landscape strip planted to buffer standards around the facility, exterior to any fence or wall.
- For Off-Sight Parking:
  - Show the property where the principle use is located (can not exceed 300') with appropriate pedestrian access
- For Private Recreational Court:
  - For *Detached Dwellings*: show court location interior to side and rear minimum yard with dimensions from the court to set back side and rear setback lines
  - For *Multi-Family*: Show courts, accessory structures, and fencing a minimum of 100' from any residential building, adjoining property line or street
  - For *Neighborhood*: Show courts, accessory structures, parking and fencing a minimum of 100' from any adjoining property line or street
  - Show location of sign to be posted advertising the future use for a recreational court
  - Show sources of illumination with direction of lightening. Provide note on plan as follows:  
"Sources of exterior illumination shall be directed away from adjoining residences and shall not exceed 1.2 foot candles along an adjoining residential property line. Outdoor lighting of recreation facilities in or adjoining residential district or uses shall be allowed only between dusk and 11:00 PM."
  - Provide the following note on the plan:  
"A maximum continuous sound level of 60 dBA and a maximum peak sound level of 75 dBA shall not be exceeded at property lines adjacent to single family residential uses."

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**\*\* PRIOR TO SIGNING THIS DOCUMENT, THE OWNER MUST GUARANTEE THAT THE APPLICANT HAS PLACED THE STATEMENTS ABOVE (AS IS APPLICABLE) AS NOTES UPON THE REQUIRED SITE PLAN DRAWING:**

TYPE OR PRINT:

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

24-HOUR CONTACT PHONE NUMBER: \_\_\_\_\_ phone/cell/pager  
(circle one)

OWNER'S SIGNATURE\*\* : \_\_\_\_\_

Sworn and Attested before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Seal) Notary Public  
Last Revised 03/29/2006

## GENERAL REQUIREMENTS

1. Tents and air supported structures shall be permitted only on a temporary basis.
2. A tent or air supported structure shall be located from any property line or permanent structure so as to be readily accessible by fire equipment. An unobstructed passageway or fire road not less than 12 feet wide and free of guy ropes or other obstructions shall be maintained on all sides of all tents and air supported structures unless otherwise approved by the fire official.
3. Tents or air supported structures having an area of 15,000 square feet or more shall be located not less than 50 feet from any other tent or structure as measured from the side wall of the tent unless joined by a corridor.  
  
\*NOTE: Tents and air supported structures may be joined together by means of corridors, but such corridors shall be open to the sky. On each side of such corridors and approximately opposite each other, there shall be provided openings not less than 12 feet wide. These openings shall be equipped with sliding curtains.
4. Tents and air supported structures and their appurtenances shall be adequately guyed, supported and braced to withstand a minimum pressure or suction of 10 pounds per square foot.
5. Pull-down ropes shall be provided on all poles.
6. An air supported structure with capacity of 50 or more persons shall be furnished with not less than two blowers, each of which has adequate capacity to maintain full inflation pressure with normal leakage. The design of the blower shall be so as to provide integral limiting pressure at the design pressure.
7. An air supported structures with a capacity of 200 persons or more shall be furnished with either a fully automatic auxiliary engine-generator set capable of powering one blower for 4 hours, or a supplementary blower powered by an internal combustion engine which will be automatic in operation.
8. The side wall, drops and tops of all tents and air supported structures and all decorations shall be of flame retardant material. A certificate or other evidence of approval by a laboratory of recognized standing shall state that the fabrics used are flame retardant. The certificate shall be forwarded to the Fulton County Fire Marshal Office.
9. The aggregate width of exits from any tents or air supported structure shall be not less than 1 foot for each 50 persons. No exit shall be less than 6 feet in width.
10. Exits shall be spaced at approximately equal intervals around the perimeter of tent, or air supported structure and shall be so located that no point is more than 100 feet from an exit.

11. Exits shall be provided in accordance with the following table:

---

Capacity of Tent or Air Supported Structure	Minimum Number of Exits	Minimum Width Each Exit
Up to 199	2	6 feet
200 to 499	3	6 feet
500 to 999	4	8 feet
1000 to 1999	5	10 feet
Over 2000	6	10 feet

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**\*NOTE:** Exit openings from any tent shall remain open, or may be covered by canvas curtains provided:

12. Said curtains shall be free sliding on a metal support, the support to be a minimum of 8 feet above the floor level at the exit. The curtains shall be so arranged that when open, no part of the curtains shall obstruct the exit.
13. Said curtains shall be of a color, or colors, definitely contrasting with the color of the tent.
14. Exit doors from air supported structures shall swing in the direction of exit travel. To avoid hazardous air and pressure loss, all such doors shall be automatic closing against operating pressure. Opening force at the door edge shall not exceed 15 pounds.
15. Smooth surfaced, unobstructed aisles having a minimum width of not less than 44 inches shall be provided from all seating areas and their width shall be progressively increased in width to provide at all points, not less than 1 foot of aisle width for each 50 persons served by such aisle at that point.  
  
Aisles serving areas other than seating shall be not less than 5 feet wide and the number of such aisles shall be at the discretion of the authority having jurisdiction.
16. No storage or handling of flammable liquids or gases shall be permitted at any location at which it would jeopardize egress from structure.
17. Refueling of equipment with liquids with flash points below 100 degrees Fahrenheit shall not be permitted within the structure.
18. The ground enclosed by any tent or air supported structure and for a reasonable distance, but not less than 10 feet outside of such structure or structures, shall be cleared of all flammable or combustible material or vegetation. This work shall be accomplished to the satisfaction of the authority having jurisdiction prior to the erection of such structure or structures. The premises shall be kept free from such flammable or combustible materials during the periods for which the premises are used by the public.
19. No hay, straw, shavings, or similar combustible materials that have not been treated to make them flame retardant to a degree acceptable to the authority having jurisdiction shall be permitted within any structure used by 50 persons or more.

**\*NOTE:** Animal bedding and loaders in quantities approved by the authority having jurisdiction.

20. Exits shall be clearly marked.
21. Exits shall be illuminated at all times.
22. Exit sign shall be posted to clearly indicate the direction of travel.
23. Smoking shall not be permitted in any tent or air supported structure. Approved ~~ANo~~ Smoking signs shall be conspicuously posted.
24. No fireworks, open flame or other device emitting flame or fire shall be used in or immediately adjacent to any tent or air supported structure while open to the public.
25. Fire extinguishers. At least one plain water type extinguisher with a minimum of rating of 2-A shall be provided in every tent or air supported structure.
26. Fired Heaters. Only listed and labeled heating devices shall be used. Fired heaters and their installation shall be approved by the authority having jurisdiction. Containers for liquefied petroleum gases shall be installed not less than 5 feet from any tent or air supported structure. Tanks shall be secured in the upright position and protected from vehicular traffic
27. Electric Heaters. Only listed and labeled heaters shall be used. Heaters may be used inside tents and air supported structures when approved by the authority having jurisdiction. Heaters shall be connected to electricity by electric cables suitable for outdoor use, and of sufficient size to handle the electric load.

Signed Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_

The applicant shall be responsible for all damages resulting from the erection and use of the tent(s) and/or the air supported structure(s), and shall hold Fulton County, Georgia, its officers, agents and employees harmless from all claims of all persons for such damages.

Fire Inspector: \_\_\_\_\_  
Date: \_\_\_\_\_

**DATE FAXED: \_\_\_\_\_ (\*ATTACH FAX CONFIRMATION REPORT)**

When the tent(s) and/ or air supported structures(s) has been erected, contact the Fulton County Fire Marshal Office at: ( 404 ) 699-8907

**\* NOTE:** THIS PERMIT IS NOT VALID ON ANY OTHER DATE AND/OR SITE. THIS PERMIT IS NOT TRANSFERABLE.

**\* NOTE:** *Copy of Certificate of Flame Resistance & Copy of Insurance Liability Coverage should accompany this application for a tent permit.*



**Fulton County**  
 Department of Environment and  
 Community Development  
 141 Pryor Street, Suite 2085  
 Atlanta, GA 30303  
 404-730-7800 FAX: 404-730-0254

Admin. Permit No. \_\_\_\_\_  
 Building Permit No. (when applicable) \_\_\_\_\_  
 FEE EXEMPT;  FEE REQUIRED (see below)  
 24 Hour Contact # \_\_\_\_\_

**ADMINISTRATIVE PERMIT APPLICATION FOR  
 PARKING OFFSITE, PRIVATE RECREATION COURTS, TENTS  
 AND ANTENNAS/TOWERS/SUBSTATIONS  
 ONLY**

(check one)  
**PARKING OFFSITE** \_\_\_\_\_ \$50 + \$10/day **ANTENNAS/TOWERS/SUBSTATIONS** \_\_\_\_\_  
 (19.3.6(1)) (19.3.1(1), 19.3.1(2), 19.3.18)  
**PRIVATE RECREATION COURTS** \_\_\_\_\_ **TENTS** \_\_\_\_\_ \$50 + \$10/day  
 (19.3.8) (19.3.10(1))

**Site/Project Information**

Site Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Owner's Information**

Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax#: \_\_\_\_\_

**Contractor/Lessee/Operator's Information**

Business Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax#: \_\_\_\_\_  
 Business License No#: \_\_\_\_\_ County or City where issued: \_\_\_\_\_  
 Trust Account No. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Applicant's Certification, Affidavit and Signature**

Name of Proposed Event: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
 List of Products to be sold: \_\_\_\_\_

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Environment and Community Development. Further Applicant states, understands that, should a complaint be filed against the Applicant for violation any regulation associated with this Application for an Administrative Permit, the permit issued for the subject event will immediately become void and will not be reissued for the same location.

APPLICANT'S SIGNATURE: \_\_\_\_\_

Sworn and Attested before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, \_\_\_\_\_ Notary Public



# Fulton County Fire Department

3977 Aviation Circle Atlanta, GA 30336 104-505-5700



L. David Daniels  
Fire Chief

**Community Risk Reduction Division**  
**Fax No. 404-699-8908**  
**TENTS AND AIR SUPPORTED STRUCTURES**

NORTH FULTON \_\_\_\_\_ SOUTH FULTON \_\_\_\_\_

\* **NOTE:** No person shall erect, operate or maintain a tent or air supported structure covering an area in excess of 150 square feet without a permit. Tents used exclusively for camping purposes shall be exempt from the above requirements.

TENT SIZE: _____ by _____	TENT SIZE: _____ by _____
TENT SIZE: _____ by _____	TENT SIZE: _____ by _____
TENT SIZE: _____ by _____	TENT SIZE: _____ by _____
TENT SIZE: _____ by _____	TENT SIZE: _____ by _____

TENT TO BE ERECTED AT: \_\_\_\_\_

DATE TENT TO BE ERECTED: \_\_\_\_\_

DATE TENT TO BE TAKEN DOWN: \_\_\_\_\_

PERSON TO CONTACT: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

TENT SUPPLIER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

19.3.1(1)

**ALTERNATIVE ANTENNA SUPPORT STRUCTURE TO EXCEED THE DISTRICT HEIGHT (Added 03/15/97)**

**INTENT**

Pursuant to Section 704(a) of the Federal Telecommunications Policy Act of 1996, it is not the intent of this section to prohibit or have the effect of prohibiting the provision of personal wireless services in Unincorporated Fulton County.

A. **Required Districts:** All

B. **Standards:**

1. Alternative structures are not allowed as an accessory to a single family use or as a principal use in a single family district. (Amended 05/07/97)
2. Alternative structures must be set back a distance equal to the height of the tower from a property line of any residential district and/or AG-1 district used for single family, unless said structure is proposed to be located on an existing building.
3. Above ground equipment shelters shall be surrounded by a minimum 10-foot wide landscape strip planted to buffer standards unless the Fulton County Arborist determines that existing plant materials are adequate.
4. Roof top antennas and associated structures shall not project more than 10 feet above roof line. (Amended 05/07/97)
5. Height shall not exceed 150 feet from existing grade.
6. The alternative structure shall comply with applicable state and local statutes and ordinances, including, but not limited to, building and safety codes. Alternative structures which have become unsafe or dilapidated shall be repaired or removed pursuant to applicable state and local statutes and ordinances.

19.3.1(1)

**AMATEUR RADIO ANTENNA TO EXCEED THE DISTRICT HEIGHT**  
(See Use Permit 19.4.5)(Added 07/07/93)

**INTENT**

It is the intent of this Article to regulate the placement of amateur towers in a manner that does not impose on public health, safety, or general welfare. The following regulations on design, location, placement, and height limits of antennas in residential districts implements Fulton County's governmental interests in land planning, aesthetics and public safety by requiring the following standards:

A. **Required Districts:** All

B. **Standards:**

1. Antennas shall be located in the rear yard.
2. The maximum height shall be 90 feet. Any request to exceed the maximum height shall require a Use Permit (See 19.4.5)
3. All antennas shall be set back from all property lines  $\frac{1}{3}$  the height of the antenna or the district setback requirements, whichever is greater. The antenna must be located a distance equal to or greater than the antenna height from the nearest residential dwelling, excluding the owner's primary dwelling or structure.
4. Antennas shall not be lighted.
5. All antennas must be constructed with an anti-climbing device.
6. Antennas shall be painted in a neutral color identical or closely compatible with surroundings.
7. All guy wires must be anchored on site and outside of right-of-way.

19.3.1(2) **ANTENNA, TOWER, AND ASSOCIATED STRUCTURES (RADIO, T.V., MICROWAVE BROADCASTING, ETC.), TO EXCEED THE DISTRICT HEIGHT (TITLE AMENDED 3/6/91, AMENDED 03/05/97)**

**INTENT**

Pursuant to Section 704(a) of the Federal Telecommunications Policy Act of 1996, it is not the intent of this section to prohibit or have the effect of prohibiting the provision of personal wireless services in Unincorporated Fulton County.

The following regulations on design, location, placement, and height limits of antennas in residential districts implements Fulton County's governmental interest in land planning, aesthetics and public safety by requiring the following Administrative Permit Standards:

- A. **Required Districts:** O-1, MIX, C-1, C-2, M-1A, M-1, M-2, [See Use Permit, Section 19.4.7 for use in residential and AG-1 districts]
  
- B. **Standards:**
  - 1. Tower/accessory structures must be set back a distance equal to the height of the tower from all property lines of any residential district and/or AG-1 district used for single family.
  - 2. Tower and/or associated facilities shall be enclosed by fencing not less than six feet in height and shall also be equipped with an appropriate anti-climbing device.
  - 3. A minimum 10 foot wide landscape strip planted to buffer standards shall be required around the facility exterior to any fence or wall unless the Fulton County Arborist determines that existing plant materials are adequate.
  - 4. Height shall not exceed 200 feet from existing grade.
  - 5. The tower shall comply with applicable state and local statutes and ordinances, including, but not limited to, building and safety codes. Towers which have become unsafe or dilapidated shall be repaired or removed pursuant to applicable state and local statutes and ordinances.

19.3.18. **UTILITY SUBSTATIONS (TELEPHONE, ELECTRIC, OR GAS, ETC.)**  
(Amended 5/1/91, 11/03/93)

A. **Required Districts:** All.

B. **Standards:**

1. Utility substations measuring less than 35 square feet and less than 5 feet in height from finished grade are exempt from these regulations.
2. All substation structures shall be contained within the boundaries of the subject parcel and meet the minimum development standards of the district unless otherwise required in this article section.
3. Minimum setback of all utility structures from a residential structure shall be:
  - a. Electric -- 200 feet.
  - b. Gas and Telephone -- the applicable minimum setback for the district in which located.
4. A minimum 10-foot wide landscape strip planted to buffer standards shall be required around the perimeter of all utility sites except along lines where buffers are required.
5. For electric substations provide a minimum 50-foot wide replanted or natural buffer adjacent to the property lines of any residential district and/or AG-1 district used for single family.
6. Interior to landscape strips or buffers that do not accomplish 100% visual screening as defined in the Tree Preservation Ordinance, provide an 8-foot high opaque fence or, masonry wall, a minimum 4-foot high landscaped earthen berm, a vegetative screen or some combination thereof, subject to the approval of the Environment and Community Development Department.

## **Additions to Exhibit 3 - Development Review Process**

**Add the following additional pages:**

**Final Plat checklist (9 pages)**

**Minor subdivision and final plat flood  
plain checklist (3 pages)**

**Minor subdivision plat checklist (7 pages)**

**Owner's maintenance agreement (5 pages)**

**Fulton County Bond Receipt**

**Distribution List of Recorded Subdivision  
Plats (2 pages)**



**DEPARTMENT OF ENVIRONMENT & COMMUNITY DEVELOPMENT**

141 Pryor Street, SW, Suite 2085  
Atlanta, Georgia 30303  
(404) 730-7800 FAX (404) 730-7818  
www.fultonecd.org

**FINAL PLAT CHECKLIST**

Project Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Project Number: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Please address all items marked with an "X"**

**Please return redline comments with corrected plan, Original mylar and two (2) prints.**

- \_\_\_\_ 1. The final plat shall comply with the Fulton County Subdivision Regulations, Fulton County Zoning Resolution, Conditions of Zoning and the approved Concept Plan/Minor Subdivision Plat.
- \_\_\_\_ 2. Provide a letter of approval for a "Street Lighting Plan" from the Department of Public Works, Transportation Section, prior to review by the Land Development Section.
- \_\_\_\_ 3. Provide three (3) sets of As-Built drawings to the Field Construction Inspector for review and approval, prior to or coincidental with the submittal of the Final Plat.\* (See note below)
- \_\_\_\_ 4. Provide a letter of approval, from the Field Construction Inspector prior to recording of the final plat.
- \_\_\_\_ 5. Provide initially, three (3) copies of the final plat with the final plat application. Once all review comments are satisfied; provide two (2) copies and the original mylar.
- \_\_\_\_ 6. The final plat shall be drawn clearly and legibly, in black ink, on tracking cloth or other permanent reproducible material, at a recommended scale of 100 feet to the inch. The use of other scales may be approved by the Land Development Section. If the complete plat cannot be shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet. The recommended sheet size shall be 17" x 22" with a minimum character height of .08 inches. Plats recorded and filed at Fulton Superior Court must meet the standards of the "Georgia Plat Act". The Clerk of Superior Court can and will reject your document if it is not legible or does not meet Georgia Plat Standards.
- \_\_\_\_ 7. Provide a name or title for all maps or plats. The name of the former subdivision, Deed Book and Page number shall be stated, if applicable.
- \_\_\_\_ 8. Provide the following: City or Town; County, District, Section, and Land Lot; Date of plat preparation and each individual revision of record.
- \_\_\_\_ 9. The scale shall be stated as "1" inch to \_\_\_\_\_ ft. and shown graphically.

- To be submitted to Leslie Campbell, Bond Manager.

- \_\_\_ 10. The name of the Land Surveyor, Registration Number, and Seal shall be affixed to the plat under the surveyor's signature.
- \_\_\_ 11. Provide the name and address of the owner of record.
- \_\_\_ 12. Provide the name and address of the subdivder.
- \_\_\_ 13. Provide the closure precision of the field survey as the ratio of one foot to the traversed distance in which an error of one foot would occur, and a statement in the notes as to the method of adjustment as follows:
- "The field data upon which this plat is based has a closure precision of one foot in \_\_\_\_\_ feet and an angular error of \_\_\_\_\_ per angle point, and was adjusted using \_\_\_\_\_ rule.
- \_\_\_ 14. Provide the closure precision of the survey data shown on the plat as follows:
- "This plat has been calculated for closure and is found to be accurate within one foot in \_\_\_\_\_ feet."
- \_\_\_ 15. Provide a statement in the notes to indicate the type of equipment used to obtain the linear and angular measurements.
- \_\_\_ 16. Provide all angular directions in degrees and minutes. Where plats state or surveys require accuracy in excess of 1 in 5,000, the angular directions shall be presented in degrees, minutes, and seconds. All angular directions shall be referenced to the principal meridian.
- \_\_\_ 17. Add this note to plat: "Distances shown on the plat shall be horizontal."
- \_\_\_ 18. Provide in the notes the reference for the angular bearings shown on the plat.
- \_\_\_ 19. Provide an arrow to indicate the principle meridian.
- \_\_\_ 20. Provide a location sketch which clearly shows the location of the site with respect to the nearest two (2) intersections, and provide on the plan the distance to the nearest intersection.
- \_\_\_ 21. Show all land lot lines, district lines, section lines, city and county boundaries labeled appropriately with words and figures.
- \_\_\_ 22. Provide distances on all boundary or lot lines. Distances shall be given to the nearest one-tenth (1/10) of a foot.
- \_\_\_ 23. Provide data for regular and irregular curves, chord distances and directions.
- \_\_\_ 24. Provide the existing and proposed widths of all rights-of-way and pavement, centerline, intersection angle and centerline curve data.
- \_\_\_ 25. All final plats shall have the following certificates clearly printed thereon:

\_\_\_\_\_ a. FINAL PLAT APPROVAL

The Director of the Department of Environment and Community Development of Fulton County, Georgia, certifies that this plat complies with the Fulton County Zoning Resolution, Conditions of Zoning, and the 2003 Fulton County Subdivision Regulations as amended.

\_\_\_\_\_  
For the Director, Department of Environment and  
Community Development

\_\_\_\_\_  
Date

\_\_\_\_\_ b. STATEMENT OF SLOPE EASEMENT

This plat is approved with the understanding that easement is granted Fulton County along all road frontage for the purpose of sloping cuts and fills as follows:

0' to 5' – not less than 3 to 1 slope

5' to 10' – not less than 2 to 1 slope

\_\_\_\_\_ c. OWNER'S ACKNOWLEDGEMENT (this must be the owner of record, signed in BLACK ink)

OWNER'S ACKNOWLEDGEMENT:  
STATE OF GEORGIA  
(COUNTY OF FULTON)

The owner of record of the land shown on this plat and whose name is subscribed thereto, in person or through a duly authorized agent, hereby acknowledges that this plat was made from an actual survey, dedicates to Fulton County, the complete ownership and use of all water and sewer improvements constructed or to be constructed in accordance with this plat, and dedicates to the use of the public forever the following:

Public Streets \_\_\_\_\_ acres

Public Sewer Easements \_\_\_\_\_ acres

Public Drainage Easements \_\_\_\_\_ acres

Public Parks/Open Space \_\_\_\_\_ acres

\_\_\_\_\_  
Typed Name of Subdivider

\_\_\_\_\_  
Typed Name of Owner of Record

\_\_\_\_\_  
Signature of Subdivider

\_\_\_\_\_  
Signature of Owner of Record

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

All owners must sign the original document in a permanent type BLACK ink prior to submittal. (Ballpoint and felt pens are not acceptable)

\_\_\_\_\_ d. FLOOD HAZARD

The Intermediate Regional Flood (I.R.F.) areas shown hereon were determined by the Professional Engineer whose stamp and signature are affixed hereto. Fulton County does not, by approving this plat, warrant their accuracy, nor imply that land outside the areas of flood hazard shown, will be free from flooding or flood damage. Further, Fulton County does not by approving this plat nor accepting the public improvements therein, assume maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner/s of the land upon which they exist. The owner of a lot or parcel, that contains a flood hazard area, is required to submit a site plan to Fulton County, prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the I.R.F. within the lot or parcel and the existing and proposed improvements. Approval of the site plan by Fulton County is required prior to the issuance of a building permit.

\_\_\_\_\_ e. DRAINAGE

The owner of record, on behalf of himself (itself) and all successors in interest, specifically releases Fulton County from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by these Regulations and the Director of the Department of Public Works. Said Director may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of staff and Director, is potentially injurious to life, property, or the public road or utility system. Such emergency maintenance, conducted for the common good, shall not be construed as constituting a continuing maintenance obligation on the part of Fulton County nor abrogation of Fulton County's right to seek reimbursement for expenses from the owner(s) of the property(ies) or the lands that generated the conditions.

\_\_\_\_\_ f. THE CERTIFICATE OF RECORDING

**Certification as to Recording**

This is to certify that this plat has been  
recorded in Plat Book \_\_\_\_\_  
Page \_\_\_\_\_ of Fulton County  
Recorded on \_\_\_\_\_ 20 \_\_\_\_\_.  
Clerk, Superior Court  
Fulton County, Georgia

\_\_\_\_\_ 26. Provide the conditions of zoning on the plat and clearly indicate compliance with all conditions, showing all required natural buffers, landscape strips and deceleration lanes, on the plat.

\_\_\_\_ 27. Provide the existing zoning for the property or tract of land being platted and zoning case number (if any). The following data shall also be stated on the plat:

- Front Setback \_\_\_\_\_ feet
- Rear Setback \_\_\_\_\_ feet
- Side Interior Setback \_\_\_\_\_ feet
- Side Corner Setback \_\_\_\_\_ feet
- Minimum Heated Floor Area \_\_\_\_\_ feet
- Parking Space(s)/Dwelling Unit \_\_\_\_\_
- Minimum required Lot Area \_\_\_\_\_ square feet
- Minimum required Lot Frontage \_\_\_\_\_ feet
- Minimum required Lot Width at the Building Line \_\_\_\_\_ feet

\_\_\_\_ 28. Show the minimum front, rear, side, and corner setbacks (on all lots).

\_\_\_\_ 29. Revise corner and rear yard setbacks, as per redline comment, on irregularly shaped lot.

\_\_\_\_ 30. Provide a copy of the F.I.R.M. panel and the F.I.R.M. panel front cover on the plat. Show and label the location of the site.

\_\_\_\_ 31. Include the following statement under the F.I.R.M. panel:

"According to the F.I.R.M. of Fulton County, panel number 13121C \_\_\_\_\_, dated June 28, 1998, a portion of this property **(is) or (is not)** located in a Special Flood Hazard Area."

\_\_\_\_ 32. Provide an approved street name for each street in the development. To reserve street names, please submit a completed copy of attached "Request for Project/Street Name Approval" form. Streets shall be named, using the names approved by the Environment and Community Development Department. We will accept up to two of the same names with different endings provided that they do not exist in Fulton County and or City of Atlanta. Names that are phonetically the same as existing street are not allowed. Names that start with Peachtree, River or Personal names are not allowed. Please check on duplication in commercially available map books and street indexes. If you check the names prior to submittal for approval, it will increase chances for first time approval. Once names are approved, they are reserved in the name of the subdivision until used for three (3) years. Street sign provided by Fulton County will hold only 12 characters including spaces between names. Suffixes may be abbreviated. The approved road name suffixes are listed on the back of the above referenced form.

\_\_\_\_ 33. Where the development is to be subdivided into phase/blocks, label blocks alphabetically. Lots are to be numbered in consecutive numerical order within each block. Please make a distinction between lot numbers and street addresses, by circling the addresses or by using some other labeling method to identify the address from the lot number.

- \_\_\_ 34. Locate and label, with dimensions, all "no access strips."
- \_\_\_ 35. Show state water buffers and zoning buffers.
- \_\_\_ 36. Provide in the notes the total acreage of the entire site, to the nearest 1/100 of an acre; and the total number of lots. Provide on plan view the area of each lot or parcel in square feet.
- \_\_\_ 37. If any portion of the plat is within the boundaries of the Metropolitan River Protection Act, please indicate the River Corridor case number as well as show, by lot, the maximum amount of permitted impervious surface and land disturbance, by vulnerability category as well as the total lot area of each lot. The following statement, written in at least 12 point type, shall be shown on the plat:
- "The property shown on this plat is subject to the regulations of the Metropolitan River Protection Act and the Certificate approved by Fulton County (RC \_\_\_\_\_). The maximum amounts of clearance and impervious surface allowed for each lot are listed hereon. The owners, heirs, or assignees of each individual lot, are solely responsible for compliance with the approved certificate. For further information, contact the Fulton County Department of Public Works."
- \_\_\_ 38. Provide the direction and distance from a point of reference to a point on the boundary of the individual survey. All plats submitted shall be referenced to an existing Fulton County G.I.S. Monument. For any subdivision of twenty-five (25) acres or more, the subdivider must pay a fee to set one (1) new monument by Fulton County. Courses and distance to Monument shall be shown on the Plat. Contact Fulton County Public Works at (404-730-7541/7542) for monument description and location. **(Note: The term "monument" shall consist of one (1) G.I.S. Monument and one (1) azimuth or backsight monument per location.)**
- \_\_\_ 39. Provide in the notes, a description of all corner markers and markers of pertinent reference. All corner markers and markers of pertinent reference points shall be constructed of a permanent material, such as iron, steel, concrete or stone.
- \_\_\_ 40. Show all slope easements as required.
- \_\_\_ 41. Show all public service utility right-of way lines.
- \_\_\_ 42. Show all easements including sanitary sewer easements, required for future sewer construction and apparent encroachment. Differentiate between public and private easements. All easements dedicated to Fulton County shall be shaded. Do not shade dimensions or notes.
- \_\_\_ 43. Fulton County will not accept drainage easements along common property lines in order to control private drainage improvements.
- \_\_\_ 44. Provide bearings and distances on all off road sanitary sewer and permanent stormwater management facilities and drainage easements.
- \_\_\_ 45. Add this note to plat:

**"Fulton County personnel and/or agents shall have free and total access to and across all easements."**

- \_\_\_ 46. Provide a 15-month maintenance bond, from the Owner/Developer, prior to recording of the final plat. Contact Leslie Campbell, Bond Manager (404-730-0048) for bond amount and submit required bond directly to her. Please return a copy of signed Bond Receipt Acknowledgement form (attached) to the Plan Review staff person.
- \_\_\_ 47. All final subdivision plats must show street addresses on each lot prior to recording. Please call 404-730-7853 if you have addressing questions.
- \_\_\_ 48. Place DH-A, B, C, D, hold on required lots as shown and add DH-Hold Block (below).

**THIS NEW REVISED STATEMENT SHOULD BE  
ADDED TO YOUR PLAT PRIOR TO RECORDING  
AS OF JANUARY 1, 2000**

**DH-HOLDS**

**PLEASE NOTE THAT A CERTIFICATE OF OCCUPANCY HOLD MAY BE PLACED ON YOUR BUILDING PERMIT TO VERIFY THAT YOU HAVE COMPLIED WITH YOUR SUBMITTED SITE PLAN. A SITE INSPECTION MAY BE REQUIRED.**

- DH-A**            **SITE PLAN IS REQUIRED SHOWING BUILDING AND DRIVEWAY LOCATION WITH DIMENSIONS OF THE LOT. SHOW ALL STRUCTURES, SETBACKS, EASEMENTS, SPECIMEN TREES, BUFFERS AND PUBLIC INFRASTRUCTURE.**
- DH-B**            **SITE PLAN REQUIRED SHOWING EXISTING AND PROPOSED CONTOUR GRADES, EROSION CONTROL MEASURES, ITEMS IN "A" ABOVE. A REGISTERED LICENSED PROFESSIONAL ENGINEER, LICENSED LANDSCAPE ARCHITECT OR REGISTERED SURVEYOR MUST SIGN AND SEAL THE PLANS.**
- DH-C**            **SITE PLAN IS REQUIRED SHOWING MINIMUM FINISHED FLOOR ELEVATION, I.R.F. ELEVATION AND CONTOUR LINE, 25 AND 100 YEAR ELEVATIONS OF THE DETENTION FACILITY, TOP OF BANK FOR STREAMS, DRAINAGE DITCH AND ITEMS FOR DH-A HOLDS AS STATED ABOVE. A FINAL ELEVATION CERTIFICATE MUST BE COMPLETED BY THE PROPERTY OWNER OR REPRESENTATIVE AND SUBMITTED TO THE COUNTY BUILDING PERMIT DIVISION AT THE TIME THE LOWEST FLOOR/FIRST FLOOR (REFERENCE LEVEL) IS ESTABLISHED, PRIOR TO FURTHER CONSTRUCTION OF THE BUILDING.**
- DH-D**            **ONLY THE DIRECTOR, OR THE SPECIFIC APPOINTEE REPRESENTING THE DIRECTOR, MAY RELEASE THIS TYPE OF HOLD. A DH-D HOLD IS A GENERAL HOLD FOR A SPECIFIC PURPOSE NOT PREVIOUSLY COVERED BY THE PROCEEDING EXPLANATION BELOW.**

- \_\_\_ 49. Show a 20- foot, graded and stabilized vehicular access easement to all detention ponds. A 10-foot graded access easement shall completely encircle the detention pond. Use a 30-foot combined easement when combined with a sanitary or drainage easement.
- \_\_\_ 50. Show 20' landscape buffer around detention ponds.
- \_\_\_ 51. Show and label the outlet structure on the plan view.

- \_\_\_\_ 52. Show the Minimum Finished Floor Elevations (M.F.F.E.) on lots that have flood plain or a detention pond and provide a recorded copy of the Flood Plain Indemnification Agreement (attached). The M.F.F.E. for flood plain lots shall be a minimum of 3 feet above the 100-year flood elevation; and the M.F.F.E. for detention pond lots with a slab on grade shall be a minimum of 1 foot above the 100-year High Water (H.W.) elevation.
- \_\_\_\_ 53. Show the 25-year and 100-year high water elevation and volumes of the detention pond(s) on the plat.
- \_\_\_\_ 54. Detention Ponds should be labeled as common areas or symbolically referred to as "C.A." If any common areas are shown on the plat, a Mandatory Homeowner's Association shall be created and the incorporating documents submitted along with the final plat for review and approval prior to submittal to the Secretary of State. Said documents shall be recorded with the Clerk of Superior Court of Fulton County with the Deed Book and Page Number referenced on the plat. All private covenants, if any shall also be submitted prior to recording and shall, once recorded, be referenced on the plat.
- \_\_\_\_ 55. Any other common areas shall be clearly labeled as such or symbolically referred to as "C.A." The plat shall clearly state that said areas are to be owned and maintained by the Homeowners Association in perpetuity.
- \_\_\_\_ 56. Complete and record with the Clerk of Superior Court of Fulton County, an Owner's Indemnification and Maintenance Agreement for Detention Ponds (see attachment). Once recorded, the Deed Book and Page Number shall be referenced on the final plat.
- \_\_\_\_ 57. Label "Public" vs. "Private" Storm and Sewer Easements; shade public easement.
- \_\_\_\_ 58. Revise right-of-way and pavement widths, as per redline comment.
- \_\_\_\_ 59. Provide Health Department signature block on plat. On septic systems, the Department of Health must sign plat.
- \_\_\_\_ 60. Provide approval from the Health Department for all final plats on septic systems.

APPROVAL OF DEPARTMENT OF HEALTH

FULTON COUNTY HEALTH DEPARTMENT

This subdivision, as shown, is approved upon the condition that sewage disposal and water supply facilities are in compliance with Articles C and D, Sewage Disposal and Drinking Water Supply of the Fulton County Health Department regulations and in accordance with the requirements below:

WATER SUPPLY

- ( ) Public Water Supply
- ( ) Individual Water Supplies

SEWAGE DISPOSAL

- ( ) Public Sanitary
- ( ) Individual Onsite Sewage

Service Requirements – S/D Type

- ( ) Type "A"
- ( ) Type "B"

Service Requirements – S/D Type

- ( ) Type "A"    ( ) Type "C"
- ( ) Type "B"    ( ) Type "D"

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fulton County Health Department

\_\_\_\_\_  
Revision Date

\_\_\_\_\_  
Fulton County Health Department

- \_\_\_\_\_ 61. As required by Section 8.2.4 of the 2003 Fulton County Subdivision Regulations, show sidewalks, curbs and gutters across your property's road frontage in accordance with these standards.
- \_\_\_\_\_ 62. For non-residential and attached residential dwelling units: This project complies with any applicable Overlay District requirements. Contact Beth McMillan at 404-730-8031 for guidelines. Approved by: \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_\_\_ 63. Complies with Article VIII, Section 8.8 of the 2003 Subdivision Regulations, Underground Utilities.



**DEPARTMENT OF ENVIRONMENT & COMMUNITY DEVELOPMENT**

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www.fultonecd.org

**MINOR SUBDIVISION AND FINAL PLAT FLOOD PLAIN CHECKLIST**

Project Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Project Number: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Please address all items marked with an "X"**

**General Requirements**

- \_\_\_\_ 1. Include a copy of the Flood Insurance Rate Map (F.I.R.M.) panel on plat, clearly indicating location of site.
- \_\_\_\_ 2. Below F.I.R.M. panel, include the following note: "According to the F.I.R.M. of Fulton County, Community number \_\_\_\_\_, Panel number \_\_\_\_\_, Revision letter \_\_\_\_\_, Date last revised \_\_\_\_\_, a portion of this property is (is not) located in a Flood Hazard area."
- \_\_\_\_ 3. If Flood Plain exists on the property, indicate the 100-year Intermediate Regional Flood (I.R.F.) elevation, by heavy line or shading, and label the elevation, as required per Fulton County Zoning Resolution, Article IV, Section 24, Paragraph 4 A.
- \_\_\_\_ 4. When Base Flood Elevations (B.F.E.) are based on the F.E.M.A. Flood Insurance Studies (F.I.S.) or F.I.R.M., show the established elevations on the plan view as per the cross-sections from these studies. When the B.F.E. are based on engineering studies as per Fulton County Zoning Resolution, Article IV, Section 24, Paragraph 4A, show the pre and post I.R.F. on the plan as established by the cross-sections from the engineering studies.
- \_\_\_\_ 5. Label the Flood Zone as shown on the F.I.R.M. or from the engineering study, i.e.:
  - a. Special Flood Hazard Area (S.F.H.A.) for a studied Zone B.
  - b. Flood Zone A.
  - c. Flood Zone A (1-9), AE.
  - d. Flood Zone X
- \_\_\_\_ 6. A benchmark mark must be given and documented on the plat:
  - a. When the B.F.E.s are based on the F.E.M.A., F.I.S. or F.I.R.M., the Benchmark Datum must be labeled Mean Sea Level (M.S.L.) or National Geodetic Vertical Datum (N.G.V.D.).

- b. When the Finish Floor Elevation (F.F.E.) is on a Flood Elevation Study, and the Benchmark Datum is other than M.S.L. or N.G.V.D.; the datum must be thoroughly documented and approved by the Department of Public Works. **(Note: The benchmark must be a Fulton County G.I.S. Monument.)**

\_\_\_\_ 7. The Lowest Floor Elevation (L.F.E.) of the proposed structure must be shown on each lot which contains Flood Plain. The Lowest Floor Elevation, as described in F.E.M.A.'s elevation certificate shall be a minimum of three (3) feet above the base flood elevation and meet the requirements of Article IV, Section 24, Paragraph 9G of the Fulton County Zoning Resolution.

\_\_\_\_ 8. In districts which permit residential use, development is prohibited in Special Flood Hazard Areas. Fulton County may allow such development provided:

- a. Not less than 70% of the **buildable land area** lies above the base flood elevation, a minimum of one (1) foot.
- b. Not less than 50% of the **minimum lot area**, as established by the applicable zoning district, shall be above the base flood elevation.
- c. **Buildable Land Area** as it relates to development in Special Flood Hazard Areas shall be defined as the entire proposed development regardless of the size of the area of the land to be disturbed. Buildable land area, project and plat are synonymous.
- d. Provide calculations to show compliance with both (a) and (b) above or (b) alone. Requirement (b) must be shown for each lot. Provide a chart to show lot number, total lot area, minimum zoned lot area, buildable area above the flood plain elevation.
- e. Add the note:  
"No lot shall have less than \_\_\_\_\_ sq. ft. above the level of the Intermediate Regional Flood Contour Elevation (I.R.F.). (The above area shall not be less than 50% of the minimum lot areas, as established by the applicable Zoning District Regulations)

\_\_\_\_ 9. The following general notes are required:

- a. "The Flood Zone(s) shaded, (X) and (AE) shown hereon is (are) based on the Fulton County Community number \_\_\_\_\_, Panel number(s) \_\_\_\_\_, Revision letter \_\_\_\_\_, Last revision date \_\_\_\_\_."
- b. If it is obvious that a flood plain must be crossed to provide access to a lot, the following note is required: "No driveways that cross or encroach into the flood hazard areas shown hereon unless such proposed construction is in conformance with the requirements of the Fulton County Zoning Resolution, Article IV, Section 4. No building permit shall be issued without the approval of the Fulton County Development Services Department."
- c. A Professional Engineer or a Licensed Land Surveyor, registered in the State of Georgia, shall provide a Lowest Floor Elevation certificate to the Director of the Development Services Dept. (Only required along a Special Flood Hazard Area, Flood Zone shaded (X) and zone (AE).
- d. The 100-year I.R.F. contours shown hereon were located in the field using land surveying techniques.
- e. The Lowest Floor Elevation (L.F.E.), Minimum Floor Elevation (M.F.E.) and Finished Floor Elevations (F.F.E.) shown hereon include(s) a basement and/or attached garage.

- f. The Flood Plain Indemnification Agreement for this project dated \_\_\_\_\_, is recorded in Deed Book \_\_\_\_\_, Page \_\_\_\_\_, Fulton County Records.

g. FLOOD HAZARD

The Intermediate Regional Flood (I.R.F.) areas shown hereon were determined by the Professional Engineer whose stamp and signature are affixed hereto. Fulton County does not by approving this plat, warrant their accuracy, nor imply that land outside the areas of flood hazard shown, will be free from flooding or flood damage. Further, Fulton County does not, by approving this plat nor accepting the public improvements therein, assume maintenance of the flood carrying capacity of the flood areas of watercourses.

Maintenance shall remain the responsibility of the owner/s of the land upon which they exist. The owner of a lot or parcel, that contains a flood hazard area, is required to submit a site plan to Fulton County, prior to the initiation of any improvements to the lot or parcel.

The site plan shall include the location and elevation of the I.R.F. within the lot or parcel and the existing and proposed improvements. Approval of the site plan by Fulton County, is required prior to the issuance of a building permit.

The engineer assumes no responsibility for stream maintenance. The I.R.F. levels that appear on this plat are predicated on the culverts, hydraulic controls and stream remaining clear of obstruction.

- h. Include one (1) of the following statements:

"The Base Flood Elevations (B.F.E.) shown hereon are based on the Flood Elevation Study by \_\_\_\_\_."

"The Base Flood Elevations (B.F.E.) shown hereon are based on the Flood Insurance Study for unincorporated Fulton County."

"The Intermediate Regional Flood (I.R.F.) contour shown hereon is at least three (3) feet higher than that obtained by using the U.S. Geological Survey's "Techniques for Estimating Flood-Depth Frequency Relations on Natural Streams in Georgia" Water Resources Investigation 77-90.



**DEPARTMENT OF ENVIRONMENT & COMMUNITY DEVELOPMENT**  
 141 Pryor Street, SW, Suite 2085  
 Atlanta, Georgia 30303  
 (404) 730-7800 FAX (404) 730-7818  
 www.fultonecd.org

**MINOR SUBDIVISION PLAT CHECKLIST**

Project Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_  
 Project Number: \_\_\_\_\_ Date: \_\_\_\_\_  
 Reviewed By: \_\_\_\_\_ Telephone: \_\_\_\_\_

**NOTES:**

- If this property is located within the Metropolitan River Protection Act Plan Area's 2000 feet Chattahoochee River Corridor (O.C.G.A. § 12-5-440 et seq.). The Atlanta Regional Commission (A.R.C.) is required to review and approve any development proposed prior to subdivision approval and/or issuance of land disturbance/building permit by Fulton County. Be advised that the A.R.C. River Corridor review and approval process may take two or more months. Please contact the Environmental Planner at 404-730-7545 for detailed information about the requirements pertaining to the A.R.C. review and approval process (for all applicable projects).
- All lots on septic systems must comply with the Fulton County Health Department requirements prior to submittal to this department.
- Minor Subdivision Plats shall be drawn to meet final plat specifications.

Please address all items marked with an "X"

Please return redline comments with two copies and the original of the corrections to this office.

**General Requirements**

- \_\_\_\_\_ 1. The Plat shall be clearly and legibly drawn in black ink on mylar or other permanent reproducible material, at a recommended scale of 100 feet to the inch. The Director of Environment and Community Development may approve other scales as appropriate. If the complete plat can not be shown on one sheet, then said plat shall be shown on several sheets, with an index map indicated on each sheet. The recommended sheet size for recording shall be 17 x 22 inches with a minimum .08 inch character height. There shall be sufficient space available for the certificates as required in this ARTICLE.
- \_\_\_\_\_ 2. All plats submitted for review shall be referenced to an existing Fulton County G.I.S. Monument. For any subdivision of twenty-five (25) or more acres, the subdivider must pay a fee to set one (1) new Monument by Fulton County, if said monument is not available. Courses and distance to monument shall be shown on the plat. (NOTE: The term "monument" shall consist of a pair of monument and one (1) azimuth monument). Contact Fulton County Public Works (404-730-7541 or 404-730-7542) for monument descriptions and locations.

- o. Provide an index map when more than one sheet is required to present plat.
- p. Provide the course and distance to the nearest existing street intersections, benchmarks or other recognized permanent monuments, which shall be accurately described on the plat.
- q. Provide the exact boundary lines of the tract, indicated by a heavy line, giving distances to the nearest one-tenth (1/10) foot, and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one (1) in five thousand (5,000). The error of closure shall be stated on the Plat. Tract boundaries shall be determined by accurate survey in the field. All surveys shall be coordinated and tied into Fulton County G.I.S. Monument (must state monument I.D. number).
- r. Provide municipal, county names. Land lot lines must be accurately shown on the subdivided tract by distance and angles when such lines traverse the tract.
- s. Provide the width to the centerline of the right-of-way and the right-of way width. Show the angles of deflection and standard curve data of intersection, radii, length of tangents, arcs, and degree of curvature with basis of curve data for all roads on a curve. Label the names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
- t. Label the R/W to indicate whether the road is paved or unpaved and a public or private street.
- u. Provide the location of any streams, rivers, lakes on the property with appropriate buffers, where applicable.

\_\_\_\_\_ 6. The plat shall contain the following information:

- a. Lot lines with dimensions to the nearest one-tenth (1/10) foot, internal angles, arcs, chords, and tangents, or radii of rounded corners.
- b. Front, rear, and side setback lines with dimensions. State minimum lot width at building line in notes and show on plan.
- c. Lots or site shall be numbered in numerical order and blocks lettered alphabetically.
- d. Location, dimensions and purpose of all drainage structures. Show any easements, including slope easements, if required, and public service utility right-of-way lines, any areas to be reserved, donated, or dedicated to public use. If the site has any easements other than residential use, provide notes stating their purpose and limitation. Any areas to be reserved by deed covenant for common uses of all property owners must also be shown and labeled.
- e. Future sewer easements may be required by Public Works. (Upon submittal, the Environment and Community Development Department will check for any possible future sewer or rights-of-way easements).

\_\_\_\_\_ 7. Include the following statements on the plans:

- a. "Water service provided by \_\_\_\_\_."
- b. "Wastewater service provided by \_\_\_\_\_."

- c. "According to the Flood Insurance Rate Map (F.I.R.M.) of Fulton County, panel number \_\_\_\_\_, dated \_\_\_\_\_, a portion of this property is/is not located in a Flood Hazard Area."
- d. Include copy of F.I.R.M. panel on plat indicating site location.
- e. If flood plain exists on the property, indicate the Intermediate Regional Flood (I.R.F.) elevation, by heavy line and label elevation.
- f. If the site is in the flood plain, at least 50% of the buildable lot area, per the applicable zoning, must be located outside the 100 year flood plain. Indicate the minimum lot size (sq. ft.) per zoning, the area of each lot minus the setback area, which is the buildable area. Separate the buildable area into area in the flood plain and area outside the flood plain. The percentage of area outside the flood plain is determined by dividing the buildable area outside of the flood plain by the minimum lot area as indicated per zoning. This percentage must be at least 50%.

\_\_\_\_\_ 8. The following certificates shall appear on all Final Plats whereon the Intermediate Regional Flood (I.R.F.) zone is known to exist:

**Flood Hazard**

The Intermediate Regional Flood (I.R.F.) areas shown hereon were determined by the Professional Engineer whose stamp and signature are affixed hereto. Fulton County does not, by approving this plat, warrant their accuracy, not imply that land outside the areas of flood hazard shown, will be free from flooding or flood damage. Further, Fulton County does not by approving this plat nor accepting the public improvements therein, assume maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner/s of the land upon which they exist. The owner of a lot or parcel, that contains a flood hazard area, is required to submit a site plan to Fulton County, prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the I.R.F. within the lot or parcel and the existing and proposed improvements. Approval of the site plan by Fulton County is required prior to the issuance of a building permit.

\_\_\_\_\_ 9. The following statement shall appear on all plats:

**Drainage**

The owner of record, on behalf of himself (itself) and all successors in interest, specifically releases Fulton County from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by these Regulations and the Director of the Department of Public Works. Said Director may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of staff and Director, is potentially injurious to life, property or the public road or utility system.

Such emergency maintenance, conducted for a common good, shall not be construed as constituting maintenance obligation on the part of Fulton County, nor an abrogation of Fulton County's right to seek reimbursement for expenses from the owner/s of the property or the lands that generated the conditions.

\_\_\_\_ 10. This certificate shall appear on all plats. The areas to be dedicated, however, shall be specific to that which are to be in the public domain.

**OWNER'S ACKNOWLEDGEMENT:  
(STATE OF GEORGIA)  
(COUNTY OF FULTON)**

The owner of record of the land shown on this plat and whose name is subscribed thereto, in person or through a duly authorized agent, hereby acknowledges that this plat was made from an actual survey, dedicates to Fulton County, the complete ownership and use of all water and sewer improvements constructed or to be constructed in accordance with this plat, and dedicated to the use of the public forever the following:

Public Streets \_\_\_\_\_ acres

Public Sewer Easements \_\_\_\_\_ acres

Public Drainage Easements \_\_\_\_\_ acres

Public Parks/Open Space \_\_\_\_\_ acres

\_\_\_\_\_  
Typed Name of Subdivider

\_\_\_\_\_  
Typed Name of Owner of Record

\_\_\_\_\_  
Signature of Subdivider

\_\_\_\_\_  
Signature of Owner of Record

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

All owners must sign the original document in a permanent type BLACK ink prior to submittal. (Ball point and felt pens are not acceptable)

\_\_\_\_ 11. The following certificate shall appear on all plats:

**SURVEYOR'S CERTIFICATE**

"It is hereby certified that this Minor Subdivision Plat is true and correct and was prepared from an actual survey of the property, made by me or under my supervision; that all monuments shown hereon actually exist, or are marked as "Future", and their location, size, type and material is correctly shown."

\_\_\_\_\_  
Surveyor's Name

Registered Georgia Land Surveyor Number \_\_\_\_\_

\_\_\_\_ 12. A statement of the private covenants, if they are brief enough to be put directly on the plat shall be shown; otherwise, a statement as follows shall be on the plat:

"This plat is subject to the covenants set forth in the separate documents(s) as recorded in Deed Book \_\_\_\_\_, Pages(s) \_\_\_\_\_, which hereby becomes a part of this plat."

\_\_\_\_ 13. The following certificate shall appear on all plats:

**MINOR SUBDIVISION PLAT APPROVAL**

The Director of the Department of Environment and Community Development of Fulton County, Georgia, certifies that this plat complies with the Fulton County Zoning Resolution, Conditions of Zoning, and the 2003 Fulton County Subdivision Regulations as amended.

\_\_\_\_\_  
For the Director, Department of Environment and  
Community Development

\_\_\_\_\_  
Date

\_\_\_\_ 14. Place the following certificates on the plat:

\_\_\_\_ a. **STATEMENT OF SLOPE EASEMENT**

This plat is approved with the understanding that easement is granted Fulton County along all road frontage for the purpose of sloping cuts and fills as follows:

- 0' to 5' - not less than 3 to 1 slope
- 5' to 10'- not less than 2 to 1 slope

\_\_\_\_ b. **APPROVAL OF DEPARTMENT OF HEALTH**

<b>FULTON COUNTY HEALTH DEPARTMENT</b>	
<p>This subdivision, as shown, is approved upon the condition that sewage disposal and water supply facilities are in compliance with Articles C and D, <u>Sewage Disposal</u> and <u>Drinking Water Supply</u> of the Fulton County Health Department regulations and in accordance with the requirements below:</p>	
<u>WATER SUPPLY</u>	<u>SEWAGE DISPOSAL</u>
<input type="checkbox"/> Public Water Supply <input type="checkbox"/> Individual Water Supplies	<input type="checkbox"/> Public Sanitary <input type="checkbox"/> Individual Onsite Sewage
Service Requirements – S/D Type	Service Requirements – S/D Type
<input type="checkbox"/> Type "A" <input type="checkbox"/> Type "B"	<input type="checkbox"/> Type "A" <input type="checkbox"/> Type "C" <input type="checkbox"/> Type "B" <input type="checkbox"/> Type "D"
_____ Date	_____ Fulton County Health Department
_____ Revision Date	_____ Fulton County Health Department

a. CERTIFICATE OF RECORDING

**Certification as to Recording**

This is to certify that this plat has been  
recorded in Plat Book \_\_\_\_\_  
Page \_\_\_\_\_ of Fulton County  
Recorded on \_\_\_\_\_ 20 \_\_\_\_\_.  
Clerk, Superior Court  
Fulton County, Georgia

\_\_\_\_ 15. Add these notes to the plat, if applicable:

For flag lots or lots with unusual configurations and/or lots more than five hundred (500) feet off the road.

**Fire Protection Notes**

Be aware that for dwellings more than five hundred (500) feet off the road, flag lots or lots with unusual configurations, the Fire Department may not be able to provide fire protection unless the following items are fulfilled:

- a. A fire hydrant or water source approved by the fire department must be available within 500 feet of the dwelling's most remote point.
- b. An all-weather driveway of at least 14 feet width and having a vertical clearance of 13 feet 6 inches must be provided.
- c. An approved turnaround at the dead end of any road or drive over 150 feet long must be provided.
- d. Fire department approval is required for any access so constructed.

\_\_\_\_ 16. Comply with the 2003 Fulton County Subdivision Regulations, sidewalk requirements (Section 8.2.4)

\_\_\_\_ 17. Show 5' minimum concrete sidewalk, 24" minimum curb and gutter, per Fulton County specifications (attached) across property's road frontage (s) as required by the 2003 Fulton County Subdivision Regulations.

\_\_\_\_ 18. For non-residential and attached residential dwelling units, comply with any applicable Overlay District requirements. Contact Beth McMillian at 404-730-8031 for guidelines.  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ 19. Comply with Flood Plain Checklist.

OWNERS MAINTENANCE AGREEMENT  
FOR SURFACE WATER MANAGEMENT FACILITIES

THIS AGREEMENT, made and entered into as of this the \_\_\_\_\_ day of \_\_\_\_\_, by and between \_\_\_\_\_ (hereinafter referred to as "Owner"), and Fulton County, a political subdivision of the State of Georgia (hereinafter referred to as "Fulton County").

WHEREAS, Owner holds title to certain real property located in \_\_\_\_\_ Subdivision Land Lots \_\_\_\_\_, \_\_\_\_\_ District \_\_\_\_\_, Fulton County, Georgia, more particularly described on the Attached Exhibit A and as recorded on the Final Plat (hereinafter referred to as the "Property"); and

WHEREAS, Owner has applied for a Final Subdivision plat approval from Fulton County, in accordance with plans and specifications submitted to Fulton County in order to construct a Surface Water Management Facility (hereinafter referred to as "Facility") upon said Property in connection with such approval and

WHEREAS, Fulton County is willing to grant such approval upon the terms and conditions set forth hereinbelow;

It is HEREBY AGREED as follows:

1. The Facility or Facilities shall be constructed by Owner in accordance with the plans and specifications approved by Fulton County.
2. Owner, at its sole cost and expense, hereby agrees to maintain the Facility in a structurally sound condition so that it satisfies the drainage function for which it was intended, to maintain the Facility in a clean and safe condition so as not to constitute a hazard of nuisance to the public, and to maintain the Facility in accordance with all the rules, standards and regulations applicable thereto as may from time to time be enacted by and governmental agency or authority, including Fulton County. Fulton County is hereby relieved of all responsibility for the maintenance of the Facility for the term of this Agreement.
3. To "maintain" the Facility is herein defined as good working condition so that the Facility is performing its intended design functions. This includes all pipes, channels or other

conveyances built to convey stormwater to the Facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Details shall be included in the Operations and Maintenance Plan (Plan) that must be submitted to the Department of Public Works and approved by the Director prior to issuance of the Land Disturbance Permit. The approved Plan is attached to this Agreement as Exhibit B. The Plan shall designate, by name, an individual responsible for monthly inspections and maintenance of inspection reports for inclusion in the annual reports. The Owner shall notify Fulton County within 90 days of any change of the designated Inspector.

4. The Owner shall, at its sole cost and expense, inspect the Facility monthly using the Operation and Maintenance Inspection Report for Surface Water Management Facilities which is Exhibit C of this Agreement. In addition, the Owner shall take a monthly digital color photograph of the outlet control structure. All of the monthly inspection reports and the monthly photographs of the facility(ies) shall be included in the annual report of inspection.

5. The Owner shall provide an annual report of inspection and maintenance of the Facilities by a professional engineer licensed in the State of Georgia. The professional engineer shall certify to the Director of Public Works that the Facilities are being maintained, are functioning as designed, and are meeting criteria presented in the Plan or the professional engineer shall fully identify any operational or design deficiencies associated with the Facilities and provide recommended remedial measures and an implementation schedule to correct those deficiencies. The requirements for the annual report shall be as detailed in the Fulton County Drainage Manual or otherwise published by the Director of Public Works.

The professional engineer shall initially inspect the Facility as soon as it begins to receive stormwater and submit a report of the initial inspection within 30 days to the Fulton County Department of Public Works Surface Water Management Section. The Owner shall arrange for a professional engineer to inspect and submit a report of his inspections annually on the same date thereafter. The professional engineer shall submit the reports both by mailing a hard copy to Fulton County Department of Public Works Surface Management Activity Management Section, and emailing an electronic copy along with digital photographs attached to [SWAMP@co.fulton.ga.us](mailto:SWAMP@co.fulton.ga.us).

The annual report shall also include any proposed changes to the Plan that the professional engineer deems necessary. Fulton County has the right to accept, reject, or amend said proposed changes within 90 days of submittal to Fulton County. No response from Fulton County indicates approval of the proposed changes after 90 days.

The Owner will pay a fee to Fulton County in a reasonable amount for each annual period if the inspection report and certification is not completed and submitted on time so that Fulton County may provide the required inspection and report. The fee shall be set by the Director of Public Works and published annually on the Fulton County website by the 15<sup>th</sup> of January.

6. During and throughout the term hereof, the Owner hereby agrees to indemnify and hold Fulton County, its officers, agents, and employees, harmless from all damages, liability, claims, demands, attorney's fees and legal cost, relating to or arising from (A) the function of the Facility including the construction, maintenance, operation and use thereof and (B) the increase of the flow of water or diversion of the flow of water resulting from the Facility.

7. The Owner hereby authorizes Fulton County to enter upon the premises for purposes of inspection provided that written notice of Fulton County's intention to so enter must be given to Owner at least twenty-four (24) hours in advance of said entry. Except, however, in the event of an emergency threatening potential loss of life or valuable property rights, Fulton County shall be granted immediate access to the Facility and the right, but not the obligation, to perform any required maintenance to the Facility, the cost of which is to be paid by Owner, as provided in Paragraph 8 herein below. The Owner shall execute an access easement in favor of Fulton County to allow Fulton County to inspect, observe, maintain, and repair the facility as deemed necessary. An executed access easement is attached to this Agreement as Exhibit D.

8. In the event that any required maintenance is not performed by the Owner after thirty (30) days written notice to the Owner from Fulton County, Fulton County shall have the right (but not the obligation) to enter the Property for the purpose of performing such maintenance. The costs of such performance shall be billed to the Owner and the Owner shall promptly reimburse Fulton County for such costs within thirty (30) days after receipt of such billing. Failing such reimbursement, Fulton County shall be entitled to a lien upon the Property for the full amount of such costs.

9. At the time of execution of this agreement, the Owner shall provide Fulton County with a surety bond or a letter of credit assuring the adequate performance of the Facilities to achieve the performance as presented in the Plan. The bond shall be in an amount equal to five years of inspection and reporting fees (set by the Director of Public Works) and five years of routine maintenance (as estimated by the design professional) plus twice the design professional's estimated cost to convert any and all underground detention facilities' outflow structures to eliminate "confined space" qualities. Owner shall maintain in escrow the amount to cover the cost for one year of maintenance and inspection of the facilities and the annual premium of the surety bond(s).

10. Upon the execution of this Agreement by the Owner, Fulton County may approve the Final Subdivision Plat and authorize construction of the Facility in accordance with plans and specifications approved by Fulton County. Upon construction, the Owner is shall not cause to be placed fill material or any other form of obstruction or impediment into the Facility, nor shall there be any modification to the approved outlet structure without Fulton County's approval. Further, the Owner is to keep a maintenance log concerning activities within the pond to be made available to Fulton County upon written request.

11. The terms of this Agreement shall take effect upon the date hereof and shall continue in effect for as long as the Facility is in existence.

12. All notices provided pursuant to this Agreement must be in writing and shall be deemed to have been properly given or served by deposit in the United States Mail, postpaid, registered or certified, return receipt requested, and addressed to the appropriate addresses set forth below, or to such other address as either party may advise the other by proper notice.

All notices shall be effective upon being deposited in the United States Mail. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given shall be deemed to be receipt of such notice.

For Fulton County: Director of Public Works  
Fulton County Government Center  
141 Pryor Street, S.W. Suite 6001  
Atlanta, Georgia 30303

For the Owner: \_\_\_\_\_

Address & \_\_\_\_\_

Telephone \_\_\_\_\_

13. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective executors, administrators, heirs, assigns, and successors, and successors-in-title, whether voluntary by action of the parties or involuntary by operation of law. IT IS HEREBY STIPULATED AND AGREED that this Agreement constitutes a covenant running with the land herein described.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed under seal as of the date of acceptance by Owner.

OWNER:

\_\_\_\_\_  
\_\_\_\_\_

Sworn to and subscribed to before me this \_\_\_\_ day of  
\_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_

NOTARY PUBLIC SIGN AND SEAL

\_\_\_\_\_

UNOFFICIAL WITNESS



**DEPARTMENT OF ENVIRONMENT & COMMUNITY DEVELOPMENT**  
141 Pryor Street, SW, Suite 2085  
Atlanta, Georgia 30303  
(404) 730-7800 FAX (404) 730-7818  
www.fultonecd.org

**FULTON COUNTY BOND RECEIPT**

Project Name \_\_\_\_\_

Owner/Company Name \_\_\_\_\_

Address \_\_\_\_\_

Representative's Name \_\_\_\_\_  
Please Print

Date \_\_\_\_\_ Check Number \_\_\_\_\_

LDP/Permit Number \_\_\_\_\_ Land Lot/District-Section \_\_\_\_\_

A cash bond in the amount of \$ \_\_\_\_\_ has been provided to assure completion of the following outstanding item(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fulton County Representative's Signature \_\_\_\_\_  
\_\_\_\_\_

**BOND RELEASED**

Amount \_\_\_\_\_ Check Number \_\_\_\_\_

Name \_\_\_\_\_  
Please Print

Signature \_\_\_\_\_

Owner/Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fulton County Representative's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Distribution List of Recorded Subdivision Plats**

Distribution of nineteen 19 recorded Plats will be provided to you. These prints are provided as a service by the Department of Environment and Community Development and are to be routed and distributed to the various departments and agencies listed below. **Therefore, Please Do Not Stamp These Prints.**

**Prints of Subdivision Plats that are handled in-house: When received must be distributed immediately.**

1 set	Christian Olteanu 404-730-0020	E.C.D. Plan Review
1 set	Mary-Louise Upshaw 404-730-0040	E.C.D. Permits
1 set	Toni Thornton 404-224-3601	E.C.D. Addressing
1 set	Timothy James Scott 404-730-7522	E.C.D. Plan Review

### **Prints of Subdivision Plats to be sent Inter-Office**

1 set	Mattie Hoard 404-730-6380	Tax Assessors, Room 1019
1 set	Steven Williams 404-730-8040	E.C.D. GIS Division, 5 <sup>th</sup> Floor
1 set	John Sullivan 404-730-7035	Voter Registration, 4 <sup>th</sup> Floor
1 set	Division Chief Markus Jones 3977 Aviation Circle Atlanta, Ga. 30336	Fire Department 404-699-8948
1 set	Eretha Colwell 404-730-5910	Communications Center
1 set	Sammye Sletzer 404-730-7536	Public Works, Room 6001

1 set	Victor Robinson 770-306-3108	Public Works Department South Annex, Room 219
2 sets	Darla Beasley 404-730-7495	Public Works Department Room 6001

Prints of Subdivision Plats to be sent by regular mail, Code 260-5802

1 set James B. Welsh, Governmental Liaison,  
Department of Planning & Research  
Fulton County Board of Education  
786 Cleveland Avenue  
Atlanta, Ga. 30315

1 set Art Kaliuski  
Atlanta Regional Commission  
40 Courtland Street, N.E.  
Atlanta, Ga. 30303

1 set Lynda Muth, 770-969-6091  
Fulton County Board of Education  
Transportation  
71 Heath Street  
Fairburn, Ga. 30212

1 set U.S. Postal Service  
Address Management Systems  
Attn: Plats  
P.O. Box 599321  
Duluth, Ga. 30026-9321

1 set Comcast Cable Comm., Inc.  
Andy Macke, Govt. & Comm. Affairs  
2925 Courtyards Drive  
Norcross, Ga. 30071

1 set Areo Surveys Of Georgia  
Attn: Tom Roberts  
120 Vann Street, Ste. 110  
Marietta, GA. 30060

06-22-2006

## **Exhibit 5 – Sample of Reports**

Activity or Permit Type	For Month:			Year to Date				
	Number	Number (SFR)	Acres	Fees Received	Number	Number (SFR)	Acres	Fees Received
<b>Zoning Activities</b>								
Rezoning				\$				\$
Use Permit				\$				\$
Revisions				\$				\$
Concurrent Variance				\$				\$
Modifications				\$				\$
Administrative Modifications				\$				\$
Variations				\$				\$
Administrative Variations				\$				\$
Administrative Minor Variations				\$				\$
Minor Variations				\$				\$
Secondary Variations				\$				\$
<b>Total Zoning Activities</b>				\$				\$
<b>Development Reviews, Plans, Plans and Studies:</b>								
Number of LDP Submittals				\$				\$
Individual Lot Plans (for Building Permits)				\$				\$
Final and Minor Plans				\$				\$
<b>Total Plans and Plans Received</b>				\$				\$
<b>Development Permits</b>								
Number of Concept Plans Permitted				\$				\$
Number of Land Disturbance Permits Issued				\$				\$
Number of Sanitary Sewer Permits Issued				\$				\$
<b>Total Development Permits Issued</b>		0		\$		0		\$
<b>Building Permits</b>								
Plan Review				\$				\$
Permits Issued (Routine Mech, Elec, Plumb & Bldg Inspections)				\$				\$
Re-inspections (subject to additional charge)				\$				\$
<b>Total Building Permits</b>				\$				\$
<b>Bond Rating Permitting Data for PW</b>								
Linear feet of County Maintained 6" and above Water line								
Linear feet of Curb and Gutter								
Linear feet of County Maintained 4" and above Sewer line								
Linear feet of County Maintained Storm Drain								
Linear feet of County Maintained Roadway								
Square Feet of Sidewalk					35096			
<b>Dev Inspections</b>								
Site Inspections				\$				\$
Arborist				\$				\$
Infrastructure Erosion Control Inspections				\$				\$
General Erosion Control Inspections				\$				\$
<b>Total Site Related Inspections</b>	0			\$		0		\$
Public Information Records Requests				\$				\$
<b>Total Fees Received</b>				\$				\$

Provide Report for Each Proposed Municipal Geographical Area

**FULTON COUNTY**

**DEPARTMENT OF  
THE ENVIRONMENT AND COMMUNITY DEVELOPMENT**

**MONTHLY REPORT**

**SUBMITTED TO:**

**THE GEORGIA SOIL & WATER CONSERVATION  
COMMISSION**

**MARCH 2006**



**DEPARTMENT OF ENVIRONMENT & COMMUNITY DEVELOPMENT**  
**DEVELOPMENT SERVICES DIVISION**  
141 Pryor Street, SW, Suite 2085  
Atlanta, Georgia 30303  
404-730-7800 FAX 404-224-3602  
www.fultonecd.org

**TO:** Russell Tinning, Regional Representative  
**FROM:** Richard T. Wilcox, P.E., Lead Engineer, E&CD *R. T. Wilcox*  
**DATE:** April 14, 2006  
**SUBJECT:** Georgia Soil & Water Conservation Commission  
Monthly Report/March 2006

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### NEW DEVELOPMENTS

Fulton County's Board of Commissioner's has adopted A Steep Slope Ordinance. The purpose of the ordinance is to govern the development of land that contains steep slopes within unincorporated Fulton County. This ordinance also contains provisions regarding mass grading.

### TRAINING

The Fulton County erosion control and construction inspection staff has received certification for the Georgia Soil and Water Conservation Commission's Level I B – Advanced Fundamentals. A copy of certification has been forwarded the Georgia EPD as required to retain the County's local issuing authority status.

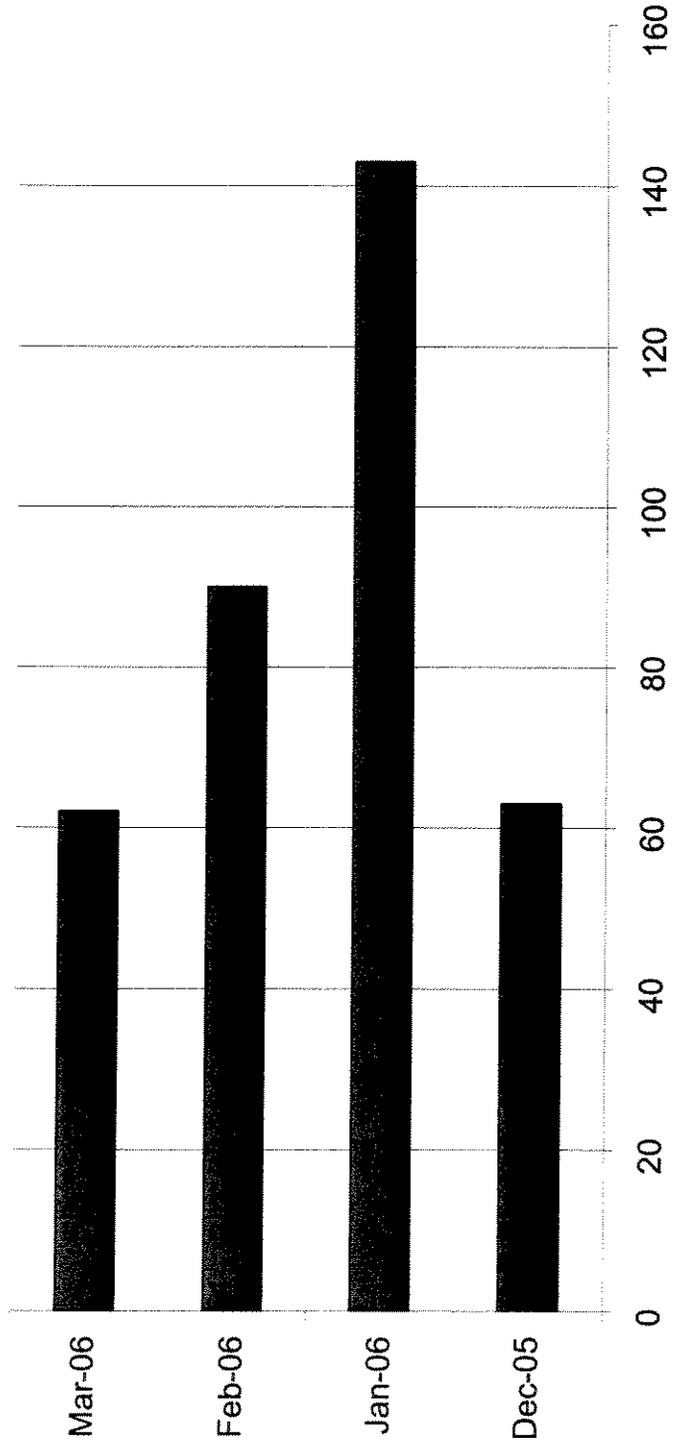
### ENFORCEMENT ACTIVITIES

For the month of March, the Department received 16 Tell Line complaints of which 13 were closed at the writing of this report, 1,919 total inspections were conducted, 123 Notices to Comply were issued, 62 Stop Work Orders were issued, and 18,611 miles were logged while conducting inspections. The infrastructure erosion inspectors conducted 466 of the total inspections, issued 32 Stop Work Orders, 58 Notices to Comply, and the department permitted 16 developments.

If you have any questions regarding this report please contact Alex Comer, Chief Erosion Control Inspector, at (404) 893-0624.

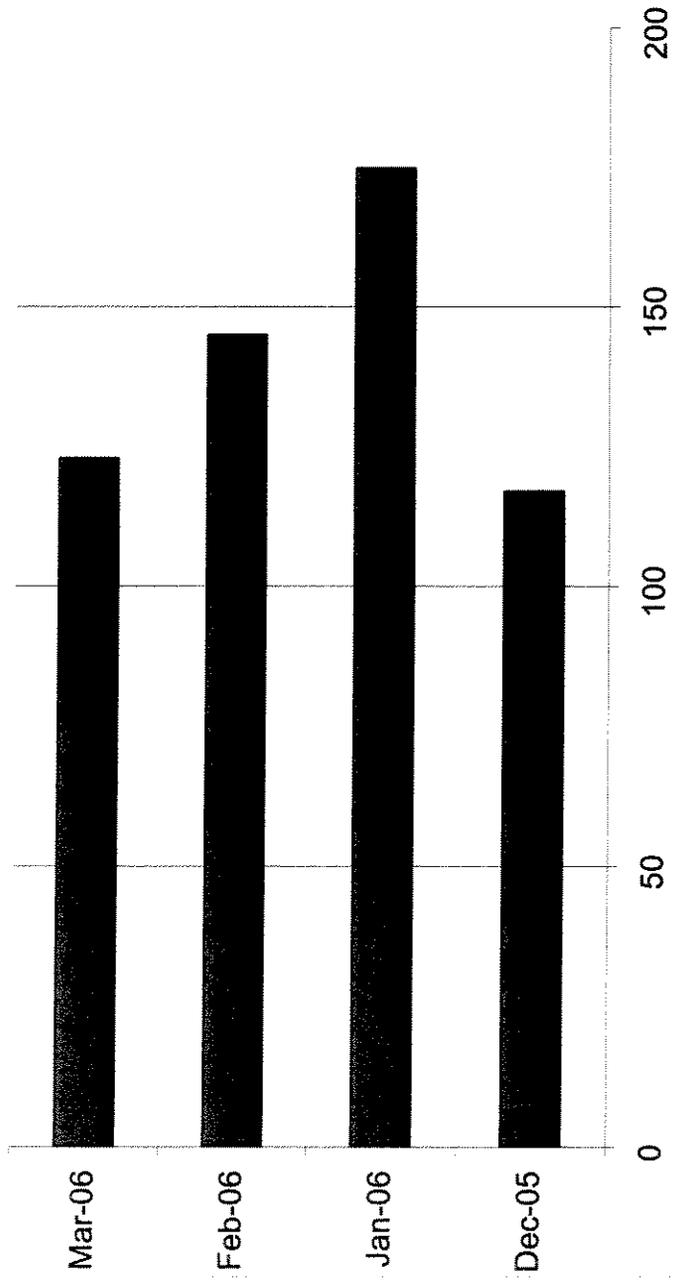
# EROSION CONTROL STOP WORK TOTALS

Mar-06	62
Feb-06	90
Jan-06	143
Dec-05	63



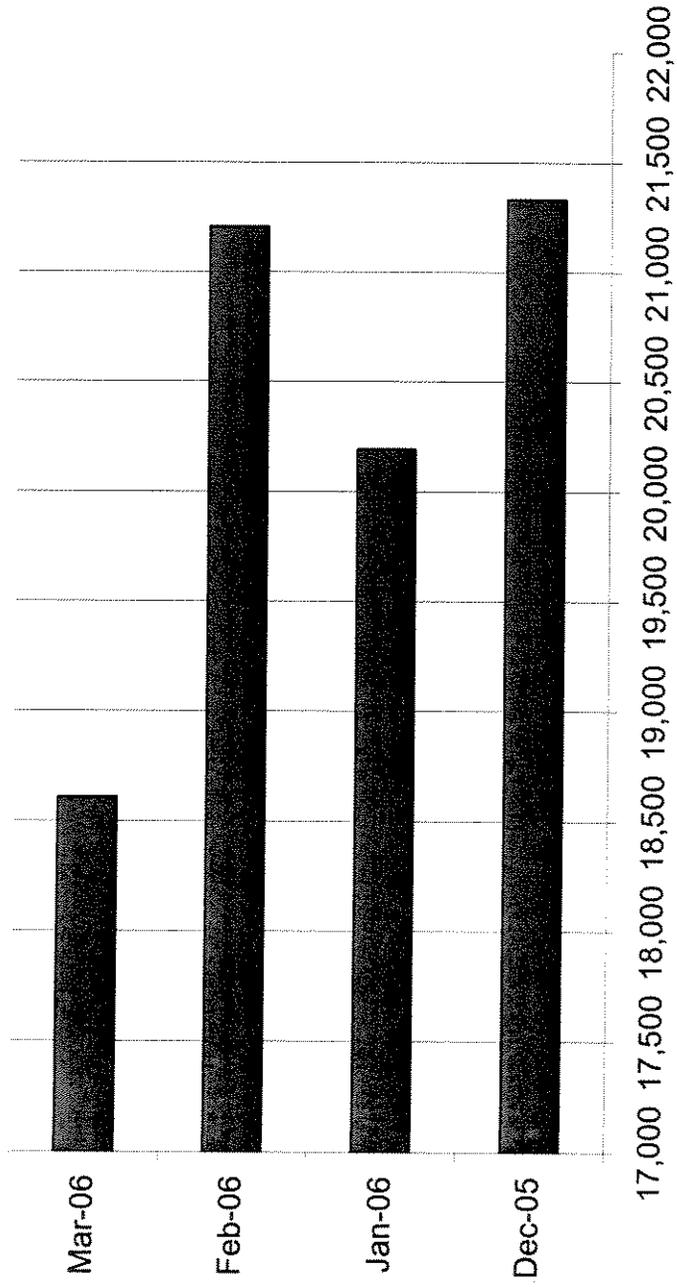
# EROSION CONTROL NOTICE TO COMPLY TOTALS

Mar-06	123
Feb-06	145
Jan-06	175
Dec-05	117



# EROSION CONTROL MILEAGE REPORT

Mar-06	18,611
Feb-06	21,207
Jan-06	20,193
Dec-05	21,332



**FULTON COUNTY EROSION SEDIMENT CONTROL PLANS REVIEW/ENFORCEMENT  
 QUARTERLY REPORT  
 PERIOD: #2 (OCT, NOV, DEC)  
 2005**

PLAN REVIEW #	DATE ISSUED	PROJECT NAME	PROJECT ADDRESS	OWNER/DEVELOPER	PROJ AC	VIOL. DATE	VIOLATIONS	COMMENTS
00052LP	06/05/2003	ABBEBLY TOWNSHIP	STATE BRIDGE ROAD	JOLLY DEVELOPMENT	33.9	03/02/2005	NOV 1	UNDER CONSTRUCTION
01164LP	10/01/2001	ABBOTTS BRIDGE COMMONS	ABBOTTS BRIDGE ROAD	MARK STRICKLAND		04/12/2004	NOV 1	UNDER CONSTRUCTION
02102LP	06/08/2002	ABBOTTS BRIDGE PLACE I&II	MEDLOCK BRIDGE ROAD	BEEZER HOMES	41.08	09/28/2004	NOV 2	UNDER CONSTRUCTION
02123LP	05/26/2002	ABBOTTS BRIDGE SELF STORAGE	ABBOTTS BRIDGE ROAD	DUDLEY BROACH	4.48	04/12/2004	NOV 1	UNDER CONSTRUCTION
03102LP	05/16/2003	ABBOTTS VIEW S/D	ABBOTTS BRIDGE ROAD	FIRST CLASSIC HOMES, INC.	9.42	01/12/2004	NOV 1	UNDER CONSTRUCTION
02223LP	06/01/2002	ADESA AUTO AUCTION	CAKLEY/LIND BLVD	ADESA INC.	199.6	12/05/2003	NOV 1	UNDER CONSTRUCTION
03212LP	02/11/2002	ALVIN ROAD S/D	ALVIN ROAD	UL ASSOCIATES LLC	3.29	02/25/2004	NOV 1	UNDER CONSTRUCTION
01235/03039	12/22/2001	AMHURST SUBDIVISION I & II	WEST STUBBS ROAD	CENTER HOMES	37	10/19/2005	NOV 1	UNDER CONSTRUCTION
05028LP	02/07/2005	ANAATOLE I	CAMPBELLTON ROAD	THE KNIGHT GROUP	47.18	11/10/2005	NOV 1	UNDER CONSTRUCTION
02245LP	02/07/2005	ANAATOLE II	CAMPBELLTON ROAD	THE KNIGHT GROUP	8.36	NONE		UNDER CONSTRUCTION
01152LP	04/04/2005	ANDOVER SUBDIVISION	SARGENT ROAD	SABCOCK PROPERTY@JONES BR	5.18	12/06/2005	NOV 1	UNDER CONSTRUCTION
04112LP	08/06/2001	ANTAEUS, INC LOT REGRADING	SOUTH FULTON PKWY	ANTAEUS INC.	14.93	09/26/2005	NOV 1 SW 1	UNDER CONSTRUCTION
02286LP	13/10/2002	ATLANTA FULTON WATER COMMISSION	BIRMINGHAM HWY	LAND SOLUTIONS, INC.	25.6	09/23/2005	NOV 1	UNDER CONSTRUCTION
04099LP	04/29/2004	ATLANTA CHINESE CHRISTIAN CHURCH	OLD ALABAMA ROAD	FULTON COUNTY PUBLIC WORKS	11.02	02/20/05	NOV 2	UNDER CONSTRUCTION
02081LP	02/18/2002	AUTRY MILL RD 54 WATER MAIN	MORTON ROAD	BILL TRING ELDER	5.98	11/10/2004	NOV 2	UNDER CONSTRUCTION
03171LP	02/22/2002	BANK OF AMERICA	AUTRY MILL ROAD	FULTON COUNTY PUBLIC WORKS	12	11/10/2004	NOV 1 SW 1	MAINTENANCE
02121LP	05/24/2002	BANNER HIGH SCHOOL	OLD ALABAMA ROAD	FRAMMELL CROW COMPANY	1.67	12/04/2003	NOV 1	UNDER CONSTRUCTION
98277LP1	01/10/2000	BARRINGTON TRACE-PHASE II	FELDWOOD ROAD	FULTON CO. B.O.E	10	08/16/2005	NOV 3 SW 1	UNDER CONSTRUCTION
05045LP	02/25/2005	BECKTON HALL S/D	ENON ROAD	ULTIMA HOLDINGS LLC	12.8	12/01/2005	NOV 2	UNDER CONSTRUCTION
03037LP	02/28/2002	BELCREST	TAYLOR ROAD	CAPITAL DESIGN - D. CHAPMAN	37	10/21/2003	NOV 1	MAINTENANCE
208BLP	05/08/2005	BENT WATER	MCGINNIS FERRY RD	MDC HOMES	26.14			UNDER CONSTRUCTION
02078/03863	04/17/2002	BERKSHIRE PLACE I I	REDD ROAD/FREEMANVILLE	HUNTING VALLEY	144	10/04/2005	NOV 1	UNDER CONSTRUCTION
03284LP	06/25/2004	BETHANY COMMERC CENTER	JONES ROAD	LEGACY INVESTMENT GROUP	1.29	02/01/2005	NOV 1	UNDER CONSTRUCTION
04137LP	09/07/2004	BETHANY UMC	HIGHWAY 9	IN-OJUNE, INC.	6.25	02/01/2005	NOV 1	UNDER CONSTRUCTION
03235LP	03/06/2003	BETHSALDA POINT	NEW HOPE ROAD	BETHEL UNITED METHODIST	12.22	08/24/2004	NOV 2 SW 1	UNDER CONSTRUCTION
04130LP	06/07/2004	BIRMINGHAM UMC	BIRMINGHAM HWY	SELAH PROPERTIES	61.14	08/19/2005	NOV 2 SW 1	UNDER CONSTRUCTION
03075LP	08/19/2000	BLACKSTONE UNIT II & III	BIRMINGHAM HWY	BIRMINGHAM UMC	36.69	11/17/2004	NOV 1	UNDER CONSTRUCTION
03100LP	03/14/2002	BRITANNY PARK S/D	CAMPBELLTON ROAD	LAND SOLUTIONS, INC.	12	08/07/2004	NOV 2 SW 1	UNDER CONSTRUCTION
03153LP	01/15/2002	BRITANNY PARK RECREATION AREA	CAMPBELLTON ROAD	HAYES DEVELOPMENT	98.15	11/29/2005	NOV 1	UNDER CONSTRUCTION
01245LP	03/27/2002	BRYANT WHARTON	SCARBOROUGH ROAD	HAYES DEVELOPMENT	3.35	09/17/2004	NOV 2	UNDER CONSTRUCTION
02167LP	07/17/2002	BUFFINGTON PARK	PRIVATE DRIVE	BROOKWOOD CUMMUNITIES LLC	84.78	07/12/2005	NOV 1	UNDER CONSTRUCTION
02138LP	06/14/2002	BUTNER ESTATES	BUFFINGTON ROAD	BRYANT & WHARTON ASSOCIATES	1.24	03/17/2004	NOV 1	UNDER CONSTRUCTION
04010LP	01/16/2004	CALABON S/D	BUTNER ROAD	LEGACY INVESTMENTS GROUP	40	11/17/2003	NOV 2 SW 2	UNDER CONSTRUCTION
03044LP	07/07/2003	CAMPDEN WALK S/D	BIRMINGHAM ROAD	NEW ERA DEVELOPMENT, LLC	3.1	10/27/2003	NOV 1	UNDER CONSTRUCTION
04138LP	06/21/2004	CAMP CREEK VILLAGE	STATE BRIDGE ROAD	CALABON PROPERTIES	22.5	05/02/2005	NOV 1	UNDER CONSTRUCTION
02062LP	03/22/2002	CAMP CREEK WRF PHASE I	CAMP CREEK PKWY	PEREIRA MANAGEMENT LLC	24.11	08/29/2005	NOV 1	UNDER CONSTRUCTION
03098LP	05/06/2002	CANAAN WALK ADDITION	UNION ROAD	F C PUBLIC WORKS	39.4	08/22/2005	NOV 3	UNDER CONSTRUCTION
04162LP	08/02/2004	CANAAN RIDGE @ WOLF CREEK	UNION ROAD	BENCHMARK INTERNATIONAL, INC.	8.44	06/24/2004	NOV 1	UNDER CONSTRUCTION
04037LP	04/12/2004	CASCADE PALMS	BAKERS FERRY ROAD	BENCHMARK HOMES, INC.	67.6	11/30/2005	NOV 1	UNDER CONSTRUCTION
04106LP	05/11/2004	CATERPILLAR	HUNTER ROAD	VENTURE HOMES	28.24	08/05/2005	NOV 3	UNDER CONSTRUCTION
03217LP	04/23/2002	CEDAR GROVE LANDING	CEDAR GROVE RD	MAJESTIC REALTY	110.62	11/18/2004	NOV 1	UNDER CONSTRUCTION
01289/02036	03/09/2002	CEDAR GROVE VILLAGE PHASE III, AMENITY	BETHANY ROAD/CEDAR GROVE RD	D.H. McDOWELL	59.77	10/04/2005	NOV 1	UNDER CONSTRUCTION
04135LP	04/02/2001	CHAMPIONS PARK	OLD FAIRBURN ROAD	THE KNIGHT GROUP	140.2	11/01/2005	NOV 2 SW 1	UNDER CONSTRUCTION
				GENE ATKINSON	59.3	10/28/2005	NOV 1	UNDER CONSTRUCTION

FULTON COUNTY EROSION SEDIMENT CONTROL PLANS REVIEW/ENFORCEMENT

QUARTERLY REPORT  
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PLAN REVIEW #	DATE ISSUED	PROJECT NAME	PROJECT ADDRESS	OWNER/DEVELOPER	PROJ AC	VIOL. DATE	VIOLATIONS	COMMENTS
022071P	05/01/2002	CHANDLER ACADEMY	HOPWELL ROAD	LACK HUDSON	1.06	11/05/2003	NOV 2	UNDER CONSTRUCTION
040341P	02/24/2004	CHATHAMCOOCHIE VILLAGE PHASE 1	SOUTH FULTON PKWY	BROOKSLAND, INC	111.99	10/29/2004	NOV 2	UNDER CONSTRUCTION
040111P	01/20/2004	CHIK-FIL-A	BUFFINGTON ROAD	CHIK-FIL-A, INC.	0.16	07/20/2004	NOV 1	UNDER CONSTRUCTION
041331P	12/22/2004	CLAMBEROOK	FRANCIS ROAD	J LANGCASTER ASSOCIATES, INC	59.99	07/20/2005	NOV 1	UNDER CONSTRUCTION
021681P	11/01/2002	CLIFTONDALE OAKS	BUTNER ROAD	CLIFTONDALE OAKS, LLC	45	12/12/2005	NOV 1	UNDER CONSTRUCTION
031511P	05/08/2002	COBBLESTONE PLACE	OLD COBBLESTONE ROAD/SPALDING DRIVE	BILL GRANT PROPERTIES	22	05/14/2004	NOV 1	UNDER CONSTRUCTION
040481P	03/05/2004	COCHRAN ROAD SUBDIVISION	COCHRAN ROAD	STEPHENS & ASSOCIATES	119.04	06/18/2004	NOV 1	UNDER CONSTRUCTION
022181P	1/06/2002	COGBURN ROAD ELEMENTARY SCHOOL	COGBURN ROAD	FULTON COUNTY B.O.E	48.34	09/29/2005	NOV 4	UNDER CONSTRUCTION
040421P	03/03/2004	COLD WATER CREEK II	UNION ROAD	YOST COMMUNITIES, INC.	36.86	11/03/2005	NOV 1	UNDER CONSTRUCTION
050421P	02/21/2003	COLLEGE HEIGHTS	FLAT SHOALS ROAD	SWF LAND & DEVELOPMENT	36.82	03/28/2005	NOV 1	UNDER CONSTRUCTION
032041P	09/15/2003	COMMUNITY CHURCH OF CHRIST	FRANCIS ROAD	COMMUNITY OF CHRIST CHURCH	5.86	04/26/2005	NOV 1	UNDER CONSTRUCTION
021011P	09/03/2002	COOKS LANDING	EAST STUBBS ROAD	LEGACY INVESTMENT GROUP	18.16	12/02/2005	NOV 1	UNDER CONSTRUCTION
032311P	02/05/2004	COOKS LANDING AMENITY	EAST STUBBS ROAD	LEGACY INVESTMENT GROUP	1.5	11/17/2004	NOV 1	UNDER CONSTRUCTION
033001P	12/16/2003	COTTAGES @ CRABAPPLE	RUCKER RD	CHUBB DEVELOPMENT, LLC	5.79	11/03/2004	NOV 1	UNDER CONSTRUCTION
050571P	03/24/2005	COUNTRY CLUB OF THE SOUTH	OLD ALABAMA ROAD	ANDY NEALY	17.86	07/20/2005	NOV 1	UNDER CONSTRUCTION
041871P	08/12/2004	COUNTRY CLUB OF THE SOUTH DRIVING RANGE	OLD ALABAMA ROAD	COOTS GOLF CENTER	8.4	09/21/2004	NOV 1	UNDER CONSTRUCTION
031811P	05/16/2002	COVENTRY @ JONES BRIDGE ROAD	JONES BRIDGE ROAD	BARTRICK DEVELOPMENT CORP	6.8	01/07/2004	NOV 1	UNDER CONSTRUCTION
041971P	10/13/2004	CRABAPPLE CROSSINGS	BROADWELL ROAD	BROADWELL, LLC	12.86	10/10/2005	NOV 1	UNDER CONSTRUCTION
041541P	07/20/2004	CRABAPPLE CROSSROADS	CRABAPPLE ROAD	EDWARD DRESSBACH	40.82	10/19/2005	NOV 1	UNDER CONSTRUCTION
042351P	12/22/2004	CRABAPPLE ESTATES	FREEMANVILLE ROAD	KENNEDY DEVELOPMENT CORP	14.5	05/05/2005	NOV 2	UNDER CONSTRUCTION
041601P	07/27/2004	CRABAPPLE REGISTRY	CRABAPPLE ROAD	PLITE HOMES CORP	8.76	07/11/2005	NOV 1	UNDER CONSTRUCTION
051301P	11/02/2005	CRABAPPLE STATION	CRABAPPLE ROAD/WAYFIELD ROAD	TERRA GROUP	16.1	12/28/2005	NOV 1	UNDER CONSTRUCTION
021381P	02/21/2002	CREEKSIDE S/D	BUTNER ROAD	THE KNIGHT GROUP	12	03/28/2005	NOV 1	UNDER CONSTRUCTION
022271P	09/24/2002	CREEKSIDE PODS 'A, B, C'	BUTNER ROAD	THE KNIGHT GROUP	85.79	10/03/2005	NOV 1	UNDER CONSTRUCTION
040371P	05/22/2004	CREST VALLEY MANOR	CREST VALLEY ROAD	BENCHMARK, BETHSaida RD, LLC	23.57	08/28/2004	NOV 2	UNDER CONSTRUCTION
030871P	10/14/2005	DEER CHASE	BRUMBELOW ROAD	CREST VALLEY ASSOCIATES, L.L.C.	16	01/22/2004	NOV 2	UNDER CONSTRUCTION
021071P	05/08/2002	DEER VALLEY SUBDIVISION	BETHAUNE ROAD	ATLANTIC DEVELOPMENT	15	11/15/2005	NOV 1	UNDER CONSTRUCTION
042381P	12/29/2004	DEERFIELD LANDING	MCGINNIS FERRY RD	JAS DEV & CONSTRUCTION, INC.	2	09/16/2005	NOV 1	UNDER CONSTRUCTION
030471P	07/09/2002	DEERFIELD OFFICE COMMERCIAL DEV	HIGHWAY 9	MDC HOMES	13.37	11/21/2005	NOV 1	UNDER CONSTRUCTION
040901P	07/18/2003	DEERFIELD TOWERS/INFRASTRUCTURE	WINDWARD PARKWAY	DEERFIELD PARK	8.4	12/02/2003	NOV 1	UNDER CONSTRUCTION
040311P	04/27/2004	DEL MONTE	SOUTH FULTON PKWY	DEERFIELD PARK	13.63	10/07/2003	NOV 1	UNDER CONSTRUCTION
020311P	02/19/2002	DEERICK PLACE /AKA HIGH GROVE	DEERICK ROAD	MAJESTIC REALTY	126.5	10/13/2005	NOV 1	UNDER CONSTRUCTION
022411P	12/01/2002	DUNROVEN FARM	Peachtree Dunwoody Rd	KRS DEVELOPMENT, LLC	52.81	11/19/2003	NOV 1	UNDER CONSTRUCTION
031681P	04/17/2002	ECKERDS DRUGS-CAMDEN	OLD ALABAMA ROAD	CRAG HARPER CONSTRUCTION CO	2.57	01/14/2004	NOV 2	UNDER CONSTRUCTION
031051P	05/04/2003	ELLISTON VILLAGE @ WARSAW	STATE BRIDGE ROAD	PEREIRA MANAGEMENT LLC	5.66	03/16/2004	NOV 1	UNDER CONSTRUCTION
050891P	06/04/2005	ELYSIAN ESTATES	NISKEY LAKE ROAD	CENTEX HOMES	12.1	12/28/2005	NOV 1	UNDER CONSTRUCTION
031451P	06/27/2002	ENCLAVE @ GLEN ABBEY	KIMBALL BRIDGE ROAD	STEPHEN D. CLEMENS	37	12/27/2005	NOV 1	UNDER CONSTRUCTION
030301P	11/07/2001	ENON BAPTIST CHURCH	ENON ROAD	JIM COWART COWART RESIDENTIAL	12	03/09/2004	NOV 1	UNDER CONSTRUCTION
012281P	06/27/2002	ENON ROAD SEWER MAIN	ENON ROAD	ENON BAPTIST CHURCH	4.6	11/19/2004	NOV 1	UNDER CONSTRUCTION
032681P	11/10/2003	EVERGRADE	PROVIDENCE ROAD	SSJ DEVELOPMENT	01/08/2004	NOV 1	UNDER CONSTRUCTION	
043781P	03/08/2004	FELDMOOD TRACE	FELDMOOD ROAD	EVERGRADE DEVELOPMENT, INC.	35.6	03/18/2005	NOV 5	UNDER CONSTRUCTION
050971P	08/19/2005	FINDLEY ROAD SUBDIVISION	FINDLEY ROAD	RAY R. SABELT	8.55	12/14/2005	NOV 1	UNDER CONSTRUCTION
050691P	08/04/2005	FIVE OAKS FARMS	FREEMANVILLE ROAD	SPALDING ENTERPRISES	5.3	12/06/2005	NOV 1	UNDER CONSTRUCTION
012181P	03/28/2002	FLAT SHOALS ESTATES	FLAT SHOALS ROAD	SOUTHSIDE DEVELOPERS	9.88	12/28/2005	NOV 1	UNDER CONSTRUCTION
020151P	03/18/2003	FOX FIRE I & II	FLAT SHOALS ROAD	R/R CONSTRUCTION	39.28	01/23/2004	NOV 2	UNDER CONSTRUCTION
051611P	12/03/2003	FREEMANVILLE CROSSING	FREEMANVILLE ROAD	APD CUSTOM HOMES, INC.	16.39	12/30/2004	NOV 1	UNDER CONSTRUCTION
002881P	07/02/2003	FULTON COUNTY PROBATION/DET. CENTER	FREEMANVILLE ROAD	HOAR CONSTRUCTION	17			UNDER CONSTRUCTION
040671P	03/24/2004	GATES @ THE RIVER	ROBERTS DRIVE	GA DEPT OF CORRECTIONS	37.98	04/15/2005	NOV 1	UNDER CONSTRUCTION
				MARRETT HOMES, L.P.	14.1	10/01/2004	NOV 1	UNDER CONSTRUCTION

**FULTON COUNTY EROSION SEDIMENT CONTROL PLANS REVIEW/ENFORCEMENT  
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041081P	05/05/2004	GATEWAY TRANSFER STATION	WESTGATE PARKWAY	SOUTHERN REUSE SERVICES	7.38	02/08/2005	NOV 1	UNDER CONSTRUCTION
030241P	02/05/2001	GOD'S CHURCH OF INITIAL FELLOWSHIP	MEEK ROAD	GOD'S CHURCH OF INTINAL	12/12/2003		NOV 1	UNDER CONSTRUCTION
031021P	11/07/2005	GRAND ESTATES OF THE SOUTH	BRUBELOW ROAD	BIRGGS ALLEN	39.52	12/01/2005	SW 1	UNDER CONSTRUCTION
011211P	07/18/2001	GULFORD HIGHLANDS	NEW HOPE ROAD	JOHN WELAND HOMES	06/28/2004		NOV 2 SW 2	UNDER CONSTRUCTION
021901P	08/09/2002	GULFORDS JEWEL	NEW HOPE ROAD	JOHN WELAND HOMES	15.04	05/25/2004	NOV 2	UNDER CONSTRUCTION
030471P	08/25/2003	GWINNETT PRADO	STATE BRIDGE ROAD	GWINNETT PRADO LP	3.12	04/27/2004	SW 1	UNDER CONSTRUCTION
012721P	11/15/2001	HAMIL TRACT	MCGINNIS FERRY RD	MCC HOMES	05/14/2004		NOV 1	UNDER CONSTRUCTION
031721P	07/09/2003	HALL TRACT	BRUBELOW ROAD	G.P. ENTERPRISES INC.	15.8	11/10/2003	NOV 3	UNDER CONSTRUCTION
022721P	08/20/2002	HAMPTON INDUSTRIAL PARK	ROOSEVELT HWY	IRON S. HAMPTON	6.2	12/02/2003	NOV 1 SW 1	UNDER CONSTRUCTION
042291P	12/08/2004	HEATHERWOOD SUBDIVISION	CEGAR GROVE ROAD	HEATHERWOOD INC.	98.57	10/24/2005	SW 1	UNDER CONSTRUCTION
042291P	06/04/2004	HEYDEN HALL	EBENEZER ROAD	HIGH RIDGE DEVELOPMENT	30	07/31/2005	NOV 2	UNDER CONSTRUCTION
041911P	10/05/2004	HAYNES BRIDGE TOWNHOMES	HAYNES BRIDGE ROAD	UL ASSOCIATES INC.	5.79	07/19/2005	NOV 2	UNDER CONSTRUCTION
030881P	04/23/2003	HAYNES MANOR S/D	HAYNES BRIDGE ROAD	HAYNES BRIDGE ASSOCIATES, INC.	13.92	09/27/2005	NOV 1	UNDER CONSTRUCTION
011621P	08/28/2001	HERRON CREEK	UNION ROAD	RJR CONSTRUCTION	11/09/2005		NOV 1	UNDER CONSTRUCTION
031321P	05/22/2003	HERRON CREEK AMENITY	UNION ROAD	RJR CONSTRUCTION	2.4	04/26/2005	NOV 1	UNDER CONSTRUCTION
040561P	03/11/2004	HERRON CREEK II	UNION ROAD	RJR CONSTRUCTION	65.45	08/22/2005	NOV 2 SW 1	UNDER CONSTRUCTION
030481P	03/07/2003	HEYWOOD COMMONS	HIGHWAY 9	DONNIE CHAPMAN	9.2	12/07/2005	NOV 2	UNDER CONSTRUCTION
031781P	08/27/2002	HIDDEN FOREST S/D	MORRISBETHANY ROAD	JSB TRIANGLE INC.	21.86	08/17/2005	NOV 3	UNDER CONSTRUCTION
040501P	03/09/2004	HOLY INNOCENTS SCHOOL	MOJUNT VERNON HIGHWAY	HOLY INNOCENTS EPISCOPAL	10.247	11/29/2004	NOV 2	UNDER CONSTRUCTION
050401P	02/28/2005	INNISFREE DRIVE SUBDIVISION	INNISFREE DRIVE	SAMMY FIELDS	6	12/01/2005	NOV 2	UNDER CONSTRUCTION
042081P	10/25/2004	INTERNATIONAL CONFERENCE CENTER	HUNTER ROAD	ASSC. OF BLACK CARDIOLOGISTS	12.7	08/28/2005	NOV 1	UNDER CONSTRUCTION
050331P	02/11/2005	INTERPARCEL ACCESS PLANS	MEDLOCK BRIDGE ROAD	GARY HOLDING GROUP, LLC	0.5	08/12/2005	NOV 1	UNDER CONSTRUCTION
040271P	02/13/2004	IVY FALLS S/D	FLAT SHOALS ROAD	EARL JOHNSON	11.2	07/01/2005	NOV 1	UNDER CONSTRUCTION
032621P	10/06/2003	JAMES CREEK	JONES BRIDGE ROAD	EGC DUNWOODY LLC	14.2	11/01/2005	NOV 1	UNDER CONSTRUCTION
030201P	01/09/2005	JOHNS CREEK HOSPITAL	MCGINNIS FERRY RD	MCJINNIS FERRY RD	67	12/08/2005	NOV 1	UNDER CONSTRUCTION
030971P	04/09/2003	JOHNS CREEK QUAD	MEDLOCK BRIDGE ROAD	TEPANAK, INC.	3.04	07/28/2005	NOV 1	UNDER CONSTRUCTION
041491P	06/28/2004	JOHNSON FERRY NEIGHBORHOOD	JOHNSON FERRY ROAD	MURRAY CONTRACTORS, INC.	6.7	02/11/2005	NOV 1	UNDER CONSTRUCTION
031791P	08/18/2002	JONES BRIDGE ROAD & BUICE ROAD	JONES BRIDGE ROAD	TND DEVELOPMENT	7.49	02/21/2005	NOV 1	UNDER CONSTRUCTION
012721P	10/01/2002	JONES BRIDGE ROAD TRACT	JONES BRIDGE ROAD	LIBERTY DEVELOPMENT	04/27/2004		NOV 1 SW 1	UNDER CONSTRUCTION
040841P	04/21/2004	JONES CROSSING	JONES ROAD	MCDOWELL & ASSOCIATES	29.92	11/29/2005	NOV 1	UNDER CONSTRUCTION
050411P	02/19/2005	KENNEWICK PLACE	JONES BRIDGE ROAD	D.H. MCDOWELL	25.92	10/04/2005	NOV 1	UNDER CONSTRUCTION
022201P	12/01/2002	KENSINGTON HEIGHTS S/D	WELCOME ALL ROAD	BEAZER HOMES	25.65	11/09/2005	NOV 2 SW 1	UNDER CONSTRUCTION
041301P	06/09/2004	KENSINGTON HEIGHTS II	WELCOME ALL ROAD	HEALTH E COMMUNITIES	22.25	08/24/2005	NOV 3 SW 1	UNDER CONSTRUCTION
040321P	02/20/2004	KIMBALL BRIDGE RETAIL	KIMBALL BRIDGE ROAD	BLACKHAWK DEVELOPMENT, INC.	15.31	08/22/2005	NOV 1 SW 2	UNDER CONSTRUCTION
040471P	03/09/2005	KINGS ESTATES	COX ROAD	JIM SHARIF	1.5	08/10/2004	NOV 1	UNDER CONSTRUCTION
050161P	01/21/2005	KINGS RIDGE CHRISTIAN SCHOOL	COGURN ROAD	KING DEVELOPMENT, INC.	17.94			UNDER CONSTRUCTION
023081P	12/18/2002	LAKE CHARLES	GREENFREE TRAIL	KINGS RIDGE CHRISTIAN SCHOOL	7.67	10/24/2005	NOV 1	UNDER CONSTRUCTION
030941P	03/26/2004	LAKES @ CEDAR GROVE PHASE III, IV	DEERFIELD PKWY	CHARLES BLUNT	3.69	08/27/2005	NOV 2	UNDER CONSTRUCTION
040281P	02/13/2004	LAUREL POND S/D	CEGAR GROVE ROAD	COLUMNS GROUP	15.68	08/30/2004	NOV 1 SW 2	UNDER CONSTRUCTION
050441P	04/28/2005	LE JARDIN	KIMBALL BRIDGE ROAD	COUSINS/MCAULEY	14.99	04/20/2005	NOV 1	UNDER CONSTRUCTION
041081P	05/10/2004	LEGACY @ CASCADING CREEK	CASCADE PALMETO ROAD	JOHN L. ROBY, INC.	4.92	11/10/2004	NOV 2	UNDER CONSTRUCTION
032111P	10/09/2002	LEGACY @ THAXTON RESERVE	THAXTON ROAD	LE JARDIN, LLC	65.5	11/30/2005	NOV 4	UNDER CONSTRUCTION
050561P	01/10/2005	LITCHFIELD HUNDRED II	ADDISON PLACE	LEGACY INVESTMENT GROUP	99.5	12/05/2005	NOV 2	UNDER CONSTRUCTION
030581P	10/09/2002	LONG POINT	OLD ALABAMA ROAD	COORDINATED PROPERTIES INC	50.7	09/27/2005	NOV 2 SW 1	UNDER CONSTRUCTION
040291P	04/15/2004	LOVE'S HOME IMPROVEMENT	ROSWELL ROAD	Pinnacle Land Invest, L.L.C.	5.3	08/24/2004	NOV 1	UNDER CONSTRUCTION
041021P	05/05/2004	MABRY PARK	JONES BRIDGE ROAD	CENTEX HOMES	11.04	07/11/2005	NOV 1	UNDER CONSTRUCTION
032091P	08/21/2003	MABRY PLACE	WINDSOR PARKWAY	D.C. WOODLEY & ASSOCIATES	2.35	11/17/2004	NOV 1	UNDER CONSTRUCTION
023141P	10/09/2002	MADISON TRACE	OLD NATIONAL HWY	FIRST CAPITAL CORPORATION	22	03/30/2005	NOV 1 SW 2	UNDER CONSTRUCTION

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050111P	01/19/2005	MANGONIA ESTATES	UNION ROAD	VINCENT LOUGO	35.03	11/08/2005	SW 1	UNDER CONSTRUCTION
001711P	07/27/2000	MANGONIA WALK PHASE III & IV	RED OAK ROAD	MULTISPEC INC.	87.3	12/29/2005	NOV 2 SW 1	UNDER CONSTRUCTION
031381P	10/09/2002	MAJESTIC AIRPORT CENTER	MASSON RD	MAJESTIC REALTY	78	11/18/2004	NOV 1	UNDER CONSTRUCTION
020401P	02/28/2002	MALLORY WALK	FLAT SHOALS ROAD	STEVE REDDING PROPERTIES	8.5	08/17/2004	NOV 1	UNDER CONSTRUCTION
042211P	11/15/2004	MARSHALLS FOND	TAYLOR ROAD	TAYLOR ROAD DEVELOPMENT, LLC	13.63	09/29/2005	NOV 3	UNDER CONSTRUCTION
021031P	05/09/2002	MARTINS PARK SID	FARRBURN ROAD	GAP LAND DEVELOPMENT	18.53	08/25/2004	NOV 2	UNDER CONSTRUCTION
032381P	11/04/2002	MEDLOCK SHOPPING CENTER	MEDLOCK BRIDGE ROAD	MINNIS ENTERPRISES	6	10/07/2004	NOV 1	UNDER CONSTRUCTION
020901P	12/03/2002	MERRIMONT TOWNHOMES	STATE BRIDGE ROAD	ERCO CAPITAL COMPANY	23	10/08/2003	NOV 1 SW 1	UNDER CONSTRUCTION
020501P	03/20/2002	MERRYWOOD ESTATES @ SMOKE RIDGE DR	SMOKE RIDGE DRIVE	MERRYWOODS EST LLC	31	08/31/2005	NOV 1	UNDER CONSTRUCTION
021801P	07/07/2002	MILL SPRINGS ACADEMY	PROVIDENCE ROAD	MILL SPRINGS ACADEMY	6	12/10/2003	NOV 2	UNDER CONSTRUCTION
092341P	03/16/2000	MORGAN FALLS TOWNHOMES	MORGAN FALLS ROAD	WESTWOOD PROPERTY DEV	16.69	06/14/2004	NOV 1 SW 1	UNDER CONSTRUCTION
032711P	11/04/2003	MORNING CREEK ESTATES	BUFFINGTON ROAD	UNITED HOUSING CORP. LLC	43	04/12/2005	NOV 1	UNDER CONSTRUCTION
040821P	02/27/2004	MORNING CREEK FOREST	BUFFINGTON ROAD	UNITED HOUSING CORP. LLC	34.25	11/02/2004	NOV 1	UNDER CONSTRUCTION
020941P	06/02/2002	MOUNT VERNON PARK SID	MOUNT VERNON HIGHWAY	JOHN WELAND HOMES	3.04	01/22/2004	NOV 1	UNDER CONSTRUCTION
000881P	10/12/2000	NEW BIRTH UNITED CHURCH OF GOD	OLD NATIONAL HWY	ARTHUR SMITH-COSCO ASSOC	10.63	03/02/2004	NOV 2 SW 1	UNDER CONSTRUCTION
020251P	02/03/2003	NORTH FULTON DESIGN	MORTON ROAD	PENN HDGCE LLC	0.1	10/01/2003	NOV 1	UNDER CONSTRUCTION
040641P	04/01/2005	NORTH OVERLOOK @ LITCHFIELD	LACKEY ROAD	CHATHAM HOLDINGS COMPANY	48.16	11/07/2005	NOV 2	UNDER CONSTRUCTION
031981P	01/16/2003	NORTH SPRINGS HIGH SCHOOL	TROWBRIDGE ROAD	FULTON COUNTY B.O.E.	5	03/19/2004	NOV 1	UNDER CONSTRUCTION
002281P	07/09/2002	NORTHWESTERN HIGH SCHOOL	COLQUITT ROAD	JOHN JAMONT	3.42	08/17/2004	SW 1	UNDER CONSTRUCTION
031641P	07/09/2002	NORTHWESTERN HIGH SCHOOL	BIRMINGHAM HWY	FULTON COUNTY B.O.E.	74.21	02/22/2005	NOV 2	UNDER CONSTRUCTION
042011P	02/10/2004	NORTHWINNDS TOWNHOMES	KIMBALL BRIDGE ROAD	MDG HOMES	14.07	03/02/2005	SW 1	UNDER CONSTRUCTION
030331P	02/09/2005	NOTTING HILL @ SANDTOWN	CAMPBELLTON ROAD	ANCHOR PARTNERS, LLC	31.62	11/08/2005	NOV 1	UNDER CONSTRUCTION
021251P	07/16/2002	OAKLEY TOWNSHIP POD D.E.T.F	OAKLEY IND BLVD	D.R. HORTON INC	83.72	11/13/2003	NOV 1	UNDER CONSTRUCTION
000531P	05/30/2000	OCEE LIBRARY	ABBOTT'S/JONES BRIDGE ROAD	ROBERT S PROPERTIES	13	07/12/2004	NOV 1	UNDER CONSTRUCTION
031341P	02/07/2003	OLD TOWNE	OLD NATIONAL HWY	ROBERT S PROPERTIES	12.39	12/09/2004	NOV 1	UNDER CONSTRUCTION
042011P	10/14/2004	OLD NATIONAL @ FLAT SHOALS	OLD NATIONAL HWY	BENHONKAR MANAGEMENT	15.85	09/26/2005	NOV 3 SW 1	UNDER CONSTRUCTION
032311P	02/06/2003	ORANGE PETITE ACADEMY	OLD NATIONAL HWY	ASHTON WOODS HOMES	36.25	08/04/2004	NOV 2	UNDER CONSTRUCTION
040381P	03/15/2004	OVERLOOK @ LITCHFIELD	ROOSEVELT MASON RD	JIMMY L. ORANGE	78.99	05/12/2005	NOV 2	UNDER CONSTRUCTION
040381P	03/15/2004	OXMOOR ESTATES	LACKEY ROAD	CLARK JONES OXMOOR DEV LTD.	30	06/18/2005	NOV 1 SW 1	UNDER CONSTRUCTION
040381P	03/15/2004	OXMOOR ESTATES	MERCER ROAD	CLARK JONES OXMOOR DEV LTD.	20.12	08/13/2005	NOV 1 SW 1	UNDER CONSTRUCTION
020201P	03/06/2002	PARK @ LATHAM GROVE	KIMBALL BRIDGE ROAD	JIM COVART RESIDENTIAL	10	07/08/2005	NOV 1	UNDER CONSTRUCTION
040231P	02/11/2004	PARKSIDE MANOR	WEBB BRIDGE ROAD	WEBB BRIDGE ASSOCIATES, LLC	25.86	11/07/2005	NOV 2 SW 1	UNDER CONSTRUCTION
051061P	05/27/2005	PARKVIEW ESTATES	PARKVIEW EST. DEV. INC.	PARKVIEW EST. DEV. INC.	106.5	11/02/2005	NOV 1	UNDER CONSTRUCTION
030421P	02/14/2003	PARKWAY LOGISTICS CENTRE	NATURALLY FRESH BLVD	OAKMONT INDUSTRIAL GROUP	9	05/10/2005	NOV 1	UNDER CONSTRUCTION
0303021P	12/23/2003	PARSONS WALK	PARSONS ROAD	CAPITAL DESIGN	5.18	01/05/2004	NOV 1	UNDER CONSTRUCTION
021471P	06/25/2002	PEACHTREE MANOR	PEACHTREE DR/UNWOODY RD	S.A.W. COMPANIES, INC.	2.84	08/26/2005	NOV 1	UNDER CONSTRUCTION
040381P	04/20/2004	PINNACLE POINT	CAMPBELL DRIVE	FLOYD WILLIGAN	136.9	12/20/2005	NOV 1 SW 1	UNDER CONSTRUCTION
031981P	10/16/2005	PITTMAN PARK	PITTMAN ROAD	LEGACY INVESTMENT GROUP	20.5	10/09/2005	NOV 1	UNDER CONSTRUCTION
030291P	01/22/2003	PRESTONS VINEYARD	ROSWELL ROAD	PINNACLE LAND INVEST, LLC	13.18	08/17/2005	NOV 1	UNDER CONSTRUCTION
092201P	12/03/1998	PRINCETON FALLS SUBDIVISION	ROSWELL ROAD	EUBANKS ASSOC	18	08/05/2004	NOV 1	MAINTENANCE
042191P	11/10/2004	PROMENADE @ JONES BRIDGE	JONES BRIDGE ROAD	MB PROPERTIES	11.6	10/14/2005	NOV 1	UNDER CONSTRUCTION
032351P	10/08/2003	PROVIDENCE @ FLAT SHOALS III	FLAT SHOALS ROAD	PATRICK MALLOY COMMUNITIES	44.19	12/27/2005	NOV 3	UNDER CONSTRUCTION
0505921P	05/10/2005	PROVIDENCE FARMS	PROVIDENCE ROAD	CHATHAM HOLDINGS COMPANY	20.5	12/29/2004	NOV 1	UNDER CONSTRUCTION
032351P	10/08/2003	PROVIDENCE PLACE	FLAT SHOALS ROAD	THE PACIFIC GROUP	0.5	06/28/2004	NOV 1	UNDER CONSTRUCTION
040571P	03/11/2004	REGENCY ESTATES @ GUILFORD FOREST	JEVEL COURT	JOHN WELAND HOMES	1001	12/03/2003	NOV 1	UNDER CONSTRUCTION
020321P	02/15/2002	REGENCY OAKS	ENON ROAD	JOHN WELAND HOMES	28.65	11/14/2003	NOV 1	UNDER CONSTRUCTION
021211P	07/18/2002	REGENCY OAKS UNIT 3-B	ENON ROAD	JOHN WELAND HOMES	05	11/12/2004	NOV 1	UNDER CONSTRUCTION
031971P	04/15/2003	REGENCY OAKS UNIT 4-B	ENON ROAD	JOHN WELAND HOMES	2.09	02/03/2004	NOV 1	UNDER CONSTRUCTION
030431P	04/15/2003	RIVERTOWN ROAD SID	RIVERTOWN ROAD	THE KNIGHT GROUP	85.28	03/27/2005	NOV 1	UNDER CONSTRUCTION
041701P	08/24/2004	RIVERVIEW DISTRIBUTION CENTER	FULTON IND BLVD	REPUBLIC PROPERTY COMPANY				UNDER CONSTRUCTION

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032191P	03/12/2003	ROCK CREEK SID	JONES RD	STROCKLAND DEVELOPMENT	27	12/10/2004	NOV 2	UNDER CONSTRUCTION	
030361P	01/29/2004	ROCKBURN ESTATES	BAKERS FERRY ROAD	TIMOTHY BURNS	3.8	12/28/2005	NOV 1	UNDER CONSTRUCTION	
030362P	05/02/2002	ROCKBURN ESTATES	FRANCIS ROAD	CHEERYSTONE PLANTATION LLC	9.72	09/14/2004	NOV 3	UNDER CONSTRUCTION	
040051P	03/14/2003	RUBY CREEK ESTATES	DEMOONEY ROAD	ANORE SHEPHERD	2.48	08/29/2005	NOV 1 SW 1	UNDER CONSTRUCTION	
002811P	12/22/2002	SABLE CHASE ESTATES II & III	BUFFINGTON ROAD	PEC DEVELOPMENT GROUP	63.37	01/05/2004	NOV 1	UNDER CONSTRUCTION	
012124P	07/08/2002	SABLE GLEN UNITS II & III	BUFFINGTON ROAD	SABLE #1 ASSOCIATES	83.09	10/13/2004	NOV 1 SW 2	UNDER CONSTRUCTION	
041281P	06/08/2004	SALTERS III	JONES ROAD	MJM REALTY, LLC	35.89	11/04/2005	NOV 2	UNDER CONSTRUCTION	
021981P	08/14/2002	ISLAND PIPERS COVE UNIT 2	GOBBY PLACE	JAB LAND CORPORATION	08.03	02/04/2004	NOV 1	UNDER CONSTRUCTION	
021971P	08/14/2002	ISLAND PIPERS COVE UNIT 1	GOBBY PLACE	JAB LAND CORPORATION	10.03	02/04/2004	NOV 1	UNDER CONSTRUCTION	
022931P	12/02/2002	SANITOWN MIDDLE SCHOOL	SARA JANE CAMPBELL ROAD	FUL TON COUNTY B O E	20.6	10/14/2004	NOV 2	UNDER CONSTRUCTION	
030811P	06/12/2003	SAVANNAH WALK SID	BEA HILL ROAD	COTTEEMOSS DEVELOPMENTS	45.98	05/29/2004	NOV 2	UNDER CONSTRUCTION	
020601P	07/02/2002	SCARBOROUGH PARK TOWNHOMES	SCARBOROUGH ROAD	SCARBOROUGH PARK	18.6	09/23/2005	NOV 1	UNDER CONSTRUCTION	
041171P	05/21/2004	SEASONS @ CREEKSIDE	RUCKER RD	LIFESTYLES PROPERTY	13.64	09/18/2005	NOV 1	UNDER CONSTRUCTION	
032871P	03/30/2004	SERRANBE	HUTCHINSON FERRY ROAD	SERRANBE, INC.	34.52	05/18/2004	NOV 1	UNDER CONSTRUCTION	
032981P	12/11/2003	SHANNON WALK	FLAT SHOALS ROAD	BENCHMARK FLAT SHOALS, LLC	19.44	11/02/2004	NOV 2	UNDER CONSTRUCTION	
032982P	12/03/2002	SHELTERING ARMS	WELCOME ALL ROAD	FULTON COUNTY B O E	3.29	03/23/2004	NOV 2	UNDER CONSTRUCTION	
031091P	04/10/2003	SIX HILLS UNIT III	ROOSEVELT HIGHWAY	SILVAM BAPTIST CHURCH	16.4	11/01/2005	NOV 1	UNDER CONSTRUCTION	
030441P	10/08/2003	BOG FRIENDS CAR WASH	OWENS FARM RD	MCRAE & STOLTZ	85	05/29/2005	NOV 1	UNDER CONSTRUCTION	
032581P	08/27/2003	SOUTH FULTON 200	CASCADE ROAD	CN FRIENDS LLC (BARRY COKER)	203.81	09/17/2004	NOV 3 SW 1	UNDER CONSTRUCTION	
032381P	05/29/2002	SOUTH HILLS SID	CEGAR GROVE ROAD	BETHSUDA ROAD	30.36	09/02/2004	NOV 1 SW 1	UNDER CONSTRUCTION	
022881P	02/05/2005	SOUTH OAKS SID	FARBURNA ROAD	T K MORELAND	18.46	08/31/2005	NOV 1 SW 2	UNDER CONSTRUCTION	
042301P	12/15/2004	SOUTH OVERLOOK @ LITCHFIELD	LAKEY ROAD	SOUTH OAKS @ CASCADE, LLC	78.99	11/07/2005	NOV 2	UNDER CONSTRUCTION	
032561P	10/08/2003	SOUTHERN FRIENDS CAR WASH	CASCADE ROAD	CHATHAM HOLDINGS COMPANY	85	06/29/2004	NOV 1	UNDER CONSTRUCTION	
071341P	06/09/2003	ST. AIDANS	COGSBURN ROAD	ST AIDANS EPISCOPAL CHURCH	18.39	04/06/2004	NOV 1	UNDER CONSTRUCTION	
042171P	06/13/2002	ST. JOSEPH'S DOCTORS OFFICE BLDG 4	PEACHTREE DUNWOODY RD	CARTER & ASSOCIATES	5	05/16/2005	NOV 1	UNDER CONSTRUCTION	
030151P	07/16/2003	STONECREEK CHURCH	RIVERTOWN ROAD	CONCORDE DEVELOPMENT	83.58	10/04/2005	NOV 1	UNDER CONSTRUCTION	
020481P	05/29/2002	STONEWALL TELL MANOR S8/O F	OLD NATIONAL HWY	STONECREEK CHURCH	50.12	02/03/2004	NOV 2	UNDER CONSTRUCTION	
031341P	04/09/2003	STONEWALL TELL MANOR S9/O F	STONEWALL TELL RD	FIRST CAPITAL CORPORATION	100	03/11/2005	NOV 1 SW 1	UNDER CONSTRUCTION	
030501P	05/28/2003	STONEWALL TELL MANOR S8/O F	STONEWALL TELL RD	SUMMERLIN DEVELOPMENT LLC	25	12/19/2005	NOV 1	UNDER CONSTRUCTION	
030511P	01/30/2003	STONEWALL TELL SID	STONEWALL TELL RD	RESIDENTIAL DEVELOPMENT SERVI	20	12/29/2003	NOV 3	UNDER CONSTRUCTION	
041921P	10/08/2004	STRATFORD PLACE SUBDIVISION	PITTS ROAD	TB THREE LLC	77.05	06/29/2004	NOV 4	UNDER CONSTRUCTION	
020131P	11/08/2001	SUMMIT @ CASCADE	CASCADE ROAD	DR. HORTON, INC.	6.14	03/22/2005	NOV 3	UNDER CONSTRUCTION	
032421P	09/18/2003	SUMMIT @ STONEWALL TELL ROAD	STONEWALL TELL RD	LAND SOLUTIONS, INC.	11.86	02/28/2004	NOV 1 SW 1	UNDER CONSTRUCTION	
041381P	08/23/2004	SUMMIT @ STONEWALL TELL ROAD III	STONEWALL TELL RD	LAND SOLUTIONS, INC.	23.48	05/11/2005	NOV 1	UNDER CONSTRUCTION	
030131P	11/18/2005	SUMMIT @ STONEWALL TELL ROAD IV	STONEWALL TELL RD	LAND SOLUTIONS, INC.	23.52	12/06/2005	NOV 1	UNDER CONSTRUCTION	
041591P	07/02/2004	SUVANT ESTATES	FARBURN ROAD	FARBURN ASSOCIATES LLC	155.19	10/26/2005	NOV 2	UNDER CONSTRUCTION	
031591P	07/22/2004	SUVANT ESTATES	DAWORTH ROAD	SUVANT ESTATES, INC.	14.4	03/09/2004	NOV 1	UNDER CONSTRUCTION	
031591P	07/07/2003	TERRACES @ BETHSAIDA	BETHSAIDA ROAD	GREEN VILLAGE DEVELOPMENT	2.25	03/09/2005	NOV 1	UNDER CONSTRUCTION	
021911P	05/10/2003	THE GREENS @ CROOKED CREEK	HIGHWAY 9	KENNETH G. HORTON DEV.	5.89	05/04/2004	NOV 1	UNDER CONSTRUCTION	
041071P	05/12/2004	THE HAMPSHIRE	FREEHAWNILL ROAD	HAMPSHIRE PARTNERS, LLC	06/28/2004	NOV 7	UNDER CONSTRUCTION		
051091P	08/20/2004	THE HAMPSHIRE IB	PEACHTREE ROAD	PEACHTREE RESIDENTIAL	102.2	10/18/2005	NOV 2	UNDER CONSTRUCTION	
012711P	04/03/2002	THE MANOR	HAWBY ROAD	FALLING WATER INVESTMENTS	7.3			UNDER CONSTRUCTION	
032701P	10/20/2004	THE MANOR PHASE 1-B	HAWBY ROAD	FALLING WATER INVESTMENTS	12/30/2005	NOV 1	UNDER CONSTRUCTION		
050141P	10/10/2004	THE MARKETPLACE @ BIRMINGHAM HIGHWAY	BIRMINGHAM HWY	A.G. ARMSTRONG DEV., LLC	48.54	08/16/2005	NOV 3 SW 1	UNDER CONSTRUCTION	
041711P	09/30/2004	THE PARK @ CEDAR GROVE	CEGAR GROVE ROAD	MC DOWELL & ASSOCIATES	10.98	12/13/2005	NOV 1	UNDER CONSTRUCTION	
032071P	04/17/2004	THE OAKS @ FLAT SHOALS	FLAT SHOALS ROAD	LAKE SIDE, INC.	119	10/04/2005	NOV 1	UNDER CONSTRUCTION	
030921P	07/18/2002	THE ORCHARDS @ WINDWARD	HIGHWAY 9	LAKE SIDE, INC.	18	09/30/2005	NOV 1	UNDER CONSTRUCTION	
040041P	07/07/2004	THE PEARL	DOUGLAS ROAD	SOUTHEASTERN PROPERTY DEV.	16.08	09/03/2004	NOV 1	UNDER CONSTRUCTION	
030991P	03/03/2003	THE REGENCY @ WINDWARD SQUARE	WINDWARD PARKWAY / HIGHWAY 9	MAGHARI, INC.	6	08/13/2004	NOV 1	UNDER CONSTRUCTION	
				PLUTE HOMES CORP	25	07/21/2005	NOV 1 SW 1	UNDER CONSTRUCTION	

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031991.P	03/10/2003	THE RESERVE @ CRABAPPLE	RUCKER RD	PULTE HOME COR.	12.39	02/11/2004	NOV 3 SW 1	UNDER CONSTRUCTION
060629.P	02/08/2005	THE RESERVE @ JOHNS CREEK	MEDLOCK BRIDGE ROAD	ATLANTIC REALTY PARTNERS	28.77	12/09/2005	NOV 2	UNDER CONSTRUCTION
040631.P	03/26/2004	THE RETREAT @ JONES MILL	JONES MILL ROAD	STEPHENS & ASSOCIATES	42.6	11/19/2005	NOV 3	UNDER CONSTRUCTION
041171.P	09/21/2004	THE SEASONS AT CRENSIDE	RUCKER RD	LIFESTYLES PROPERTY	13.64	08/19/2005	NOV 1	UNDER CONSTRUCTION
031511.P	06/05/2002	THORNBURY PARC II	FOX ROAD	ASHTON ATLANTA RES	5	10/20/2004	NOV 1	UNDER CONSTRUCTION
050904.P	07/14/2003	THREE LAKES III	THREE LAKES DRIVE	PARAGON DEVELOPMENT	33.69	08/12/2004	NOV 1	UNDER CONSTRUCTION
031491.P	01/03/2005	THAMMELL CROVE WETLANDS	BIRMINGHAM HWY	FULTON CO. PARKS & REC	5	05/19/2005	NOV 2	UNDER CONSTRUCTION
040681.P	07/22/2003	THAMORE	BIRMINGHAM HWY	COURSON & NORTON CO	20	11/09/2004	NOV 2	UNDER CONSTRUCTION
040681.P	07/15/2004	TRIPLE CROWN IV	BIRMINGHAM HWY	LS-BIRMINGHAM LLC	42.18	07/20/2005	NOV 1	UNDER CONSTRUCTION
040681.P	03/10/2004	TWIN CREEK	EAST STUBBS ROAD	STUBBS ROAD DEVELOPMENT	56.31	07/15/2005	NOV 1	UNDER CONSTRUCTION
040761.P	04/19/2004	UNION CROSSING	BUTNER ROAD	UNC DEVELOPERS, LLC	34.66	11/30/2004	NOV 2	UNDER CONSTRUCTION
050601.P	03/31/2004	UNION CROSSING AMENITY	BUTNER ROAD	UNC DEVELOPERS, LLC	5.58	08/22/2005	NOV 1	UNDER CONSTRUCTION
050471.P	09/06/2005	UNION CROSSING PHASE III	BUTNER ROAD	UNC DEVELOPERS, LLC	57.79	12/12/2005	NOV 2	UNDER CONSTRUCTION
031441.P	06/19/2003	UNION STATION SID	UNION ROAD	NESBITT, LORD & COMPANY	15.9	11/28/2005	NOV 1	UNDER CONSTRUCTION
030481.P	04/07/2003	VICKERS PLANTATION	VICKERS ROAD	LEGACY INVESTMENTS LLC	175.54	03/30/2005	NOV 1 SW 1	UNDER CONSTRUCTION
031051.P	07/09/2003	VILLAGE @ WARSAW	STATE BRIDGE ROAD	CENTER HOMES CORP	76	11/24/2003	NOV 1	UNDER CONSTRUCTION
040631.P	04/19/2004	UNION CROSSING	BUTNER ROAD	CASCADE ASSOCIATES LLC	12.1	07/14/2005	NOV 1	UNDER CONSTRUCTION
040761.P	03/31/2004	UNION CROSSING AMENITY	BUTNER ROAD	CASCADE ASSOCIATES LLC	8.89	07/28/2004	NOV 1 SW 1	UNDER CONSTRUCTION
050601.P	03/31/2004	UNION CROSSING PHASE III	BUTNER ROAD	UNC DEVELOPERS, LLC	57.79	12/12/2005	NOV 2	UNDER CONSTRUCTION
031441.P	06/19/2003	UNION STATION SID	UNION ROAD	NESBITT, LORD & COMPANY	15.9	11/28/2005	NOV 1	UNDER CONSTRUCTION
030481.P	04/07/2003	VICKERS PLANTATION	VICKERS ROAD	LEGACY INVESTMENTS LLC	175.54	03/30/2005	NOV 1 SW 1	UNDER CONSTRUCTION
031051.P	07/09/2003	VILLAGE @ WARSAW	STATE BRIDGE ROAD	CENTER HOMES CORP	76	11/24/2003	NOV 1	UNDER CONSTRUCTION
041111.P	06/14/2004	VILLAGES @ CASCADE	CASCADE ROAD	CASCADE ASSOCIATES LLC	8.89	07/28/2004	NOV 1 SW 1	UNDER CONSTRUCTION
020021.P	04/03/2002	VILLAGES @ CEDAR GROVE	CEDAR GROVE HWY	COUSINMAULEY	58.75	09/20/2004	NOV 2 SW 2	UNDER CONSTRUCTION
021431.P	08/05/2002	WALDEN PARK UNITS 11 & 12	CASCADE PALMETTO HWY	WALDEN PARK LLC	21.4	02/10/2004	NOV 1	UNDER CONSTRUCTION
050051.PR1	04/01/2005	WALDEN PARK UNIT 13	CASCADE PALMETTO HWY	WALDEN PARK LLC	15.83	09/13/2005	NOV 1	UNDER CONSTRUCTION
021991.P	01/10/2002	WALGREENS PLAZA @ CASCADE	CASCADE ROAD	CASCADE PALMETTO HWY	32.18	09/13/2005	NOV 1	UNDER CONSTRUCTION
050051.P	12/18/2002	WALTON HILL	BETHSUDA ROAD	RETAIL PLANNING CORPORATION	23	09/30/2004	NOV 1	UNDER CONSTRUCTION
031141.P	06/08/2005	WATER CREST	HIGHWAY 9	DOHNIIE CHARPMAN	16.72	12/30/2005	NOV 1	UNDER CONSTRUCTION
040491.P	08/20/2003	WATERFORD SID	STONEWALL TELL ROAD	JOL L.L.C.	281.9	07/19/2005	NOV 1	UNDER CONSTRUCTION
050381.P	03/09/2004	WATERFORD SIDI II	STONEWALL TELL ROAD	JOL L.L.C.	65.2	11/03/2005	NOV 1	UNDER CONSTRUCTION
050381.P	02/15/2005	WATERS ROAD SUBDIVISION	WATERS ROAD	HAMD MASHINCHI	4.08	08/24/2005	NOV 1	UNDER CONSTRUCTION
032631.P	03/01/2004	WAVERTY PARK	MALLOY ROAD	WELLSLEY DEVELOPMENT LLC	166.85	02/03/2005	NOV 3 SW 1	UNDER CONSTRUCTION
050581.P	04/14/2003	WELLSLEY ESTATES	BUTNER ROAD	WELLSLEY DEVELOPMENT LLC	38.41	12/10/2004	NOV 1	UNDER CONSTRUCTION
050581.P	08/20/2005	WELLSLEY MANOR	BETHLEHEM ROAD	WELLSLEY DEVELOPMENT LLC	166.85	02/03/2005	NOV 3 SW 1	UNDER CONSTRUCTION
011891.P	03/18/2002	WELLSLEY SUBDIVISION	STONEWALL TELL ROAD	WELLSLEY DEVELOPMENT LLC	4.08	08/24/2005	NOV 1	UNDER CONSTRUCTION
012481.P	01/23/2002	WEXFORD SID PHASE A & B	STONEWALL TELL ROAD	WELLSLEY DEVELOPMENT LLC	66.06	2/05	NOV 1	UNDER CONSTRUCTION
021801.P	03/04/2002	WHITE COLUMNS S-A, B, C	FREEMANVILLE ROAD	EAGLE WHITE COLUMNS DEV	8.09	11/17/05	NOV 1	UNDER CONSTRUCTION
041841.P	10/12/2004	WHOLE ROYAL SUBDIVISION	STATE BRIDGE ROAD	RAVENSIDE MARKETPLACE LLC	1.99	10/31/2005	NOV 1	UNDER CONSTRUCTION
030411.P	09/10/2003	WILLOW ROYAL ELEMENTARY	HAYNES BRIDGE ROAD	DANIEL & DANIEL, INC.	22.97	09/14/2004	NOV 2	UNDER CONSTRUCTION
022781.P	09/10/2003	WILSON ROAD RESIDENTIAL	WILSON ROAD	FULTON COUNTY B.O.E	11.6	10/07/2004	NOV 1	UNDER CONSTRUCTION
021411.P	06/19/2002	WINDHAM PARK	HIGHWAY 9	RAY MOSS REALTORS	29.3	09/21/2004	NOV 1	UNDER CONSTRUCTION
040891.P	04/21/2004	WINDWARD PLAZA	WINDWARD PKWY/HWY 9	BEAZER HOMES	10.89	05/02/2005	NOV 1	UNDER CONSTRUCTION
002381.PR1	11/20/2003	WINDWARD VILLAGE	WINDWARD PKWY/HWY 9	AMERICAN STAR DEVELOPMENT	7.1	09/24/2004	NOV 1	UNDER CONSTRUCTION
050231.P	02/02/2005	WINTHROP PARK	WINTHROP PARK ROAD	COGBURN ROAD INVESTMENTS	11.2	12/05/2005	NOV 2	UNDER CONSTRUCTION
011091.PR1	11/21/2001	WOLF CREEK COUNTRY CLUB SID	ENON ROAD	VENTURE HOMES	30	12/05/2005	NOV 1	UNDER CONSTRUCTION
011221.P	11/12/2001	WOODSIDE SID PHASE II	BIRMINGHAM HWY	LS-BIRMINGHAM LLC	2.81	01/05/2004	NOV 1	UNDER CONSTRUCTION
021201.P	07/29/2002	WOODSIDE SID PHASE III	BIRMINGHAM HWY	LS-BIRMINGHAM LLC	36.02	09/03/2005	NOV 2	UNDER CONSTRUCTION
022781.P	09/16/2002	WORLD CHANGERS PARKING	BURDETT ROAD	WORLD CHANGERS	15	11/09/2005	NOV 1	UNDER CONSTRUCTION
050771.P	02/27/1999	WYNN'S WAY	ENON ROAD	WYNN WORKS	1	02/08/2005	NOV 1	UNDER CONSTRUCTION
041781.P	09/08/2004	ZABYTS	CAMP CREEK PKWY	STERLING COLEMAN	1	02/08/2005	NOV 1	UNDER CONSTRUCTION

Erosion Inspection Summary Report for Geographical Area _____ for Period Ending 7/1/06	INSPECTIONS	REINSPECTIONS	STOP WORK	N.T.C.	MILEAGE		INSPECTIONS	REINSPECTIONS	STOP WORK	N.T.C.	MILEAGE

Jan-06	470	155	33	71	2,401
Feb-06	332	113	27	46	2,563
Mar-06	325	97	11	17	3,098
1ST QUARTER	1,127	365	71	134	8,062

Apr-06	378	82	16	59	2,979
May-06	410	99	20	36	3,170
Jun-06	351	74	13	25	1,773
2ND QUARTER	1,139	255	49	120	7,922

Jul-06	-	-	-	-	-
Aug-06	-	-	-	-	-
Sep-06	-	-	-	-	-
3RD QUARTER	-	-	-	-	-

Oct-06	-	-	-	-	-
Nov-06	-	-	-	-	-
Dec-06	-	-	-	-	-
4TH QUARTER	-	-	-	-	-

TOTAL GEOGRAPHICAL AREA	2,266	620	120	254	15,984
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Jan-06	1,431	193	92	63	5,715
Feb-06	1,184	123	42	62	6,334
Mar-06	1,128	132	19	48	6,049
1ST QUARTER	3,743	448	153	173	18,098

Apr-06	1,035	111	20	36	4,783
May-06	1,156	174	23	22	4,563
Jun-06	1,184	147	28	24	5,908
2ND QUARTER	3,375	432	71	82	15,254

Feb-06	-	-	-	-	-
Aug-06	-	-	-	-	-
Sep-06	-	-	-	-	-
3RD QUARTER	-	-	-	-	-

Oct-06	-	-	-	-	-
Nov-06	-	-	-	-	-
Dec-06	-	-	-	-	-
4TH QUARTER	-	-	-	-	-

TOTAL GEOGRAPHICAL AREA	7,118	880	224	255	33,352
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TOTAL ALL GEOGRAPHICAL AREAS	9,384	1,500	344	509	49,336
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TOTAL EROSION
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160	155	20	24	5,702
107	113	8	10	3,683
169	97	11	17	2,646
436	365	39	51	12,031

131	82	4	11	3,005
75	99	5	18	1,159
72	74	5	8	900
278	255	14	37	5,064

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

714	620	53	88	17,095
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242	193	14	39	6,375
207	123	13	27	8,627
297	132	16	41	6,818
746	448	43	107	21,820

248	111	16	41	7,620
236	174	13	20	7,798
251	147	17	37	7,109
735	432	46	98	22,527

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

1,481	880	89	205	44,347
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2,195	1,500	142	293	61,442
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11,579
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486	802	110,778
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**Exhibit 6 --Historical Permitting and  
Financial Data --Part A**

Petitions and Variances												
Item	2004			2005			2006			Total	Total	
	N.E.	N.W.	SO.	Total	N.E.	N.W.	SO.	Total	N.E.			N.W.
Zoning Petition	25	22	79	126	25	22	58	105	19	21	44	84
Use Permit Petitions	5	4	16	25	5	2	8	15	2	4	8	14
Concurrent Variances	16	17	26	59	18	15	41	74	18	16	36	70
<b>Totals by Area</b>	46	43	121	210	48	39	107	194	39	41	88	168

\*Through filing deadline of June 27, 2006

## Development Activity

2003

Land Disturbance Activity		
SFR - Lots	Com - AC	Revenue
132	33	\$15,209.87
7	7	\$68,739.34
250	9	\$58,307.81
14	2	\$154,423.83
110	4	\$123,120.76
84	9	\$105,286.41
150	25	\$154,423.83
343	32	\$123,120.76
173	99	\$105,286.41
359	86	\$154,423.83
209	26	\$123,120.76
		\$105,286.41
<b>1831</b>	<b>332</b>	<b>\$1,290,750.02</b>

2004

Land Disturbance Activity			
SFR - Lots	Com - AC	Revenue	
Jan	317	32.00	\$174,595.93
Feb	23	180.00	\$49,616.31
Mar	690	22.56	\$207,293.30
Apr	709	29.00	\$211,643.38
May	598	37.00	\$387,426.38
Jun	463	26.00	\$283,116.87
Jul	67	28.00	\$293,003.20
Aug	244	71.00	\$125,435.01
Sep	897	38.36	\$84,401.56
Oct	583	77.50	\$428,992.39
Nov	677	21.00	\$110,004.96
Dec	351	31.58	\$153,665.64
	<b>5619</b>	<b>594.00</b>	<b>\$2,509,194.93</b>

2005

Land Disturbance Activity		
SFR - Lots	Com - AC	Revenue
2212	104.80	\$212,989.90
1144	102.7	\$227,845.18
1236	33.27	\$266,473.06
795	361.3	\$434,510.05
1013	80.98	\$171,911.71
528	29.55	\$222,763.23
386	63.99	\$255,148.92
235	11.39	\$204,228.08
317	19.22	\$177,604.39
328	12.05	\$152,715.24
791	78.86	\$226,919.00
516	43.30	\$266,267.58
<b>9501</b>	<b>941.41</b>	<b>\$2,819,376.34</b>

2006

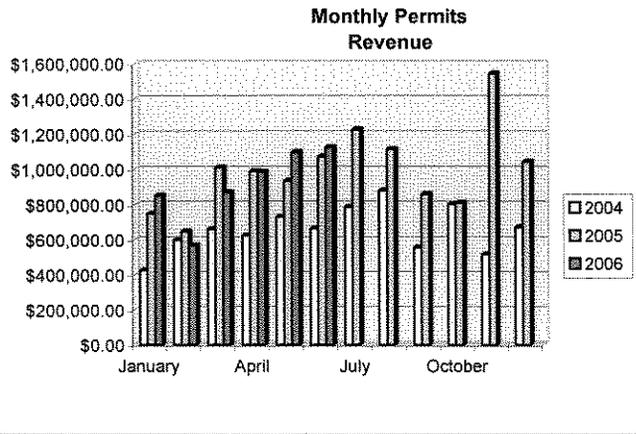
Land Disturbance Activity			
SFR - Lots	Com - AC	Revenue	
Jan	434	4.96	\$80,959.71
Feb	1273	393.585	\$241,969.94
Mar	435	24.52	\$202,312.29
Apr	1152	34.61	\$322,366.47
May	690	74.85	\$298,156.34
Jun			\$217,402.63
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
	<b>3984</b>	<b>532.53</b>	<b>\$1,363,167.38</b>

**ENVIRONMENT AND COMMUNITY DEVELOPMENT DEPARTMENT PERMITTING REPORT**  
**Monthly Permits Revenue 2004-2006**

last revised: 7/10/2006

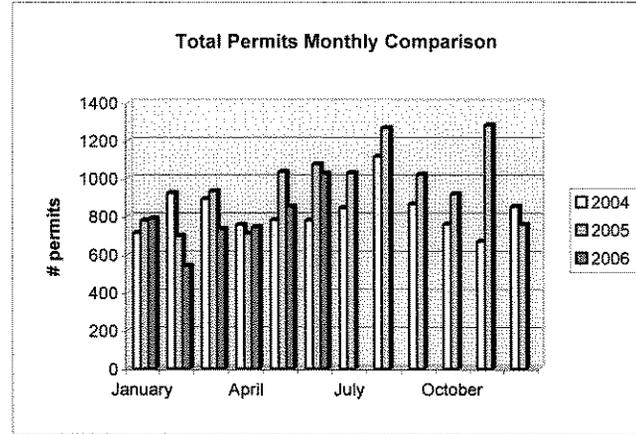


Month	2004	2005	2006
January	\$427,571.79	\$748,115.50	\$851,731.86
February	\$598,367.10	\$647,850.90	\$568,464.53
March	\$661,670.57	\$1,010,277.57	\$869,761.93
April	\$623,686.59	\$990,393.07	\$986,491.65
May	\$730,214.98	\$936,116.84	\$1,097,280.89
June	\$664,001.10	\$1,072,911.36	\$1,125,258.46
July	\$786,537.06	\$1,225,461.01	
August	\$880,693.77	\$1,113,782.90	
September	\$557,543.89	\$860,457.17	
October	\$802,893.20	\$811,452.40	
November	\$517,791.60	\$1,541,934.31	
December	\$671,028.82	\$1,043,442.07	
<b>Total</b>	<b>\$7,922,000.47</b>	<b>\$12,002,195.10</b>	<b>\$5,498,989.32</b>



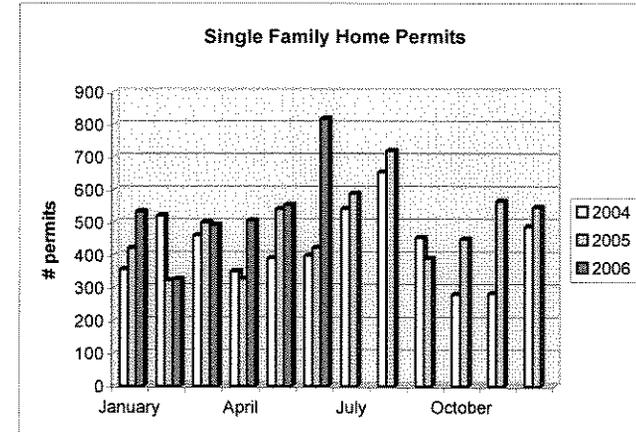
**Monthly Total Permits 2004-2006**

Month	2004	2005	2006
January	712	778	787
February	921	696	539
March	890	931	732
April	754	708	742
May	779	1033	850
June	778	1072	1024
July	843	1027	
August	1114	1265	
September	864	1020	
October	758	916	
November	668	1280	
December	851	756	
<b>Total</b>	<b>9932</b>	<b>11482</b>	<b>4674</b>



**Monthly Single Family Homes Permits 2004-2006**

Month	2004	2005	2006
January	356	421	533
February	521	322	326
March	460	500	492
April	350	327	505
May	390	540	553
June	398	422	817
July	541	588	
August	653	718	
September	453	389	
October	280	449	
November	283	565	
December	487	546	
<b>Total</b>	<b>5172</b>	<b>5787</b>	<b>3226</b>



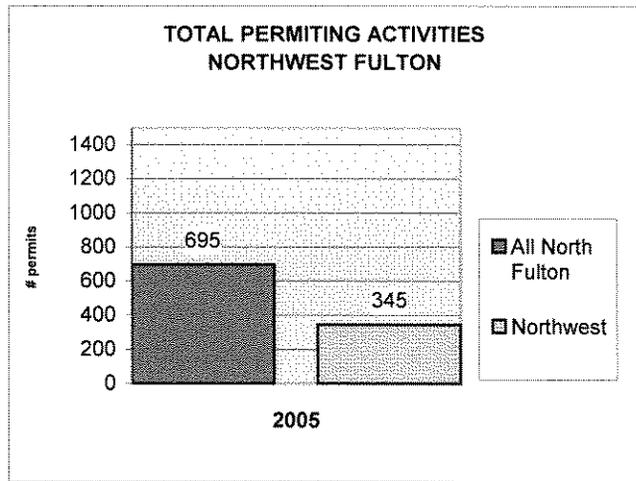
# PERMITTING DATA FOR NORTHWEST FULTON



## Monthly Total Permits

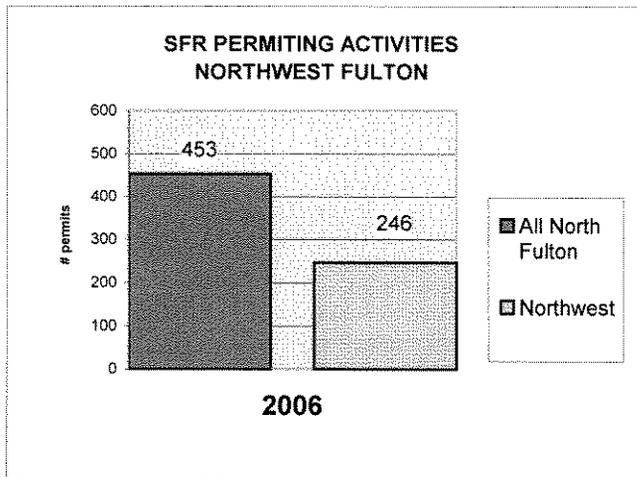
Month	2004	2005	2006
January	142	109	73
February	173	114	52
March	156	117	40
April	164	111	56
May	146	141	51
June	128	152	73
July	133	195	
August	168	154	
September	154	190	
October	145	165	
November	137	351	
December	148	80	
<b>Total</b>	<b>1794</b>	<b>1879</b>	<b>345</b>

last revised 07/11/2006



## Monthly Single Family Homes

Month	2004	2005	2006
January	38	61	58
February	79	32	29
March	48	30	26
April	43	28	38
May	34	72	39
June	32	42	56
July	51	38	
August	56	59	
September	46	39	
October	29	51	
November	31	30	
December	61	43	
<b>Total</b>	<b>548</b>	<b>525</b>	<b>246</b>



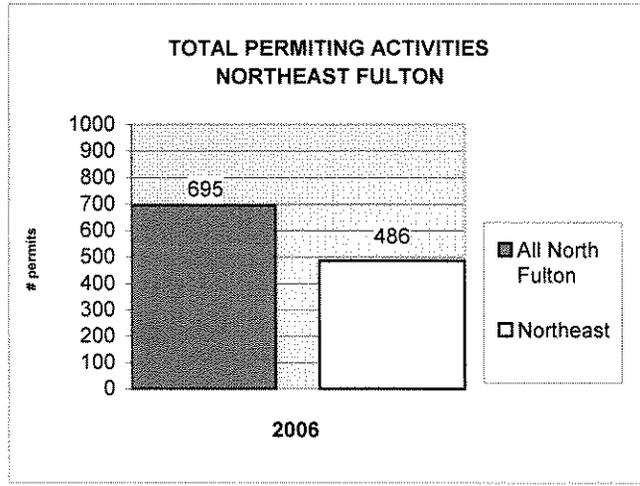
# PERMITTING DATA FOR NORTHEAST FULTON



## Monthly Total Permits

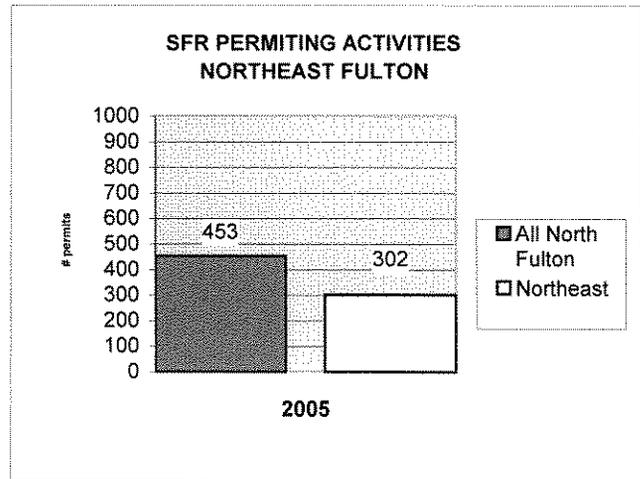
Month	2004	2005	2006
January	235	236	98
February	381	227	46
March	302	224	71
April	271	223	96
May	237	382	112
June	222	392	63
July	229	211	
August	345	308	
September	298	380	
October	61	331	
November	233	303	
December	309	160	
<b>Total</b>	<b>3123</b>	<b>3377</b>	<b>486</b>

last revised: 7/11/2006



## Monthly Single Family Homes

Month	2004	2005	2006
January	51	47	53
February	56	46	24
March	70	34	49
April	80	45	65
May	73	78	72
June	70	58	39
July	64	56	
August	62	55	
September	61	52	
October	71	67	
November	55	44	
December	44	47	
<b>Total</b>	<b>757</b>	<b>629</b>	<b>302</b>



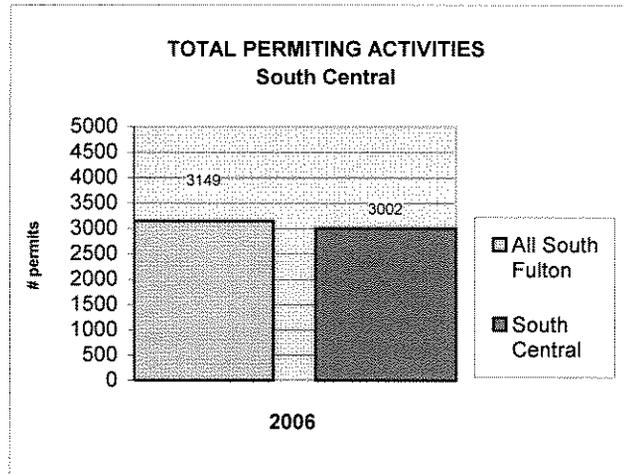
# PERMITTING DATA FOR SOUTH CENTRAL FULTON COUNTY - 2006

last revised: 07/05/2006



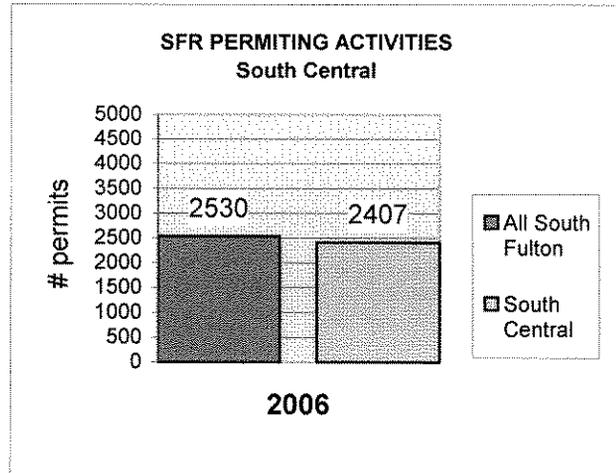
## Monthly Total Building Permits

Month	2006
January	476
February	304
March	558
April	491
May	541
June	632
July	
August	
September	
October	
November	
December	
<b>Total</b>	<b>3002</b>



## Monthly Single Family Homes

Month	2006
January	407
February	269
March	339
April	389
May	429
June	574
July	
August	
September	
October	
November	
December	
<b>Total</b>	<b>2407</b>



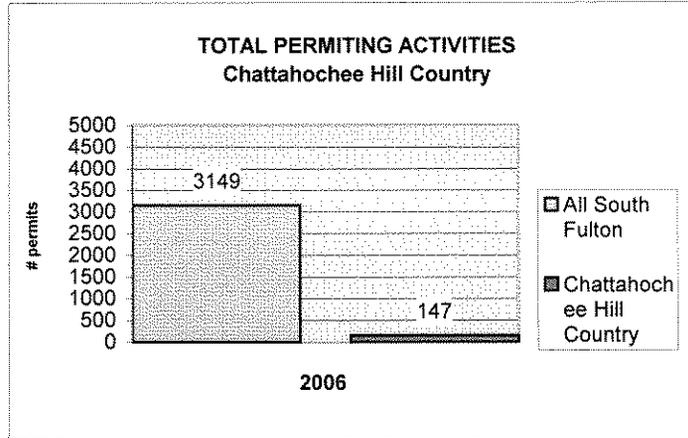
# PERMITTING DATA FOR CHATTAHOOCHEE HILL COUNTY - 2006

last revised: 7/5/2006



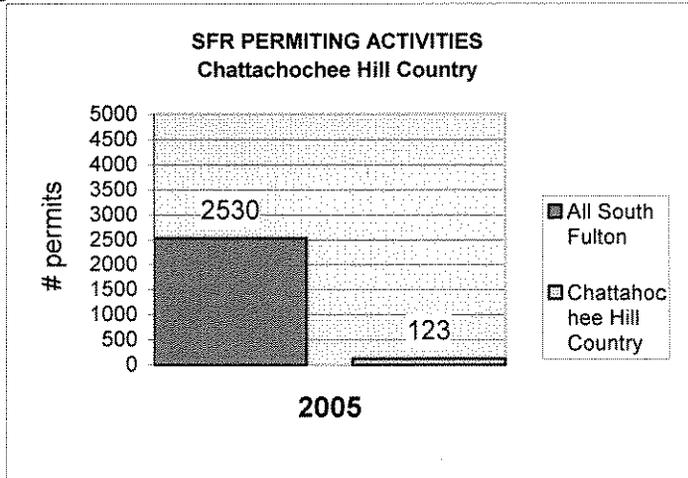
## Monthly Total Permits

Month	2006
January	52
February	9
March	38
April	34
May	10
June	4
July	
August	
September	
October	
November	
December	
<b>Total</b>	<b>147</b>

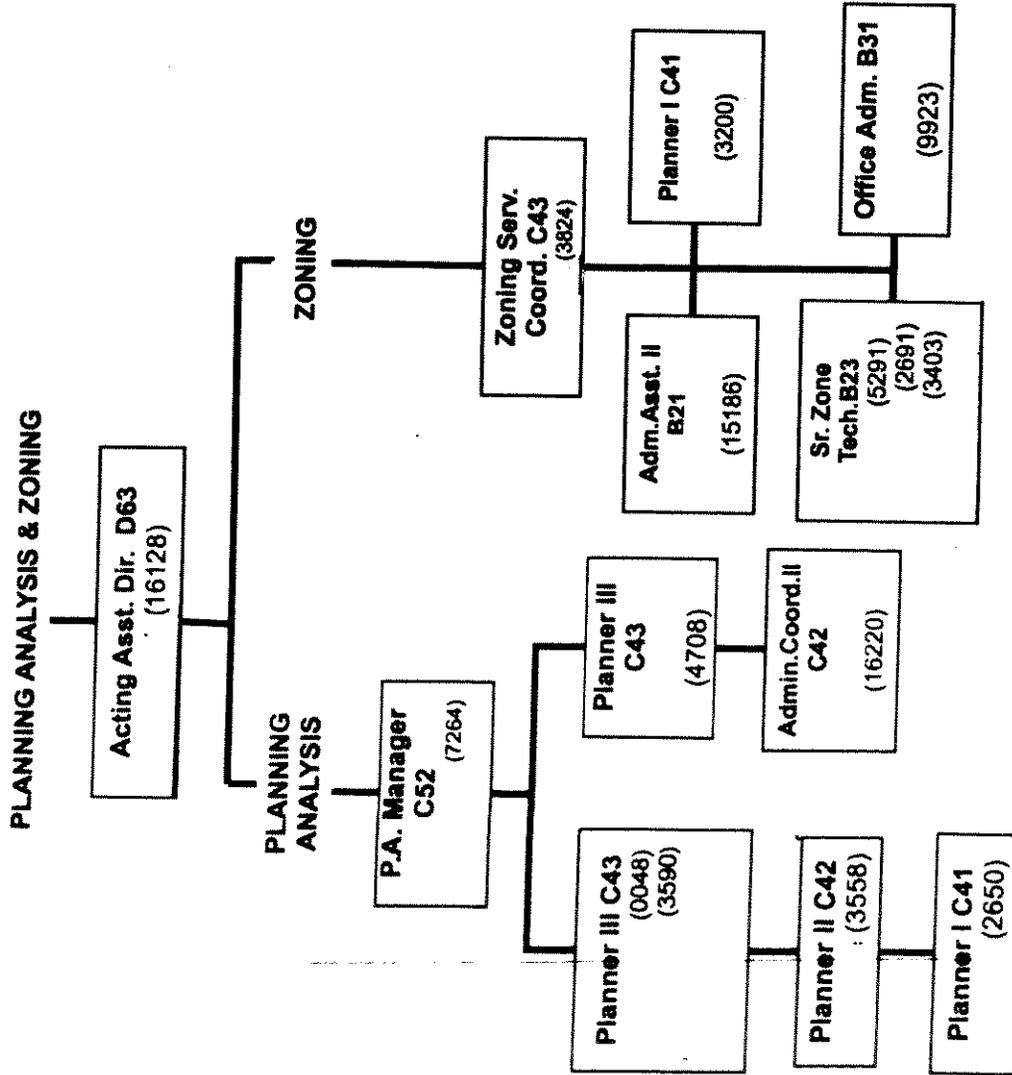


## Monthly Single Family Homes

Month	2006
January	43
February	6
March	36
April	30
May	8
June	0
July	
August	
September	
October	
November	
December	
<b>Total</b>	<b>123</b>

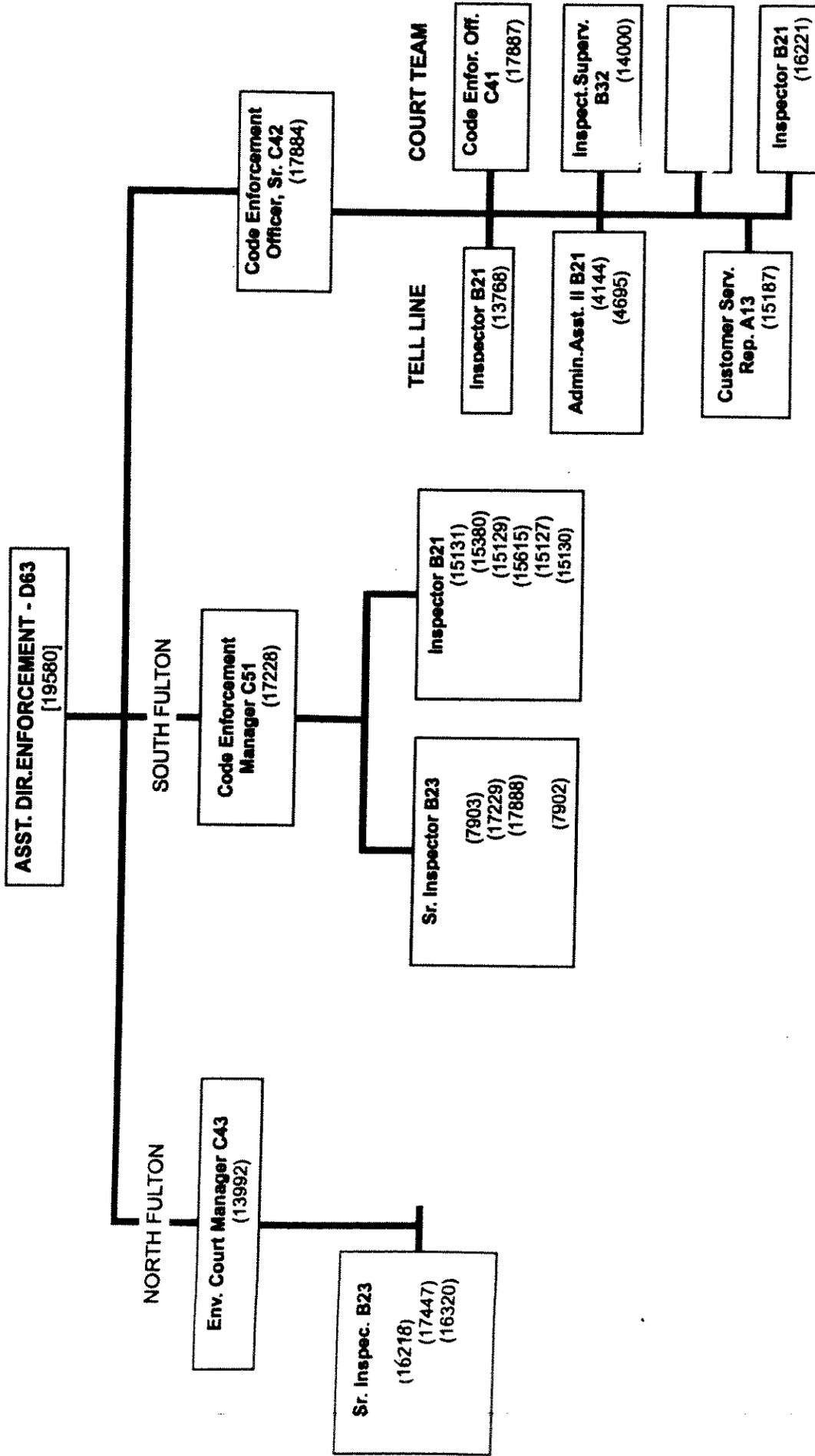


**ENVIRONMENT & COMMUNITY DEVELOPMENT**  
**PLANNING & ZONING**



# ENVIRONMENT & COMMUNITY DEVELOPMENT

## PLANNING & ZONING Code Enforcement



ENVIRONMENT & COMMUNITY DEVELOPMENT

**2006 Noncontiguous Area Budget Breakout**

**Fund 301, 302, & 303**

		301	302	303	TOTAL
1000	salaries-reg	3,868,943	769,172	2,175,701	6,813,816
1001	overtime	0	0	0	0
1003	contract	0	0	0	0
1004	temp	0	0	100,000	100,000
1010	ss	242,498	47,689	134,893	425,080
1011	medicare	57,052	11,153	31,548	99,753
1016	pfisa	0	60	140	200
1051	insure-auto	25,195	5,039	11,758	41,992
1052	collision	20,462	4,092	9,549	34,104
1056	pub. bond	2,390	478	1,116	3,984
1060	Unemployment	7,738			
1061	work comp	0	0	4,351	4,351
1062	disability	19,345	1,538	10,879	31,762
1110	veh maint	20,100	3,846	10,000	33,946
1111	equip repair	1,000	5,020	1,820	7,840
1116	build maint	0	780	0	780
1120	rent equip	24,123	0	13,000	37,123
1121	lease building	71,184	6,825	33,219	111,228
1160	prof. serv	42,354	14,237	0	56,591
1168	witness fees	10,000	0	4,000	14,000
1170	parking	720	0	336	1,056
1178	fees	10,000	144	6,000	16,144
1243	gen liability	75,796	2,840	35,371	114,007
1265	GIS services	0	15,159	0	15,159
1302	travel	2,600	0	1,680	4,280
1306	training	3,200	720	1,960	5,880
1307	hospitality	1,340	840	1,092	3,272
1342	advertising	4,300	468	2,000	6,768
1346	mileage	3,000	760	2,000	5,760
1349	membership	2,000	1,102	2,000	5,102
1350	tolls	1,320	1,169	616	3,105
1452	vehicle ops	47,000	164	23,000	70,164
1454	pubs	2,140	10,080	1,000	13,220
1455	uniforms	9,797	428	6,500	16,725
1456	postage	10,000	2,859	9,000	21,859
1457	provisions	2,045	5,100	1,421	8,566
1458	office furnish	1,457	609	0	2,066
1459	printing	5,000	67	7,857	12,924
1460	mapping	0	2,367	28	2,395
1461	photocopy	36,660	0	17,108	53,768
1462	off supplies	15,000	7,332	9,540	31,872
1475	stock paper	0	5,588	0	5,588
1494	mobile phone	25,080	0	11,704	36,784
1495	phone install	1,000	5,016	2,000	8,016
1501	ins-health	605,138	740	345,936	951,814
1505	ins-life	23,214	122,298	13,054	158,566
1510	ins-dental	54,166	4,615	30,460	89,241
1512	ins-vision	15,476	10,768	8,703	34,947
1522	retire match	66,000	3,077		69,077
1525	pension	396,234	87,301	246,942	730,477
1527	dc-employer	162,902	30,767	87,028	280,697
1529	dc-2% match	40,725	7,692	21,757	70,174
1550	transfer out	0	0	0	0
1550	transfer out-con	0	0	0	0
	Contingency		100,000		
<b>TOTAL</b>		<b>6,035,695</b>	<b>1,300,000</b>	<b>3,438,067</b>	<b>10,773,762</b>

% of total      56%            12%            32%

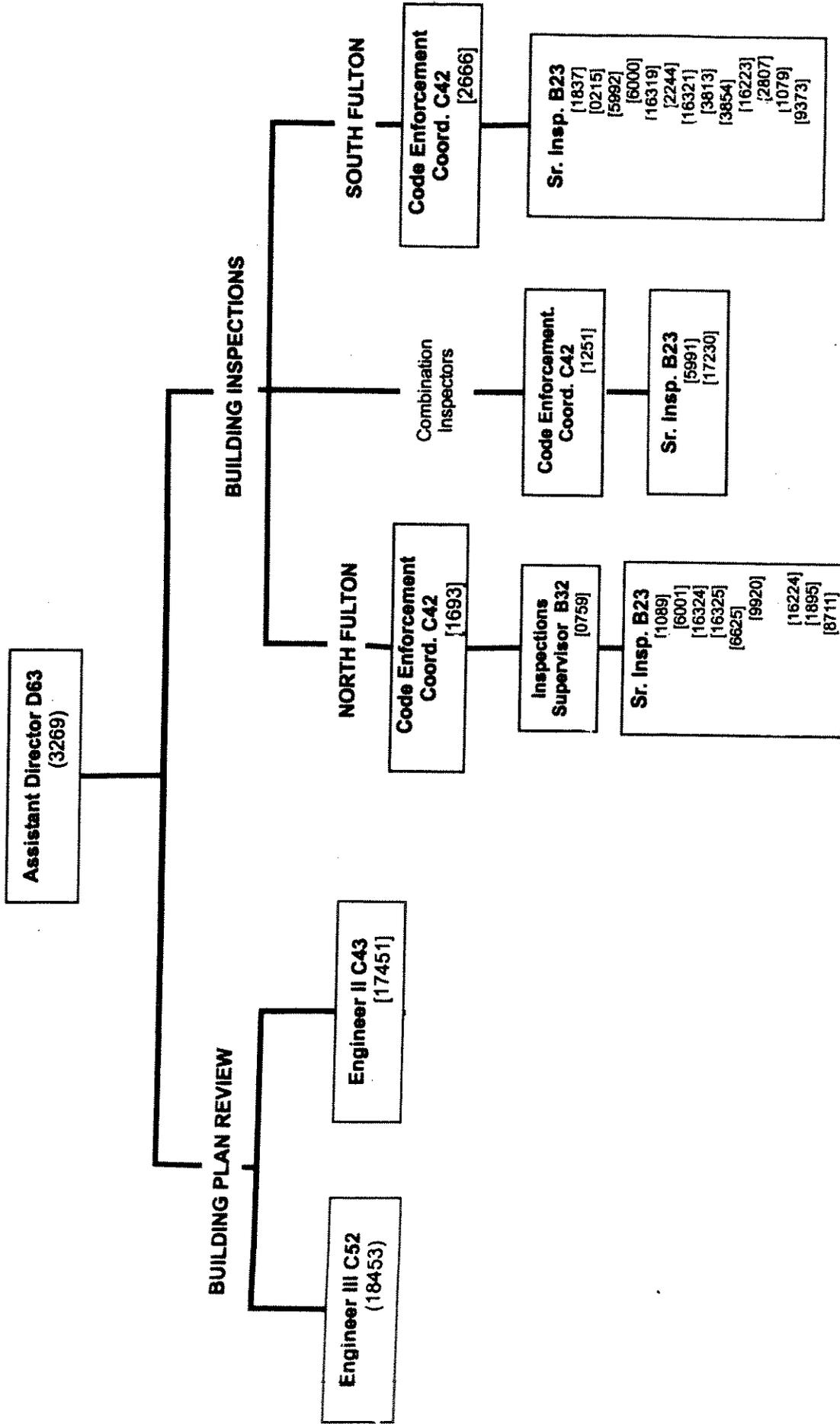
% of 2005      80%

<b>Fund 303</b>		<b>Position Number</b>
NE	ADMIN ASSISTANT I/A13	9921
NE	ADMIN ASSISTANT I/A13	11969
NE	ADMIN COORDINATOR II/C42	1864
NE	ADMIN COORDINATOR II/C42	16220
NE	ARBORIST/C41	17883
NE	CODE ENFORCEMENT COORDINATOR/C42	1251
NE	CODE ENFORCEMENT OFFICER, SR/C42	17884
NE	COMMUNITY DEV. SPECIALIST./C43	13447
NE	CUSTOMER SERV REPRESENTATIVE/A13	15187
NE	DEMOGRAPHER/C41	3881
NE	ENGINEER I/C41	459
NE	ENGINEER I/C41	5514
NE	ENGINEER II/C43	17451
NE	ENGINEERING ASST III/B22	5517
NE	ENV & COMM DEVEL DEP DIR/D71	16128
NE	ENV COURT MANAGER/C43	13992
NE	ENVIRONMENTAL PLANNER/C42	16318
NE	ENVIRONMENTAL QUALITY & EDUC MGR/C51	15188
NE	FISCAL SUPPORT SPEC II/B21	11971
NE	INSPECTIONS SUPERVISOR/B32	14000
NE	INSPECTIONS SUPR/B32	16219
NE	INSPECTOR, SR/B23	1895
NE	INSPECTOR, SR/B23	3774
NE	INSPECTOR, SR/B23	5991
NE	INSPECTOR, SR/B23	6000
NE	INSPECTOR, SR/B23	6625
NE	INSPECTOR, SR/B23	7902
NE	INSPECTOR, SR/B23	9920
NE	INSPECTOR, SR/B23	16130
NE	INSPECTOR, SR/B23	16218
NE	INSPECTOR, SR/B23	17230
NE	INSPECTOR, SR/B23	17231
NE	INSPECTOR, SR/B23	17446
NE	INSPECTOR/B21	15614
NE	LANDSCAPE ARCHITECT II/C42	8134
NE	OFFICE ASSISTANT/A11	1764
NE	PERMITS SPEC/B21	4009
NE	PLANNER I/C41	3135
NE	PLANNER I/C41	3200
NE	PLANNER III/C43	3590
NE	PLANNING & ZONING AD/D63	12009
NE	SENIOR PLANNER/C51	16119
NE	ZONING SERVICES COORDINATOR/C43	3824
NE	ZO TECH, SR/B23	3403
<b>Fund 302</b>		
NW	ADMIN ASSISTANT I/A13	3117
NW	ADMIN ASSISTANT II/B21	4144

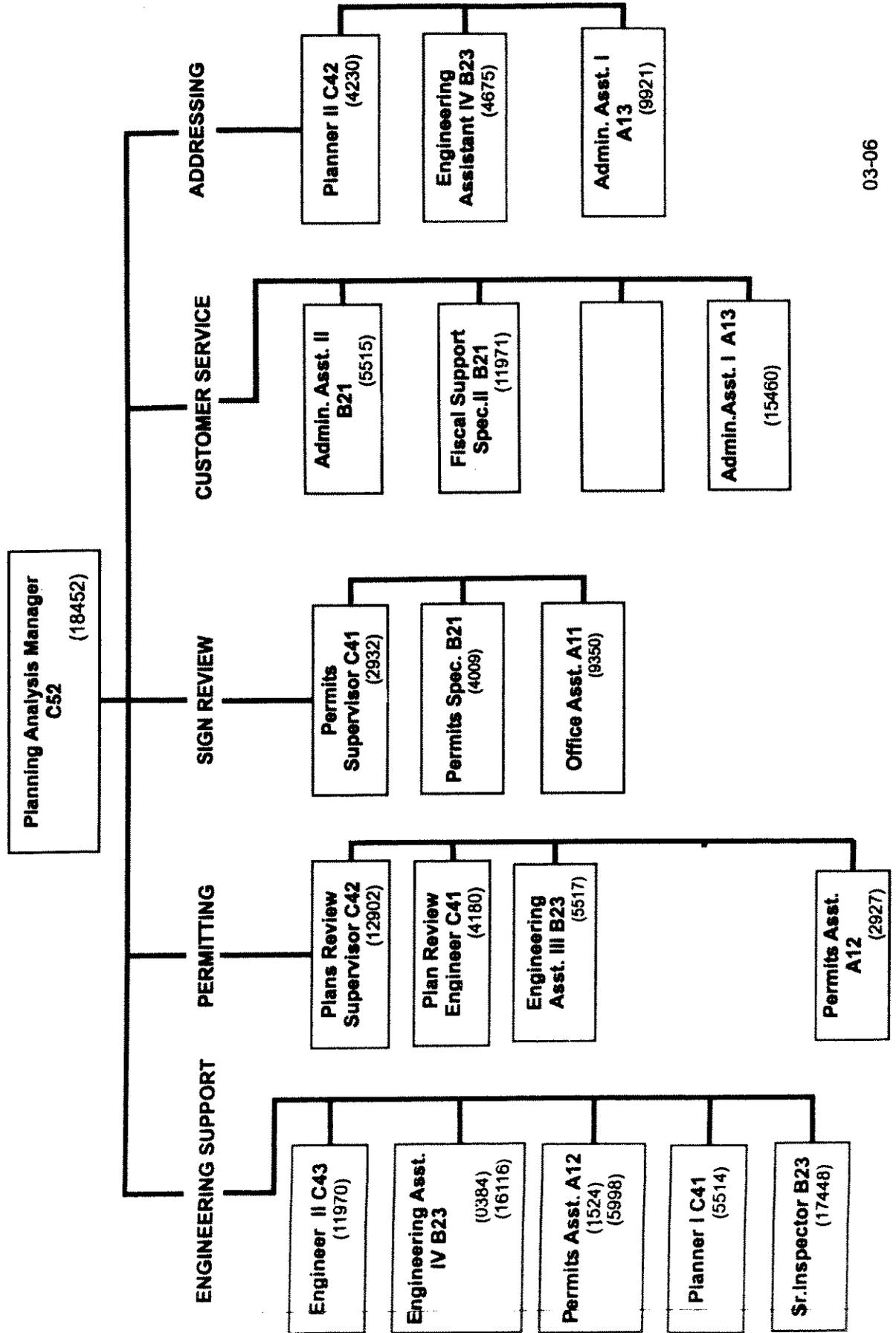
NW	ADMIN ASSISTANT II/B21	15186
NW	ADMIN ASSISTANT II/B21	16118
NW	CODE ENFORCEMENT COORDINATOR/C42	1693
NW	ENGINEER I/C41	3265
NW	ENGINEERING ASST IV/B23	16116
NW	INSPECTOR, SR/B23	5995
NW	INSPECTOR, SR/B23	8711
NW	INSPECTOR, SR/B23	16325
NW	INSPECTOR, SR/B23	17227
NW	INSPECTOR, SR/B23	17233
NW	INSPECTOR, SR/B23	17234
NW	INSPECTOR, SR/B23	17447
NW	INSPECTOR/B21	16221
NW	INSPECTOR/B21	16222
NW	OFFICE ADMIN/B31	9923
NW	OFFICE ASSISTANT/A11	9350
NW	PERMITS ASST/A12	2927
NW	PERMITS ASST/A12	5990
NW	PLANNER I/C41	17226
NW	PLANNER II/C42	3558
<b>Fund 301</b>		
S	ADMIN ASSISTANT II/B21	4695
S	ADMIN ASSISTANT II/B21	5515
S	ADMIN COORDINATOR I/C41	2650
S	ARBORIST, SR/C51	5518
S	ARBORIST/C41	15617
S	CODE ENFORCEMENT COORDINATOR/C42	2666
S	CODE ENFORCEMENT MANAGER/C51	17228
S	CODE ENFORCEMENT OFFICER/C41	17887
S	DEV SERVICES COORDINATOR/C43	48
S	DEV SERVICES COORDINATOR/C43	7532
S	DEV SERVICES MANAGER/C51	3833
S	ENGINEER I/C41	16117
S	ENGINEER II/C43	5763
S	ENGINEER II/C43	11970
S	ENGINEER III/C52	18452
S	ENGINEER III/C52	18453
S	ENGINEERING ADMINISTRATOR/D61	18454
S	ENGINEERING ASST IV/B23	384
S	ENV & COMM DEVEL DEP DIR/D71	16120
S	ENV ENFORCEMENT, ASST DIR/D63	19580
S	ENVIRONMENTAL PROGRAMS ADMINISTRATOR/D71	16129
S	GIS Asst Dir/D63	19579
S	INSPECTIONS AD/D63	3269
S	INSPECTIONS SUPERVISOR/B32	17450
S	INSPECTIONS SUPR/B32	759
S	INSPECTOR, SR/B23	45
S	INSPECTOR, SR/B23	215
S	INSPECTOR, SR/B23	1079
S	INSPECTOR, SR/B23	1089

S	INSPECTOR, SR/B23	1837
S	INSPECTOR, SR/B23	2244
S	INSPECTOR, SR/B23	2807
S	INSPECTOR, SR/B23	3813
S	INSPECTOR, SR/B23	3854
S	INSPECTOR, SR/B23	5992
S	INSPECTOR, SR/B23	6001
S	INSPECTOR, SR/B23	7903
S	INSPECTOR, SR/B23	9373
S	INSPECTOR, SR/B23	15610
S	INSPECTOR, SR/B23	16016
S	INSPECTOR, SR/B23	16017
S	INSPECTOR, SR/B23	16223
S	INSPECTOR, SR/B23	16224
S	INSPECTOR, SR/B23	16319
S	INSPECTOR, SR/B23	16320
S	INSPECTOR, SR/B23	16321
S	INSPECTOR, SR/B23	16324
S	INSPECTOR, SR/B23	17229
S	INSPECTOR, SR/B23	17232
S	INSPECTOR, SR/B23	17888
S	INSPECTOR, SR/B23	17448
S	INSPECTOR/B21	13768
S	INSPECTOR/B21	13769
S	INSPECTOR/B21	13771
S	INSPECTOR/B21	15127
S	INSPECTOR/B21	15129
S	INSPECTOR/B21	15130
S	INSPECTOR/B21	15131
S	INSPECTOR/B21	15380
S	INSPECTOR/B21	15613
S	INSPECTOR/B21	15615
S	INSPECTOR/B21	15616
S	LEAD ENGINEER DEVELOPMENT/D62	18019
S	PERMITS ASST/A12	5998
S	PERMITS SUPERVISOR/C41	2932
S	PLAN REVIEW ENGINEER/C41	4180
S	PLANNER I/C41	17225
S	PLANNER II/C42	4150
S	PLANNER II/C42	15222
S	PLANNER III/C43	4230
S	PLANNER III/C43	4708
S	PLANNING ANALYSIS MANAGER/C52	7264
S	PLANS REV SUPR/C42	12902
S	ZO TECH, SR/B23	2691
S	ZO TECH, SR/B23	5291

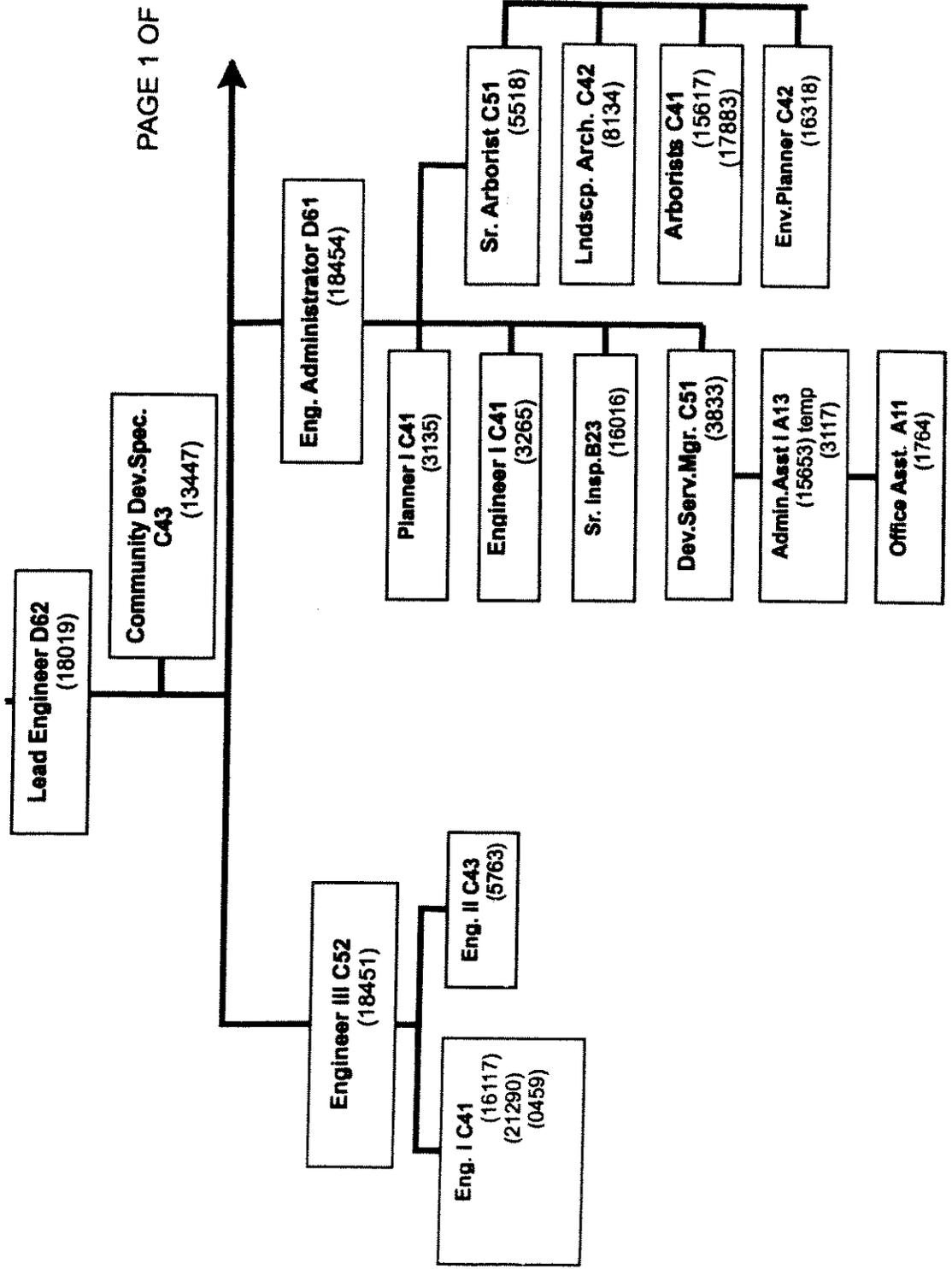
**ENVIRONMENT & COMMUNITY DEVELOPMENT**  
**BUILDING REVIEW & INSPECTIONS**



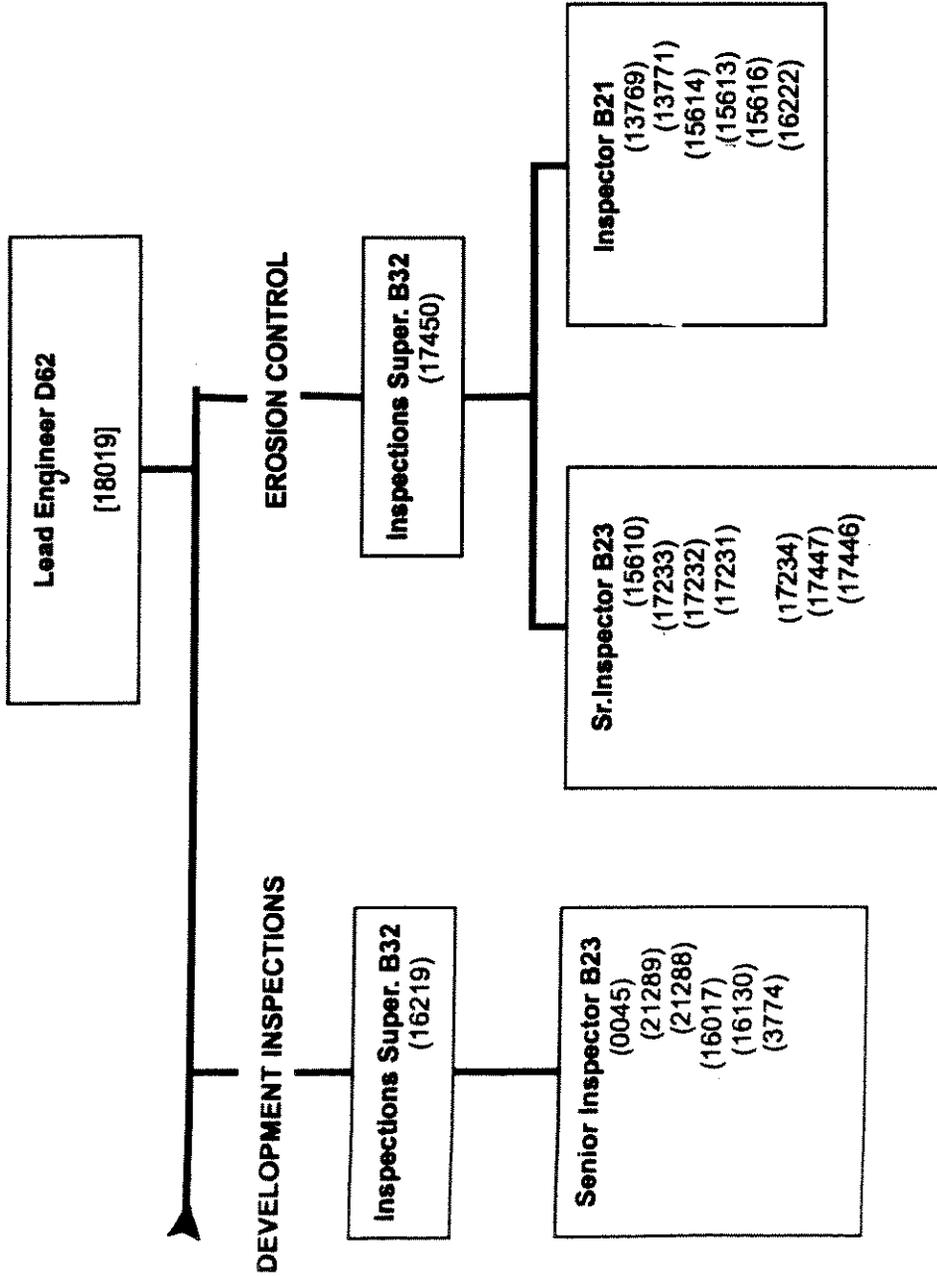
# ENVIRONMENT & COMMUNITY DEVELOPMENT PERMITTING & CUSTOMER SERVICE



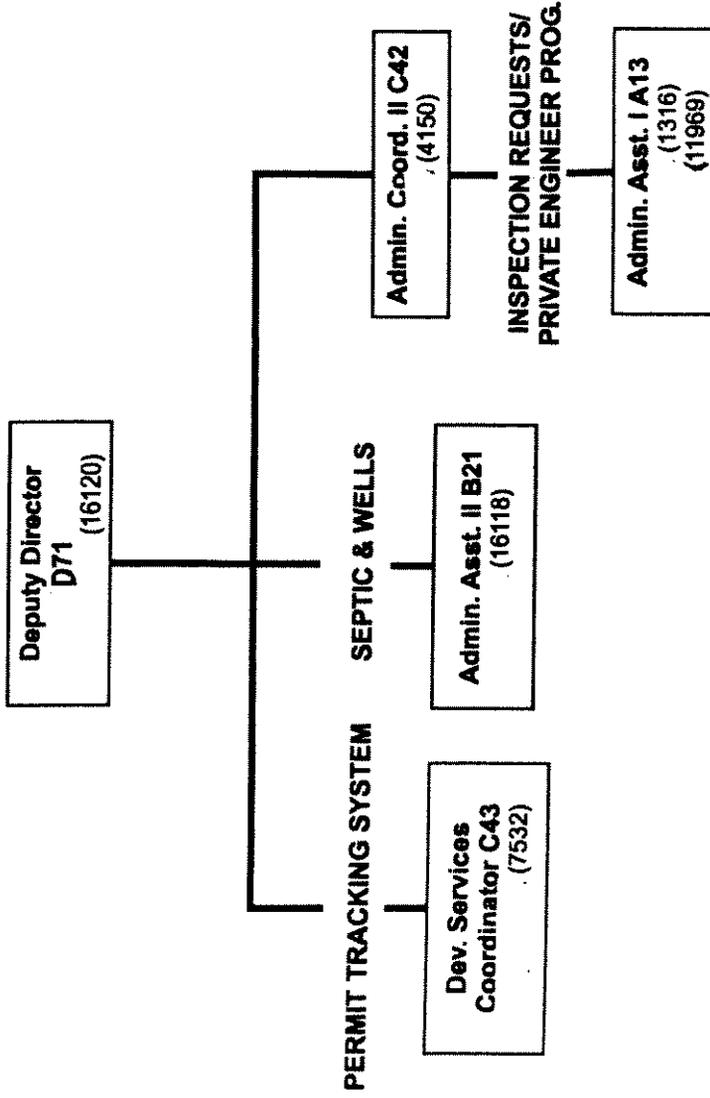
**ENVIRONMENT &  
COMMUNITY DEVELOPMENT  
DEVELOPMENT REVIEW & INSPECTION**



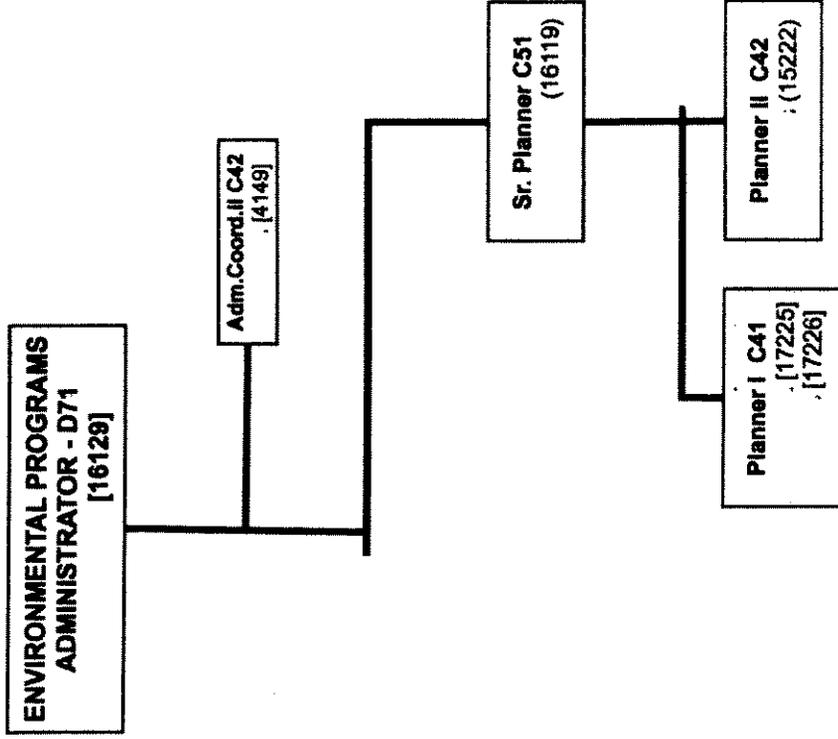
**ENVIRONMENT & COMMUNITY DEVELOPMENT  
DEVELOPMENT REVIEW & INSPECTION (continued)**



**ENVIRONMENT & COMMUNITY DEVELOPMENT  
DEVELOPMENT ADMINISTRATION**



**ENVIRONMENT & COMMUNITY DEVELOPMENT  
OFFICE OF ENVIRONMENT**



**FULTON COUNTY SALARY RANGE CHART**  
**EFFECTIVE JANUARY 12, 2005**  
**ANNUAL SALARY**

<u>DBM RATING</u>	<u>MINIMUM</u>	<u>MARKET TREND</u>	<u>MAXIMUM</u>
*A10	\$ 14,329 (6.8889)	\$ 16,118	\$ 24,813
*A11 ✓	17,010 (8.1449)	19,136	29,459
*A12	19,691 (9.4668)	22,150	34,098
A13 ✓	22,375 (10.7572)	25,169	38,743
B21	25,506 (12.2625)	28,692	44,168
B22	29,077 (13.9793)	32,709	48,415
B23	32,649 (15.6966)	36,723	52,271
B31	37,122 (17.8471)	41,756	57,143
B32	42,484 (20.4250)	47,790	62,886
C41	46,957 (22.5755)	52,820	66,678
C42	50,529	56,838	71,750
C43	54,100	60,856	76,822
C51	57,683	64,885	84,793
C52	61,254	68,903	90,044
C53	64,825	72,920	95,293
D61	68,408	76,949	103,979
D62	71,979	80,968	109,408
D63	75,552	84,986	114,838
D71	80,024	90,015	125,637
D72	85,386	96,048	134,056
E81	89,859	101,081	145,574
E82	93,430	105,097	151,360
E83	97,002	109,114	157,145
E91	101,476	114,145	164,391
E92	106,838	120,178	173,079
F101	112,200	126,212	181,767
F102	117,565	132,243	190,454

\*Effective 1/16/2002, the lowest salary rate at which a permanent full-time employee can be hired is \$21,000/yr.

**Exhibit 6 –Historical Permitting and  
Financial Data-Part B  
(Class Specifications)**

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Coordinator II

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
<b>101004</b>	<b>B</b>	<b>C42</b>	<b>Exempt</b>	<b>#2</b>	<b>B</b>

**JOB SUMMARY:** Incumbent in this class performs process duties related to coordinating a wide range of administrative functions in support of departmental operations that cross functional lines, such as personnel, budget, finance, purchasing, and information and records management. Responsibilities include providing analysis, advice, and recommendations on assigned functional issues; representing assigned department at meetings and conferences; and coordinating the implementation of special projects, budgets, and grants.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a three-level administrative professional classification series. Administrative Coordinator II is distinguished from Administrative Coordinator III in that the former coordinates a wide range of administrative functions and provides lead direction to or supervises administrative support staff as required, whereas the latter coordinates and supervises a wide range of administrative functions in addition to supervising professional and administrative support staff.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Provides coordination for a wide range of administrative functions in support of departmental operations, such as personnel, budget, finance, purchasing, and information and records management.
- Interprets and communicates personnel and administrative rules, regulations, policies, and procedures.
- Provides lead direction to or supervises assigned staff as required, including establishing workloads, prioritizing work assignments, monitoring employee performance, interpreting policies and procedures, and resolving staff issues.
- Creates, composes, edits, prepares, and distributes various reports and forms of correspondence.
- Analyzes issues affecting assigned functions, provides advice and recommendations, and makes limited-judgment decisions to facilitate resolution.
- Represents assigned department in meetings, hearings, and presentations and serves on committees as required.
- Coordinates implementation of special projects, budgets, and grants.
- Assists in developing legislative and tracking programs.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Coordinator II

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Office practices and procedures;
- General office equipment;
- Principles and practices of supervision;
- Principles and practices of business and/or public administration;
- Correct grammar, spelling, and English usage;
- Principles and practices of customer service;
- Theories and principles of basic mathematics;
- Methods used to conduct research and/or statistical analyses;
- Principles and practices of budget administration;
- Personal computers and related software;
- Principles and practices of grants administration.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Providing lead direction to or supervising assigned staff;
- Organizing and prioritizing work and coordinating multiple assignments simultaneously;
- Coordinating preparation of budgets and grants;
- Preparing and presenting oral and written communications;
- Resolving problems and making decisions;
- Analyzing issues and making recommendations;
- Using general office equipment, including a typewriter, telephone, calculator, copier, and fax machine;
- Performing mathematical computations;
- Providing effective customer service;
- Conducting research and/or statistical analysis and compiling results;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration or a related field; and three (3) years progressively responsible administrative experience involving making decisions and providing issues analyses and recommendations or a related area, including two (2) years lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Coordinator II

**LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, mobility, fingering, driving, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 2/10/03. DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Coordinator III

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
101006	B	C51	Exempt	#2	B

**JOB SUMMARY:** Incumbent in this class performs process duties related to coordinating and supervising a wide range of administrative functions in support of departmental operations that cross functional lines, such as personnel, budget, finance, purchasing, information and records management, issues analyses, program evaluation and planning, and special projects. Responsibilities include providing analyses, advice, and recommendations on high-visibility and complex issues; developing and administering special projects; maintaining financial accountability for assigned functions; and marketing and promoting the services of assigned department as required.

**DISTINGUISHING CHARACTERISTICS:** This is the third level within a three-level administrative professional classification series. Administrative Coordinator III is distinguished from Administrative Coordinator II in that the former coordinates and supervises a wide range of administrative functions in addition to supervising professional and administrative support staff, whereas the latter coordinates a wide range of administrative functions and provides lead direction to or supervises administrative support staff as required.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Provides coordination for and supervises a wide range of administrative functions in support of departmental operations, such as personnel, budget, finance, purchasing, information and records management, issues analyses, program evaluation and planning, travel/in-service training, and information technology services.
- Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.
- Approves a variety of administrative actions and transactions.
- Interprets and enforces personnel, administrative, and departmental rules, regulations, policies, and procedures.
- Creates, composes, edits, prepares, and distributes various reports and forms of correspondence.
- Analyzes high-visibility and complex issues affecting assigned functions, provides advice and recommendations, and makes independent judgment decisions to facilitate resolution.
- Represents assigned department in meetings, hearings, presentations, and on committees.
- Develops and manages projects, major studies, reviews, initiatives, budgets, and grants.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Coordinator III

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Office practices and procedures;
- General office equipment;
- Principles and practices of supervision;
- Principles and practices of business and/or public administration;
- Correct grammar, spelling, and English usage;
- Principles and practices of customer service;
- Theories and principles of basic mathematics;
- Methods used to conduct research and/or statistical analyses;
- Principles and practices of budget development and administration;
- Personal computers and related software;
- Principles and practices of grants development and administration.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Supervising assigned staff;
- Organizing and prioritizing work and coordinating multiple assignments simultaneously;
- Developing and managing budgets and grants;
- Preparing and presenting oral and written communications;
- Resolving complex problems and making decisions;
- Analyzing issues and making recommendations;
- Using general office equipment, including a typewriter, telephone, calculator, copier, and fax machine;
- Performing mathematical computations;
- Providing effective customer service;
- Conducting research and/or statistical analysis and compiling results;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration or a related field; and four (4) years progressively responsible administrative experience involving making decisions and providing issues analyses and recommendations or a related area, including three (3) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**FULTON COUNTY, GEORGIA**  
**CLASS SPECIFICATION**

**CLASS TITLE: Administrative Coordinator III**

**LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, mobility, fingering, driving, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 2/11/03. DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Office Assistant

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
101011	F	A11	Non-Exempt	#2	D

**JOB SUMMARY:** Incumbent in this class performs defined duties related to providing routine office support for a variety of departments within the County. Responsibilities include answering telephones; taking messages; filing; typing; greeting the public; copying, sorting, and distributing mail; and accepting applications and forms.

**DISTINGUISHING CHARACTERISTICS:** This is the first level within a four-level administrative support classification series. Office Assistant is distinguished from Administrative Assistant I in that the former serves as an entry-level class where incumbent receives training, works under close supervision, and often serves as the front-line person or point of contact; whereas the latter serves as a generalist who performs a wide variety of duties, receives direct supervision, and fills in for other positions.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Answers telephones and greets visitors, including taking messages for staff and directing calls and visitors to the appropriate parties for assistance.
- Gives referrals to other agencies or programs and answers general questions regarding the program/service.
- Accepts and verifies applications and forms for completeness.
- Schedules clients, patients, and conference rooms.
- Copies, distributes, and files paperwork such as records, letters, memos, work orders, notices, and reports.
- Pulls files and records as required.
- Opens, date stamps, sorts, and distributes incoming and outgoing mail.
- Performs routine typing of correspondence, minutes, agendas, applications, forms, work orders, and notices.
- Uses two-way radios to track and log destinations for service vehicles, including maintenance and transportation vehicles.
- Performs routine data entry utilizing various system programs.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Office theories and principles;
- General office equipment;
- Telephone etiquette;
- Theories and principles of basic mathematics;
- Principles of basic filing and mail sorting;
- Theories and principles of customer service;
- Personal computers and related software.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Office Assistant

#### **SKILLS:** (position requirements at entry):

Skills in:

- Applying customer service techniques;
- Greeting and assisting the public;
- Using two-way radios, pagers, and cellular telephones;
- Using general office equipment, including a typewriter, telephone, calculator, copier, and fax machine;
- Operating personal computers;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- None required.

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require stooping, kneeling, crouching, reaching, sitting, standing, mobility, fingering, grasping, talking, hearing, seeing, and repetitive physical motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 2/12/03. JW/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Assistant I

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
<b>101013</b>	<b>F</b>	<b>A13</b>	<b>Non-Exempt</b>	<b>#2</b>	<b>D</b>

**JOB SUMMARY:** Incumbent in this class performs duties related to providing administrative support for a variety of County departments. Responsibilities include entering data; typing, composing, and editing correspondence; inventorying and ordering supplies; reporting building and equipment maintenance problems; and issuing receipts.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a four-level administrative support classification series. Administrative Assistant I is distinguished from Administrative Assistant II in that the former serves as a generalist who performs a wide variety of duties, receives direct supervision, and fills in for other positions; whereas the latter works with specialized program/job knowledge, receives general supervision, and provides administrative support to supervisors.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Creates and edits various correspondence, documents, and reports, including letters, memos, minutes, and agendas.
- Performs data entry for tracking data and creating databases.
- Creates, updates, and maintains a variety of filing systems, including correspondence, personnel and purchasing files, and work orders.
- Maintains calendars and schedules appointments and meeting rooms.
- Makes travel arrangements, including paying registration fees, reserving hotel accommodations and rental cars, and scheduling other necessities.
- Answers telephones and greets visitors, including providing general information on programs and services, interpreting office policies and procedures, and routing priority calls.
- Requests building, equipment, and vehicle maintenance and repairs.
- Inventories and orders office supplies and equipment and records and tracks departmental expenditures.
- Monitors and tracks usage of vehicles, gas cards, and motor pool permits.
- Opens, date stamps, sorts, and distributes incoming and outgoing office mail.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Office practices and procedures;
- General office equipment;
- Principles and practices of customer service;
- Theories and principles of basic mathematics;
- Principles and practices of basic filing and mail sorting;
- Personal computers and related software.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Assistant I

**SKILLS:** (position requirements at entry):

Skills in:

- Providing effective customer service;
- Using general office equipment, including a typewriter, telephone, calculator, copier, and facsimile machine;
- Interpreting policies and procedures;
- Creating and maintaining file systems;
- Performing mathematical computations and basic recordkeeping;
- Compiling and presenting data;
- Using two-way radios, pagers, and cellular telephones;
- Operating personal computers, including word processing and related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

**EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and one (1) year general office experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Assistant I

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require stooping, kneeling, crouching, reaching, sitting, standing, mobility, fingering, grasping, driving, talking, hearing, seeing, and repetitive physical motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 10/26/05.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Assistant II

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
<b>101014</b>	<b>F</b>	<b>B21</b>	<b>Non-Exempt</b>	<b>#2</b>	<b>B</b>

**JOB SUMMARY:** Incumbent in this class performs operational duties related to providing administrative support for a variety of County departments. Responsibilities include performing specialized administrative duties for functions such as payroll, billing, and purchasing; composing and editing correspondence, reports, and other documents; and maintaining supervisors' calendars.

**DISTINGUISHING CHARACTERISTICS:** This is the third level within a four-level administrative support classification series. Administrative Assistant II is distinguished from Office Administrator in that the former works with specialized program/job knowledge, receives general supervision, and provides administrative support to supervisors; whereas the latter serves as a working supervisor and performs operational duties related to providing administrative support with knowledge and interpretation of policies, procedures, laws, rules, and regulations governing area of assignment.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Performs specialized administrative duties in various functional areas, including payroll, personnel, accounts payable/receivable, and purchasing.
- Creates, composes, and edits correspondence, forms, announcements, reports, and other departmental documents.
- Performs data entry on a variety of software programs and specialized departmental databases.
- Addresses problem issues.
- Responds to inquiries from other County personnel and the general public.
- Provides administrative support to supervisors, including maintaining calendars and scheduling special events.
- Assists in preparing assigned departmental budget.
- Orders supplies, monitors and tracks departmental expenditures, and compiles historical expenditure data.
- Provides input in the development of office policies and procedures.
- Creates, updates, and maintains a variety of specialized filing systems, including personnel files, accounts payable/receivable documents, purchase orders, correspondence files, and specialized report files.
- Serves as a liaison between department and upper management, vendors, and the general public.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Administrative Assistant II

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Office practices and procedures;
- General office equipment;
- Rules, regulations, policies, and procedures governing area of assignment;
- Theories and principles of basic mathematics;
- Principles and practices of customer service;
- Billing, payroll, and/or procurement practices;
- Principles and practices of filing and basic records management;
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Providing effective customer service;
- Scheduling meetings, appointments, and special events;
- Creating and maintaining specialized filing systems and records;
- Gathering, compiling, and presenting data;
- Using two-way radios, pagers, and cellular telephones;
- Using general office equipment, including a typewriter, telephone, calculator, copier, and fax machine;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and two (2) years administrative office support experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: **Administrative Assistant II**

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require stooping, kneeling, crouching, reaching, sitting, standing, mobility, fingering, grasping, driving, talking, hearing, seeing, and repetitive physical motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 2/12/03. JW/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Office Administrator

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
101016	B	B31	Non-Exempt	#2	B

**JOB SUMMARY:** Incumbent in this class performs operational duties related to providing administrative office support while serving as a working supervisor. Responsibilities include resolving problems; developing, interpreting, and enforcing office policies and procedures; attending meetings with upper management; and supervising assigned administrative support staff.

**DISTINGUISHING CHARACTERISTICS:** This is the fourth level within a four-level administrative support classification series. Office Administrator is distinguished from Administrative Assistant II in that the former serves as a working supervisor and performs operational duties related to providing administrative support with knowledge and interpretation of policies, procedures, laws, rules, and regulations governing area of assignment; whereas the latter works with specialized program/job knowledge, receives general supervision, and provides administrative support to supervisors.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.
- Develops, interprets, and enforces office policies and procedures related to departmental operations.
- Resolves problems, such as irate customers and payroll and purchasing issues.
- Composes, edits, and prepares correspondence, reports, and other documents.
- Assists in preparing and monitoring assigned departmental budget.
- Organizes and conducts training programs for new employees and ensures that existing employees are cross-trained.
- Opens and locks exterior doors and ensures that assigned work area and/or office site remains secured during non-business hours.
- Serves as a departmental liaison and attends meetings as required.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Principles and practices of supervision;
- Office practices and procedures;
- General office equipment;
- Principles and practices of budget administration;
- Principles and practices of customer service;
- Billing, payroll, and/or procurement practices;
- Personal computers and related software.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Office Administrator

#### **SKILLS:** (position requirements at entry):

Skills in:

- Supervising assigned staff;
- Organizing and prioritizing work;
- Providing effective customer service;
- Resolving problems;
- Developing, interpreting, and enforcing rules, regulations, policies, and procedures;
- Maintaining accurate records;
- Preparing and presenting oral and written communication;
- Using general office equipment, including a typewriter, telephone, calculator, copier, and fax machine;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of an Associate's degree in business or public administration, business education, or a related field; and three (3) years administrative office support experience, including one (1) year lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

**FULTON COUNTY, GEORGIA**  
**CLASS SPECIFICATION**

**CLASS TITLE: Office Administrator**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, mobility, fingering, grasping, driving, talking, hearing, seeing, and repetitive physical motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 2/12/03. JW/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Customer Service Representative

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
<b>101052</b>	<b>F</b>	<b>A13</b>	<b>Non-Exempt</b>	<b>#2</b>	<b>D</b>

**JOB SUMMARY:** Incumbent in this class performs defined duties related to providing customer service. Responsibilities include promoting Fulton County Government services; taking messages and returning calls; greeting and directing visitors to the appropriate program/services; providing information regarding programs/services; and receiving, monitoring, compiling, researching, and resolving customer service problems and complaints.

**DISTINGUISHING CHARACTERISTICS:** This is the first level of a four-level customer service classification series. Customer Service Representative is distinguished from Customer Service Supervisor in that the former does not have full supervisory authority to resolve complex customer service problems, nor does it have authority to review requests for payment plans, or track and monitor delinquent accounts. Incumbent is required to have a general knowledge of County programs and services, and excellent customer service skills. Incumbent may be subjected to diseases and safety and security risks.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Answers phones and greets visitors; takes messages for unavailable staff.
- Retrieves messages from voice mail, pages staff not on site, and directs calls and visitors to appropriate parties; contacts customers and other agency staff for additional information in resolving complaints.
- Provides information regarding County programs and services, including making referrals and providing phone numbers.
- Schedules appointments, gives directions to locations, mails pamphlets, and provides policy and procedural information, such as permit rate and account information.
- Receives, reviews, and researches complaints, including providing services to senior citizens, delivering items to the post office, reviewing billing data, solving collection problems, resolving meter reading problems, re-computing bills, and determining new rates.
- Corrects bills and other documents by calculating and making adjustments; compiles records of customer complaints and forwards records to supervisor of department/ program.
- Composes and types correspondence, activity/event/meeting location listings, forms, reports, and other documentation required for customer service or complaint resolution.
- Performs data entry using software applications, such as databases to track reported problems and billing errors.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Creates and maintains customer service files, including departmental correspondence, phone calls, and other supporting documentation.
- Inventories and requisitions office supplies.
- Provides on-the-job training for new employees.
- Opens, stamps, sorts, and prepares mail.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Customer Service Representative

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Office theories and principles;
- County program/service policies and procedures;
- Phone bank services;
- Telephone etiquette.

**SKILLS:** (position requirements at entry):

Skills in:

- Using customer service techniques;
- Taking and relaying messages;
- Using pagers and cellular telephones;
- Using multi-line phone banks;
- Reviewing bills and correcting billing errors;
- Effective listening and determining the needs of customers and staff;
- Handling irate and hostile customers with tact and diplomacy;
- Projecting a professional and positive image of Fulton County Government and the programs/services offered;
- Using personal computers and related software applications;
- Using general office equipment, such as telephones, copiers, facsimiles, and adding machines;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

**EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent, and one (1) year customer service experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS:** (position requirements at entry):

- None required.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Customer Service Representative

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, reaching, standing, mobility, fingering, grasping, talking, hearing, seeing, and repetitive physical motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical profile standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

Classification History: Draft revised by Fulton County Personnel 12/8/00.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Fiscal Support Specialist II

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
101093	F	B21	Non-Exempt	#2	B

**JOB SUMMARY:** Incumbent in this class performs operational duties related to specialized administrative, fiscal-related duties in revenue generating departments or fiscal related areas. Responsibilities include performing specialized duties in the fiscal support areas of taxation, accounts payable/receivable, title transactions, and other revenue generating functions.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a five-level fiscal support classification series. Fiscal Support Specialist II is distinguished from Fiscal Support Specialist III in that the former has specialized program knowledge of rules, laws, and regulations regarding the area of assignment but does not provide lead direction; whereas the latter provides lead direction to assigned staff. The incumbent may be exposed to diseases, security and safety risks, and excessive noise.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Performs specialized fiscal support duties, such as performing accounts payable/receivable functions and processing tax and title transactions, including reconciling packing slips with invoices; approving invoices; processing bills, deposits, and refunds; and preparing specialized taxation duties and title transactions.
- Makes journal entries and other changes and adjustments in order to correct erroneous information on documents.
- Reconciles and balances cashier reports and bank statements.
- Researches, reviews, handles, and coordinates complex tasks, including handling land disputes and collection problems, recording ownership of splits and combined property, updating maps, and serving as a customer service representative in handling customer complaints.
- Composes, creates, and edits correspondences, applications, claims, forms, permits, appeals, transfers, and specialized reports.
- Accepts, verifies, enters, and makes changes on complex applications and forms.
- Verifies signatures and information in order to detect fraud and ensure applications and forms meet strict deadlines.
- Inventories and orders supplies, such as office supplies and equipment.
- Acts as a liaison between the department, assigned staff, and the general public.
- Assists in interviewing job applicants, makes recommendations for new hires, and trains new employees.
- Attends staff meetings and training workshops in order to remain current on policies and procedures.
- May collect monies for fines and prepare bank deposits for pickup.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Fiscal Support Specialist II

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Federal, state, and local laws, rules, and regulations governing area of assignment.
- Principles and practices of office management;
- Principles and practices of basic accounting;
- Rules, regulations, codes, and terminology governing area of assignment;
- Plats, deeds, and permits;
- Departmental policies and procedures;
- Personal computer and related software:

#### **SKILLS:** (position requirements at entry):

Skills in:

- Applying effective customer service techniques;
- Recording and tracking revenues, such as payables and receivables;
- Monitoring and tracking the flow of data and information;
- Interpreting policies, laws, and regulations governing area of assignment;
- Resolving disputes in area of assignment;
- Detecting and correcting erroneous data, paying attention to detail and accuracy, and maintaining and securing confidentiality;
- Maintaining and updating files and filing systems;
- Operating personal computers, including spreadsheets, database, word processing, presentation, and other related software;
- Using general office equipment, such as phones, copiers, facsimiles, and adding machines;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a High School diploma or G.E.D. equivalent; and two (2) years specialized fiscal support experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Incumbent must be bondable.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Fiscal Support Specialist II

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, mobility, lifting, carrying, fingering, grasping, talking, hearing, seeing, and repetitive physical motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **Physical Profile:**

This is a Category #2 Physical profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the Physical Profile standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 11/2/03. MO/TAE

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Demographer

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
<b>202057</b>	<b>B</b>	<b>C41</b>	<b>Exempt</b>	<b>#2</b>	<b>B</b>

**JOB SUMMARY:** Incumbent in this class performs duties related to developing and maintaining demographic and geographic computer databases used to project and estimate demographic and economic information for unincorporated Fulton County. Responsibilities include performing statistical analyses to develop forecasts used for short- and long-range budget planning, construction, development, and other demographic purposes.

**DISTINGUISHING CHARACTERISTICS:** This is a stand-alone classification which does not fit within a classification series. Incumbent analyzes segments of the human population, such as race, age, sex, population, income, and migration patterns to forecast current and future demands for public services.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Collects and analyzes demographic and economic data to forecast current and future demands for public services.
- Analyzes and interprets data and applies statistical methodology to provide information for research and analysis.
- Determines methods to collect information and develops questionnaire techniques according to design.
- Develops demographic research methodologies.
- Calculates statistics and/or performs statistical analyses.
- Analyzes and interprets statistics and prepares conclusions and forecasts based on data summaries.
- Maintains population census, demographic, and economic information using Geographic Information Systems (GIS) databases.
- Examines the effect of population changes on society and social policy.
- Studies social and economic change and their effect on family patterns and behaviors.
- Compiles data and develops computerized statistical models used for forecasting, analysis, and decision making.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Demographer

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Standardized mapping techniques;
- Geographic Information Systems (GIS) and related software (e.g., ArcView, ARC/Info);
- World Wide Web page development software and languages (e.g., HTML, JAVA);
- Statistical methods and techniques used to compile and analyze data;
- Sampling and survey techniques;
- Quantitative and qualitative statistical analysis;
- Land use and development regulations;
- Urban planning concepts;
- Research techniques and methodologies;
- Nonverbal symbols used in formulas, equations, and/or graphs;
- Demographic and planning information resources;
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Applying demographic and urban planning research methods and techniques;
- Applying standardized mapping techniques;
- Preparing and presenting oral, narrative, and statistical reports and recommendations;
- Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Recognizing existing or potential statistical errors and making corrections;
- Conducting effective research, compiling data, and performing statistical analyses;
- Operating personal computers, including spreadsheet, database, word processing, presentation, Geographic Information Systems, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in statistics, geography, urban planning, economics, or a closely related field; and three (3) years experience in statistical research, geographically-based database development, data management, data analysis, or a related area; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*);
- Certification by the American Institute of Certified Planners (AICP) is preferred.

**FULTON COUNTY, GEORGIA**  
**CLASS SPECIFICATION**

**CLASS TITLE: Demographer**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, walking, fingering, kneeling, bending, reaching, lifting, driving, talking, hearing, and seeing.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 12/1/05.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Community Development Specialist

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
202412	B	C43	Exempt	#2	B

**JOB SUMMARY:** Incumbent in this class performs process duties related to administering federal funds provided for community development projects. Responsibilities include identifying eligible development projects, preparing grant proposals, monitoring grant compliance by recipients, and providing financial management of grant-funded projects.

**DISTINGUISHING CHARACTERISTICS:** This is the first level within a two-level community development classification series. Community Development Specialist is distinguished from Community Development Manager in that the former identifies and recommends eligible projects for federal funding, whereas the latter oversees the administration of grant funds and projects in addition to managing assigned staff. This series is distinguished from the Economic Development series by its emphasis on the administration of federal funding for housing and other community development projects rather than on the promotion of business growth and employment opportunities.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Administers federal grant funds provided for community development within Fulton County and its municipalities.
- Prepares, updates, and amends cooperative agreements.
- Identifies eligible development projects and recommends funding, conducts an evaluation and ranking of proposals, and prepares grant proposals and recommendations for federal funding.
- Monitors and ensures compliance with all grant conditions by sub-recipients, including labor and set-aside requirements.
- Provides financial management of grant-funded projects; prepares operating budgets, reports, and cost allocations; manages expenses; and ensures appropriate audit trails.
- Conducts site visits to monitor performance.
- Prepares graphical data displays; performs various studies to produce data; and collects, organizes, and evaluates data.
- Provides technical assistance to sub-recipients and other agencies.
- Develops and revises policies and procedures governing program administration.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Community Development Specialist

#### **KNOWLEDGE:** (position requirements at entry):

##### Knowledge of:

- Laws, rules, and regulations governing community development programs and activities;
- Principles and practices of grants development and administration;
- Grant-funded project management practices;
- Principles and practices of governmental purchasing and contracts administration;
- Fair housing and equal opportunity laws and regulations;
- Contract compliance processes and procedures;
- Methods used to collect and analyze statistical data;
- Various public and private sector financial programs;
- Principles and practices of financial management;
- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Requirements (GAR);
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

##### Skills in:

- Interpreting maps, drawings, and construction plans;
- Applying statistical and analytical tools and methods;
- Coordinating multiple projects simultaneously;
- Developing grant proposals and administering grant funding;
- Interpreting rules, regulations, policies, and procedures governing federally-funded grants awarded to local governments and not-for-profit organizations;
- Coordinating projects involving public and private organizations;
- Resolving problems;
- Preparing and presenting oral and written communications;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Conducting effective presentations;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, finance, planning, marketing, or a related field; and three (3) years experience in grants administration or economic development; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: **Community Development Specialist**

**LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require standing, walking, grasping, fingering, driving, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 5/2/03. JW/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Community Development Manager

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
202416	B	C52	Exempt	#2	B

**JOB SUMMARY:** Incumbent in this class performs process duties related to overseeing the administration of federal funds provided for community development projects. Responsibilities include managing assigned staff, identifying eligible development projects, recommending funding, and preparing grant proposals.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a two-level community development classification series. Community Development Manager is distinguished from Community Development Specialist in that the former oversees the administration of grant funds and projects in addition to managing assigned staff, whereas the latter identifies and recommends eligible projects for federal funding. This series is distinguished from the Economic Development series by its emphasis on the administration of federal funding for housing and other community development projects rather than on the promotion of business growth and employment opportunities.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Oversees the administration of federal grant funds provided for community development within Fulton County and its municipalities.
- Manages assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.
- Develops and presents comprehensive reports, business studies, and findings.
- Prepares, updates, and amends cooperative agreements.
- Develops action plans and creates strategies and methods for establishing policy for special projects.
- Identifies eligible development projects and recommends funding, conducts an evaluation and ranking of proposals, and prepares grant proposals and recommendations for federal funding.
- Monitors and ensures compliance with all grant conditions by sub-recipients and authorizes payments.
- Provides financial management of grant-funded projects; prepares operating budgets, reports, and cost allocations; manages expenses; and ensures appropriate audit trails.
- Consults with and serves as a County liaison to governmental funding agencies.
- Meets with County administrators and officials to initiate and execute community development projects.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Community Development Manager

#### **KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Principles and practices of management and supervision;
- Laws, rules, and regulations governing community development programs and activities;
- Principles and practices of grants development and administration;
- Grant-funded project management practices;
- Principles and practices of governmental purchasing and contracts administration;
- Fair housing and equal opportunity laws and regulations;
- Contract compliance processes and procedures;
- Methods used to collect and analyze statistical data;
- Various public and private sector financial programs;
- Principles and practices of financial management;
- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Requirements (GAR);
- Personal computers and related software.

#### **SKILLS:** (position requirements at entry):

Skills in:

- Managing and supervising assigned staff;
- Organizing and prioritizing work;
- Resolving problems and making decisions;
- Interpreting maps, drawings, and construction plans;
- Applying statistical and analytical tools and methods;
- Managing multiple projects simultaneously;
- Developing grant proposals and administering grant funding;
- Interpreting rules, regulations, policies, and procedures governing federally-funded grants awarded to local governments and not-for-profit organizations;
- Coordinating projects involving public and private organizations;
- Preparing and presenting oral and written communications;
- Conducting effective presentations;
- Analyzing and evaluating financial plans, budgets, and accounting and disbursement procedures;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Community Development Manager

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, finance, planning, marketing, or a related field; and five (5) years experience in grants administration or economic development, including two (2) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require sitting, standing, walking, fingering, driving, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Physical Profile:**

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 5/5/03. JW/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Development Services Coordinator

CLASS CODE: <b>202433</b>	EEO CODE: <b>B</b>	SALARY RANGE: <b>C43</b>	FLSA STATUS: <b>Exempt</b>	PHYSICAL PROFILE: <b>#2</b>	TEST CATEGORY: <b>B</b>
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**JOB SUMMARY:** Incumbent in this class performs process duties related to coordinating zoning, permitting, and development activities and tracking projects to prevent unwarranted delays. Responsibilities include supervising assigned staff, facilitating the resolution of customer complaints, and coordinating services to ensure customers receive prompt attention.

**DISTINGUISHING CHARACTERISTICS:** This is a stand-alone classification which does not fit within a classification series. Incumbent coordinates zoning, permitting, and development activities and facilitates the resolution of customer complaints.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Coordinates zoning, permitting, and development activities and tracks projects to prevent unwarranted delays.
- Supervises assigned staff, including establishing workloads, prioritizing work assignments, evaluating employee performance, interpreting and enforcing policies and procedures, resolving staff issues, and administering disciplinary action as required.
- Advises developers, attorneys, bankers, the general public, and other interested parties of processes, regulations, and procedures to be followed in land development.
- Facilitates the resolution of problems by researching and analyzing facts, presenting findings, and rendering decisions.
- Coordinates responses to questions from the general public by routing inquiries to appropriate parties and ensuring a timely response.
- Facilitates communication between departmental staff through memorandums and meetings.
- Serves as a liaison between the general public and assigned area in processing documents, answering questions, and explaining processes.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Office practices and procedures;
- General office equipment;
- Principles and practices of supervision;
- Maps and blueprints;
- Laws, ordinances, and regulations governing land use and zoning;
- Principles and practices of customer service;
- Land use and general planning and zoning processes;
- Plan review and planning analysis processes;
- Personal computers and related software.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Development Services Coordinator

#### **SKILLS:** (position requirements at entry):

Skills in:

- Supervising assigned staff;
- Organizing and prioritizing work;
- Providing effective customer service;
- Facilitating problem resolution;
- Using general office equipment, including typewriters, telephones, calculators, copiers, and fax machines;
- Preparing and presenting oral and written communications/reports;
- Reading and interpreting maps, construction drawings, and blueprints;
- Conducting effective presentations;
- Interpreting and applying laws, ordinances, and regulations governing land use and zoning;
- Explaining processes, regulations, and procedures related to land use and development;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, engineering, urban planning, or a related field; and four (4) years experience working in plan review, including two (2) years lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- None required.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Development Services Coordinator

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require sitting, standing, walking, fingering, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 12/8/03.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Planner I

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
202452	B	C41	Exempt	#2	B

**JOB SUMMARY:** Incumbent in this class performs process duties related to participating in defined segments of planning projects. Responsibilities include assisting in plan reviews; maintaining records; and collecting, tabulating, and storing data.

**DISTINGUISHING CHARACTERISTICS:** This is the first level within a four-level planning classification series. Planner I is distinguished from Planner II in that the former assists in conducting plan reviews and performs various administrative and planning duties under close supervision, whereas the latter performs diverse planning assignments under limited supervision. This series is responsible for formal planning activities that affect the general public in areas such as transportation, land use, comprehensive planning, and park improvements.

**ESSENTIAL DUTIES:** (This list is a representative sample; position assignments may vary.)

- Performs a variety of administrative functions associated with planning activities, such as maintaining records and program information, drafting and reviewing correspondence, and providing public information.
- Responds to requests for information related to planning services and assists in conducting plan reviews.
- Participates in defined segments of planning projects, including conducting research as assigned.
- Prepares specifications and plans for landscaping and park improvements.
- Provides demographic information to agencies and the public and generates summaries and reports utilizing internal County resources or external data sources.
- Collects, tabulates, and stores data in addition to maintaining population-based statistical indicators.
- Researches and analyzes statistical data for use in planning activities.
- Develops and updates County databases for land use and related activities.
- Finalizes administrative planning modifications as appropriate.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Principles and practices of comprehensive planning;
- Principles and practices of landscape design and recreational planning;
- Demographic and planning information resources;
- Personal computers and related software;
- Theories and principles of general statistics;
- Sampling, survey, and data analysis techniques;
- Zoning processes and development standards;
- Laws and ordinances related to planning, development, and zoning.

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Planner I

#### **SKILLS:** (position requirements at entry):

Skills in:

- Using drafting tools;
- Operating personal computers, including spreadsheet, database, word processing, presentation, and other related software;
- Conducting planning-related research;
- Understanding and analyzing community issues related to planning;
- Reading blueprints and performing site inspections;
- Applying planning theories and principles;
- Establishing and maintaining effective working relationships with other County personnel, officials, and the general public;
- Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

#### **EXPERIENCE AND TRAINING:** (position requirements at entry):

Completion of course work equivalent to the academic requirements of a Bachelor's degree in planning, architecture, landscape architecture, or a related field; and one (1) year experience in a planning-related discipline; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS:** (position requirements at entry):

- Valid State of Georgia Driver's License (*as required by position assignment*).

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Planner I

#### PHYSICAL REQUIREMENTS:

Positions in this class typically require mobility, lifting, carrying, bending, reaching, twisting, pushing, pulling, grasping, fingering, using foot controls, driving, talking, hearing, and seeing. Work in this class also involves working outside and exposure to adverse weather conditions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

**Classification History:** Draft revised by Fulton County Personnel 5/12/03. JW/DAG

# FULTON COUNTY, GEORGIA

## CLASS SPECIFICATION

### CLASS TITLE: Planner II

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
202453	B	C42	Exempt	#2	B

**JOB SUMMARY:** Incumbent in this class performs process duties related to conducting specialized planning activities. Responsibilities include conducting analytical and statistical studies to determine the impact of proposed development on the public.

**DISTINGUISHING CHARACTERISTICS:** This is the second level within a four-level planning classification series. Planner II is distinguished from Planner III in that the former performs diverse planning assignments under limited supervision, whereas the latter provides lead direction to assigned staff in addition to playing a leading role in interdepartmental teams and planning projects. This series is responsible for formal planning activities that affect the general public in various areas, such as transportation, land use, comprehensive planning, and park improvements.

**ESSENTIAL DUTIES:** (This list is a representative sample: position assignments may vary.)

- Performs specialized planning activities in various areas, such as comprehensive, transportation, land use, and recreational planning.
- Plans, develops, and participates in planning projects.
- Participates on interdepartmental teams that produce specialized and target area plans.
- Develops and updates various County databases, such as maps and infrastructure.
- Researches and evaluates project data; oversees and prepares plans, designs, specifications, and project budgets; and administers the development of an impact fee program.
- Serves as a staff planner to appointed committees, advisory boards, and commissions.
- Assists in developing policies and procedures designed to govern County programs.
- Prepares and analyzes comprehensive rezoning and use permit recommendation plans.
- Assists in preparing grant proposals and funding recommendations.
- Schedules and participates in public meetings and hearings.

**KNOWLEDGE:** (position requirements at entry):

Knowledge of:

- Principles and practices of comprehensive planning;
- Principles and practices of landscape design and recreational planning;
- Demographic and planning information resources;
- Personal computers and related software;
- Theories and principles of general statistics;
- Sampling, survey, and data analysis techniques;
- Laws and ordinances related to planning, development, and zoning;
- Zoning processes and development standards;
- Database design and maintenance;
- Principles and practices of customer service;
- General principles of financial analysis.