

## **TABLE OF CONTENTS**

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### **INTRODUCTION**

Guide to Using This Handbook  
Referencing

### **SECTION I - OVERVIEW OF THE DEVELOPMENT REVIEW PROCESS**

- Step 1 Pre-application Conference
- Step 2 Land Use Controls Determination
- Step 3 Development Processes
- Step 4 Construction Approvals and Permits
- Step 5 Construction
- Step 6 Building Occupancy

### **SECTION II - THE PERMIT PROCESS**

- A. Suggestions to Developers on How to Expedite The Permitting Process
- B. Rezoning
- C. Special Approval
- D. Conditional Rezoning
- E. Mixed-Use Development District (C-7)
- F. Zoning Variance/Appeals
- G. Minor Subdivision
- H. Major Subdivision
- I. Administrative Subdivision
- J. Site Plan Application for Commercial, Office, Institutional and Industrial Developments
- K. Utility Plan
- L. Land Disturbance Approval (Tree Permit)
- M. Floodplain Review
- N. Soil Erosion Control Permit
- O. Building Permit
  - Life Safety Code Review (Building & Fire)
  - Architectural Plans
  - Structural Plans
  - Mechanical Plans
  - Plumbing Plans
  - Electrical Plans
- P. Sign Permit

### **SECTION III - SUMMARY OF FEE SCHEDULE**

- A. Zoning
- B. Subdivision
- C. Variances
- D. Construction Approvals/Permits
- E. Building Permit
- F. HVAC Permit
- G. Plumbing Permit
- H. Electrical Permit
- I. Gas Permit
- J. Business License
- K. Environmental Health Services

### **SECTION IV - DESCRIPTION OF THE ROLES OF DEVELOPMENT REVIEW DEPARTMENTS**

- A. Dougherty County Health Department - Environmental Health Section
- B. The Department of Agriculture
- C. City of Albany Public Works Department
  - Street Division
  - Sewer Maintenance Division
  - Solid Waste Division
  - Storm Drainage Division
- D. Planning & Development Services Department
- E. City Engineering Department
- F. Traffic Engineering Department
- G. Dougherty County Public Works Department
- H. Water, Gas & Light Commission

### **SECTION V - BUSINESS LICENSE APPLICATION**

- A. Residential Business License Application
- B. Non-Residential Business License Application
- C. Application Requirements for Residential and Non-Residential Business (General Contractors)
- D. Home Occupation Application

### **APPENDIX**

- A. Zoning District Titles
- B. City Ordinances, County Regulations, Resolutions and Other Documents Used In The Development Review Process and Business License Application
- C. Checklist For Commercial, Office, Institutional and Industrial Site Plans
- D. Sample of Cover Sheet
- E. Sample of Building Code Summary Sheet
- F. Address of City, County, State and Federal Agencies
- G. Glossary of Terms
- H. Index
- I. Bibliography

## **LIST OF FIGURES**

---

- A. Overview of the Development Process
- B. Rezoning Process
- C. Zoning Variance/Appeal Process
- D. Subdivision Review Process
- E. Site Plan Review Procedure
- F. Land Disturbance Approval (Tree Permit) Procedure
- G. Floodplain Review Procedure
- H. Soil Erosion Control Permit Procedure
- I. Building Permit Procedure/Sign Permit Procedure

### **TABLE**

Development Approvals/Permits Requirement (New Construction)

## INTRODUCTION

The purpose of this handbook is three-fold: first, to compile the numerous City of Albany and Dougherty County development processes into a single document; secondly, to provide a general overview of the development process; and thirdly, to help developers, consultants and the occasional one-time user gain a better understanding of the permitting process thereby reducing any confusion individuals may have when filing a development and/or business license application with the City of Albany and/or Dougherty County. New City/County employees involved in the permitting process can also use this handbook. It will provide them the opportunity to understand the permitting processes in a comprehensive manner.

The information contained in this handbook is general in nature. It should not be used as a substitute for the City and County Ordinances/Regulations, but it is intended to supplement their use. Users of this handbook are strongly advised to always consult the respective ordinances and regulations for specific details.

## GUIDE TO USING THIS HANDBOOK

This handbook is organized in a manner that is user friendly. It is structured differently from most other handbooks because it provides definitions and submittal requirements for each permitting process in the same place the process is discussed instead of addressing them in different parts of the document. This will increase user friendliness and will enable users to get all the information they need on a particular process with much ease. This handbook is divided into three parts:

**Part One - the development process** is further divided into four sections:

*Section One* - describes the overview of the development process. It takes the developer from the phase of idea conception through the permitting process to building occupancy.

*Section Two* - offers suggestions to developers on how to expedite the permitting process and describes the various permitting processes. It takes users step-by-step through the separate permitting processes.

*Section Three* - lists the various approvals/permit fees; and

*Section Four* - describes the roles of the various development review departments. It is aimed at enlightening users of this handbook about the function each department plays in the permitting process.

**Part Two** - addresses the business license application procedures, is intended to inform business license applicants about the application process. However, for detailed information about the business license application requirements, users are advised to contact the Business License Inspector

**Part Three** - lists reference and guidance materials. The user will find a list of zoning codes, a glossary of frequently used terms; a list of City Ordinances; County Regulations; resolutions and other documents used in the development review process and business license application; addresses of City, County, State and Federal agencies that should help users in finding answers to many of their permitting questions, and enable them to seek assistance from the State and Federal agencies. A reference index and bibliography are also included to complete the handbook.

**SECTION ONE - OVERVIEW OF THE DEVELOPMENT REVIEW PROCESS**

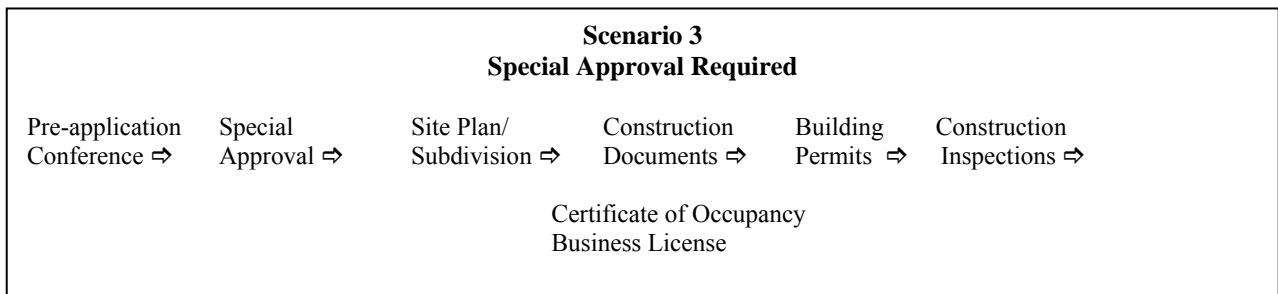
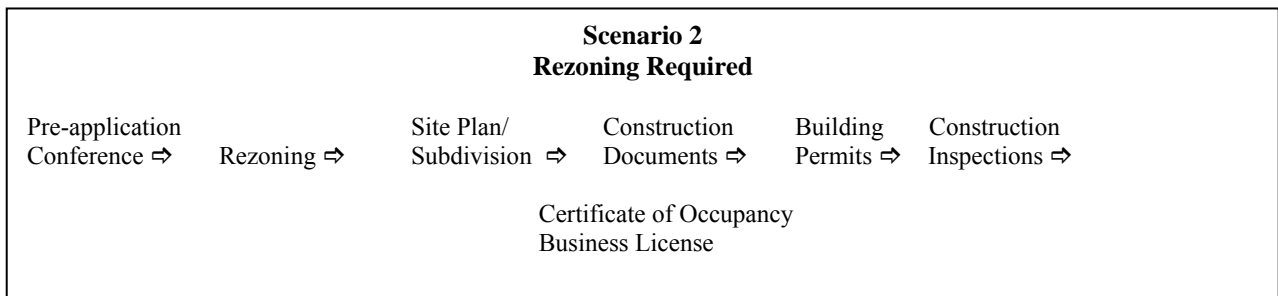
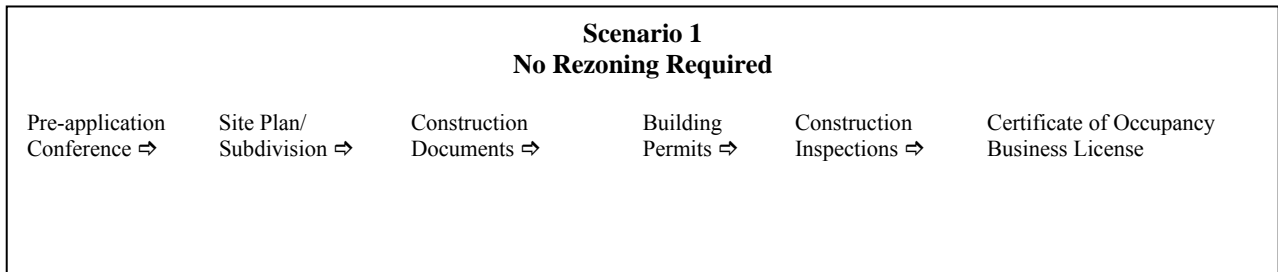
So you want to develop in the City of Albany and Dougherty County, but do not know what to do? The following is an overview of how the process works:

***Step 1. - Pre-application Conference***

To begin the process, it is very important to schedule a pre-application conference with the staff of the Planning & Development Services Department, Engineering Department, etc. A brief discussion with staff can help to determine exactly what actions and reviews are needed to receive approval. Secondly, the conference will help staff look at the proposed development with respect to the policies of the City and County Comprehensive Plan. Thirdly, the conference brings about an understanding between staff and the developer that will help expedite the process.

***Step 2. - Land Use Controls Determination***

A determination has to be made about the consistency of the development proposal with the City and County zoning codes. This determination is crucial in dictating the flow path of the application. In an ideal scenario (Scenario 1), a development proposal which is in compliance with the applicable zoning regulations will require a building permit in conjunction with other construction permits prior to construction and building occupancy. The developer should inquire from staff if he/she is required to apply for rezoning of property (Scenario 2) or (Scenario 3) obtain Special Approval of the Commission(s).



### ***Step 3. - The Development Process***

The possible development process includes the following:

- A. Rezoning
- B. Conditional Rezoning
- C. Special Approval
- D. Mixed-Use Development (C-7)
- E. Site Plan (Commercial, Office, Institutional, Industrial)
- F. Grade Plans
- G. Zoning Variance/Appeal
- H. Minor Subdivision
- I. Major Subdivision
- J. Land Disturbance (Tree) Approval
- K. Floodplain Approval
- L. Soil Erosion and Sedimentation Control Permit
- M. Sign Approval
- N. Building Plans Approval

Each of these permitting processes is described in detail in Part One of this handbook. The development application is reviewed so that the process(es) applying to the development proposal can be charted to the point of final action. Circumstances of the development proposal may require one or more of these processes. Some of the processes are sequential, requiring certain approvals or permits before beginning others.

Most other processes may be conducted simultaneously or parallel to each other.

### ***Step 4. - Construction Approvals and Permits***

Construction approval and permits are required for the following: Land Alteration (tree permit), Floodplain, Soil Erosion and Sedimentation Control, and building plans. These approvals and permits must be obtained prior to obtaining a building permit.

### ***Step 5. - Building Permit***

Once the developer obtains a building permit, he/she can proceed with actual construction of the improvements, building or other structures.

### ***Step 6. - Construction***

### ***Step 7. - Inspection***

### ***Step 8. - Building Occupancy***

## SECTION TWO - THE PERMIT PROCESS

### A. Suggestions to developers on how to expedite the permitting process:

1. Familiarize yourself with applicable City/County ordinances/regulations. The more familiar you are with the permitting requirements and procedure, the less time the approval process will take. Unfamiliarity with ordinances/regulations can result in permitting/approval delays.
2. Ask questions while you are putting your development proposal together.
3. Arrange a pre-application meeting with respective review departments, such as the Planning & Development Services Department; the City Engineering Department; the Environmental Health Section; the Department of Agriculture; the County Public Works Department; Water, Gas & Light Commission; Albany Fire Department: etc. Contact the Planning & Development Services Department for arrangements.
4. *Remember, it is important to always submit complete applications.*

### B. Rezoning

(Definition: The request by a property owner to change the way a particular property is zoned from one district to another.)

#### Procedures:

1. Applicant arranges a pre-application meeting with planning staff (not mandatory, but strongly encouraged).
2. Applicant submits the application to the Planning & Development Services Department.
3. Planning staff checks application for completeness (No action will be taken if application is incomplete).
4. A public notice is published in a newspaper of general circulation in the City and County, and a sign is posted on site with time, date, and place of public hearing.
5. Planning staff reviews, analyzes, and formulates findings of fact, and issues a written recommendation (staff may request a meeting with applicant to discuss solutions if staff finds problems with approving the application).
6. The Planning Commission conducts a public hearing to consider the application, and issues a written recommendation to either the Board of City Commissioners or the Board of County Commissioners.
7. Application is considered in the regularly scheduled public hearing of the City Commission/County Commission.
8. Application is considered in the regularly scheduled work session of the City Commission/County Commission.

9. City Commission/County Commission has a final vote on application.
10. Upon approval, an ordinance will be drafted to adopt the amendment.

**(Approximate Time Frame: 60-90 days to complete)**

**C. Special Approval**

(Definition: It is a use that would not be appropriate generally or without restriction throughout the zoning district but which, if controlled as to number, area, location, or relation to the neighborhood, would not be detrimental to public health, safety, or general welfare.)

Procedures:

Follow basic rezoning procedures.

**(Approximate Time Frame: 60-90 days to complete)**

**D. Conditional Rezoning**

(Definition: It is a rezoning which allows a land use not permitted by right in a zoning district, and which does not become effective until the applicant agrees to all the conditions imposed by either the City or County.)

Procedures:

Follows basic rezoning procedures except: Between the time an application for conditional rezoning is filed, and the call for the final vote for approval or denial of application by the Board of City Commissioners or the Board of County Commissioners, the Albany Dougherty Planning Commission, the City Commission, or the County Commission may stipulate with the property owner, conditions under which the property would be used if the application is approved.

**(Approximate Time Frame: 60-90 days to complete)**

**E. Mixed-Use Development District (C-7)**

(Definition: An area of a minimum contiguous size as specified by the ordinance, to be planned, developed, operated, and maintained as a single entity containing one or more structures to accommodate mixed uses, and appurtenant common areas, and other uses incidental to the predominant uses.

Procedures:

Follows the basic rezoning procedure except:

1. Albany Dougherty Planning Commission and/or the Board of City Commissioners/Board of County Commissioners may stipulate with the property owner, conditions under which that property would be used if the application were approved.
2. Conditions could be extensive since they may replace all zoning ordinance requirements.

3. The General Development Plan (Subdivision Regulations) serves as the Site Plan.
4. The Planning Commission must approve restrictive covenants if common open space exists.

**(Approximate Time Frame: 60-90 days to complete)**

**F. Zoning Variance/Appeals**

(Definition: A waiver from compliance with a specific provision of the subdivision standards and zoning standards (including height, frontage, setback, lot coverage, density, area, and off-street parking) granted because of particular difficulties or unnecessary hardship that would be imposed by the strict application of that provision of the standards.

Procedures:

1. Applicant makes a pre-application contact with the planning staff (not mandatory, but strongly encouraged).
2. Applicant files application with the Planning & Development Services Department.
3. Planning staff checks application for completeness (No action will be taken if application is not complete).
4. Planning staff prepares public notice to be published in a newspaper of general circulation.
5. Planning staff reviews, analyzes, and formulates findings of fact, and issues a written recommendation to the Planning Commission.
6. The Planning Commission conducts a public hearing to consider application.
7. Upon approval, applicant will proceed to obtain a building permit.

Submittal Requirements - The following information shall be submitted:

1. A completed application.
2. A site plan of the property, showing:
  - a. dimensions relevant to the application
  - b. name, signature, address, and phone number of applicant
  - c. an application fee
3. Soil scientist's report and soil map superimposed on plat and topography maps if subdivision will not be on public water and/or sewer (for Environmental Health Section review).

## **G. Minor Subdivision**

(Definition: The following shall be deemed a minor subdivision; for complete definition, refer to Subdivision Regulations.)

1. Any subdivision or re-subdivision, which will not involve the construction of any new streets, publicly developed drainage ways, or the extension of public utilities, and is not in conflict with the Comprehensive Plan, or other applicable regulations as officially adopted.
2. Planning staff checks application for completeness (No action will be taken on incomplete applications).
3. Planning staff refers application to other City/County departments for review and comments.
4. Planning staff reviews application taking comments from other departments into consideration, and recommends approval or denial to Director.
5. Director reviews staff's recommendation, and grants approval or denial of application.
6. Plat is recorded.
7. Director informs Planning Commission about action taken on application and Planning Commission ratifies the action.

**(Approximate Time Frame: 10 days)**

### Submittal Requirements

1. A completed pre-application form from the Engineering Department.
2. A completed application.
3. Appropriate fees.
4. Deed for all property to be dedicated for public use.
5. Location of nearest (ADCCS) monument, land lot intersection, street intersection or other permanent corners subject to the approval of the City/County Engineer.
6. Signature block for approval by Director of the Planning & Development Services Department.
7. Two (2) polyester mylars of plat, and ten (10) photo copies. Standard plat must have dimension of 11" x 17" (or 17" x 22" if on scale of 1" = 200' or higher).

The following information shall be shown on the plat:

- a. Printed name, signature, address, and phone number of owner and applicant.

- b. Name, signature, license number, seal, address, and phone number of engineer/land surveyor, landscape architect.
- c. Title denoting type of application, land lots and land district, block and parcel number, street location.
- d. Vicinity map showing location of tract with reference to surrounding properties, streets, City/County boundaries.
- e. North arrow and graphic scale.
- f. Acreage of subdivided tract(s) displayed to the nearest tenth of an acre.
- g. Date of original and all revisions.
- h. Minimum building setback lines.
- i. Show all watercourses, floodplains, wetlands, wells or other visible or known environmentally sensitive areas on site or show statement indicating that no such areas exist on property.
- j. Existing rights-of-way and/or easements on the tract or that affect the tract to be subdivided, and the purposes for such areas.
- k. Existing and proposed contours (at one-foot intervals) based on City/County datum, as required by the City/County Engineer. Contours may be required to extend beyond subject property unless otherwise approved.
- l. Certification that the applicant is the owner of the property to be subdivided as his/her agent and signature by owner on final plat.
- m. Location and dimensions of any existing streets
- n. Delineation of lot lines, dimensions and area in square feet or acreage of all lots and other tracts that result from subdivision.
- o. Any existing or proposed easement or land reserved for or dedicated to public use, and the purposes of such areas.
- p. Names of adjoining subdivisions and/or property owners including reference to the plats or deeds of such properties by recorded name, date recorded, file and cabinet number or deed reference.
- q. Certification of the accuracy of the survey and plat by the engineer/land surveyor, landscape architect.
- r. Drainage area map and drainage calculations (as required by engineer).
- s. Evidence of Environmental Health Section approval of soil survey or percolation tests if applicable.

- t. Location and description of monumentation.
- u. Any existing and proposed utilities on site.

## **H. Major Subdivision**

(Definition: Any subdivision not classified as a minor or administrative subdivision)

### Procedures - Preliminary Plat Application

1. Applicant arranges a pre-application conference with the staff of the Planning & Development Department; City Engineering or County Public Works Department; Water Gas & Light Commission, Traffic Engineering, Environmental Health, Agriculture Department, and Fire Department (pre-application conferences are not mandatory, but strongly recommended).
2. Applicant submits a preliminary plat application to the Planning & Development Services Department.
3. Planning staff checks application for completeness (No action will be taken on incomplete applications).
4. Planning staff refers application to respective City/County departments for review and comments.
5. Planning staff reviews application (they will take comments from other City/County departments into consideration).
6. Upon obtaining approval of preliminary plat from the Planning & Development Services Department, applicant shall submit eleven (11) sets of engineering construction plans, including grading plan, street construction plan, etc., to the City Engineering or County Public Works Department for review (See Appendix for requirements for these plans).
7. Upon review, the City Engineering Department or County Public Works Department shall approve or deny the plans.
8. If the plans are approved, the developer may begin construction of improvements, and the City Engineering Department or County Public Works Department shall inspect the improvements to ensure compliance with design standard.

**(Approximate Time Frame: Varies upon completion of plats)**

### Submittal Requirements

1. A completed pre-application form from the City Engineering Department or County Public Works Department.
2. A completed application.
3. Appropriate fees.

4. Ten (10) photocopies of plat.
5. Soil scientist's report and soils map superimposed on plat and topography map if subdivision will not be on public sewer (For Environmental Health Section's review).
6. List of proposed new street names for Street Naming Committee's approval.

*The following information shall be shown on the preliminary plat:*

1. Printed name, signature, address, and phone number of owner and applicant.
2. Name, signature, license number, seal, address, and phone number of registered engineer/land surveyor.
3. Title denoting type of application, land lot and land district, block and parcel number, street location.
4. Vicinity map showing location of tract with reference to surrounding properties, streets, City/County boundaries.
5. North arrow and graphic scale.
6. Acreage of tract to be subdivided to the nearest tenth of an acre.
7. Date of original and all revisions.
8. Phases of development.
9. Minimum building setback lines.
10. All water courses, floodplains, wetlands, wells or other visible or known environmentally sensitive areas on site and within 100' of property lines, or show statement indicating that no such areas exist on property.
11. Existing rights-of-way and/or easements on the tract or that affect the tract to be subdivided.
12. Indicate proposed street names, and if they will be private or dedicated.
13. Certification that the applicant is the owner of the property to be subdivided as his/her agent and signature by owner on final plat.
14. Location and dimensions of any existing streets.
15. Delineation of lot lines, dimensions and area in square feet or acreage of all lots and other tracts that result from subdivision.
16. Any existing or proposed easement or land reserved for or dedicated to public use that affect the land to be subdivided, and the purposes of such areas.

17. Names of adjoining subdivisions and/or property owners including reference to the plats or deeds of such properties by recorded name, date recorded, file and cabinet number or deed reference.
18. Existing system of drainage of subject site and any larger tract or basin of which it is a part.
19. Drainage calculations as required by engineer.
20. Evidence of Environmental Health Section approval of soil survey or percolation tests if applicable.
21. Proposed utility infrastructure plans, including sanitary sewer, water, storm water, management, telephone, electric, cable TV, and gas.
22. Soil Erosion and Sediment Control Plan with required application and fees.
23. Lighting plan and details.

Additionally, after preliminary plat approval, construction plans must be submitted to the appropriate review department.

*Procedures - Final Plat Application*

*Submittal Requirements*

1. An approval letter for subdivision from the Environmental Health Section with exceptions/restrictions noted.
2. Approval letters of all improvements from all other appropriate departments.
3. Location of nearest (ADCCS) monument, land lot intersection, street intersection or other permanent corners, subject to the approval of the City/County Engineer.
4. Signature block for approval by Director of the Planning & Development Services Department.
5. One (1) copy of plat in digital format.
6. Two (2) polyester mylars of plat.
7. Two (2) photocopies of plat.
8. Quit-claim deed conveying ownership of all rights-of-way, public holding ponds and improvements to City or County.
9. Easement agreement granting City or County perpetual access to all public easements. (Quit-claim deed and easement agreement may be combined into one document).

**(Approximate Time Frame: Varies upon completion of plats)**

The following information shall be shown on the plat:

1. Printed name, signature, address, and phone number of owner and applicant.
2. Name, signature, license number, seal, address, and phone number of engineer/land surveyor, landscape architect.
3. Title denoting type of application, land lot and land district, block and parcel number, street location.
4. Certification of the accuracy of the survey and plat by the engineer/land surveyor, landscape architect.
5. Vicinity map showing location of tract with reference to surrounding properties, streets, City/County boundaries.
6. North arrow and graphic scale.
7. Acreage of tract to be subdivided to the nearest tenth of an acre.
8. Date of original and all revisions.
9. Phase of development.
10. Minimum building setback lines.
11. Show all water courses, floodplains, wetlands, wells or other visible or known environmentally sensitive areas on site or show statement indicating that no such areas exist on property
12. Existing rights-of-way and/or easements on the tract or that affect the tract to be subdivided.
13. Proposed street names, and if they will be private or dedicated.
14. Certification that the applicant is the owner of the property to be subdivided as his/her agent and signature by owner on final plat.
15. Location and dimensions of any existing streets
16. Delineation of lot lines, dimensions and area in square feet or acreage of all lots and other tracts that result from subdivision.
17. Any existing or proposed easement or land reserved for or dedicated to public use, and the purposes of such areas.
18. Names of adjoining subdivisions and/or property owners including reference to the plats or deeds of such properties by recorded name, date recorded, file and cabinet number or deed reference.
19. Location and description of monumentation.

20. Existing and proposed utilities, water, gas, power transformers, water meters, etc.

When all improvements have been installed or a bond has been posted, the developer applies for final plat approval. The final plat is submitted in digital format and on mylar with two (2) copies.

The Planning & Development Services staff reviews the final plat for completeness then distributes copies to respective City/County departments for review and final comments. Once staff has been notified by all reviewing departments that improvements are acceptable, or that the developer has posted a bond or an acceptable improvement guarantee in the amount required (in lieu of improvements), the plat shall be recorded.

## **I. Administrative Subdivision**

(Definition: The following shall be deemed an administrative subdivision :)

1. Divisions of two or more lots where each lot has a minimum of five acres and a minimum of 200 feet of frontage on an existing public road, if no new streets are created and the resultant lots meet the standards of the zoning ordinance.
2. Divisions of property by testamentary or intestate provisions.
3. Divisions of property upon court order, including, but not limited to judgements of foreclosures; and
4. Consolidation of existing lots by deed or other recorded instrument.
5. Divisions of property owned by multiple owners where the property is to be deeded individually to several owners and otherwise comply with the provisions of the ordinance.
6. Realignment of lot lines where no additional lots are created and the new lots comply with all zoning provisions.

### Procedures

1. Applicant submits a final plat application to the Planning & Development Services Department.
2. Staff checks application for completeness (No action will be taken on an incomplete application).
3. Staff refers application to other City/County departments for review and comments.
4. Staff reviews application taking comments from other departments into consideration.
5. The Director will review staff's recommendation and grants approval or denial of application.
6. Upon approval, the plat is recorded.

(Approximate Time Frame: Varies upon completion of plat)

Submittal Requirements

1. A completed pre-application form from the City Engineering Department or County Public Works Department.
2. A completed application.
3. Appropriate fees.
4. An authorization letter if applicant is not owner of subject property.
5. Two (2) polyester mylars of plat and ten (10) photo copies.
6. Location of nearest (ADCCS) monument, land lot intersection, street intersection or other permanent corner subject to the approval of the City/County Engineer.
7. Signature block for approval by Director of the Planning & Development Services Department.

The following information shall be shown on the preliminary plat:

1. Printed name, signature, address, and phone number of owner and applicant.
2. Name, signature, license number, seal, address, and phone number of registered engineer/land surveyor, landscape architect.
3. Title denoting type of application, land lot and land district, block and parcel number, street location.
4. Vicinity map showing location of tract with reference to surrounding properties, streets, City/County boundaries.
5. North arrow and graphic scale.
6. Acreage of tract to be subdivided to the nearest tenth of an acre.
7. Date of original and all revisions.
8. Minimum building setback lines.
9. Show all watercourses, floodplains, wetlands, wells or other visible or known environmentally sensitive areas on site or show statement indicating that no such areas exist on property.
10. Evidence of Environmental Health Section approval of soil survey or percolation tests if applicable.
11. Indicate proposed street names.

12. Certification that the applicant is the owner of the property to be subdivided as his/her agent and signature by owner on final plat.
13. Location and dimensions of any existing streets.
14. Delineation of lot lines, dimensions and area in square feet or acreage of all lots and other tracts that result from subdivision.
15. Any existing or proposed easement or land reserved for or dedicated to public use that affect the land to be subdivided, and the purposes of such areas.
16. Names of adjoining subdivisions and/or property owners including reference to the plats or deeds of such properties by recorded name, date recorded, file and cabinet number or deed reference.
17. Certification of the accuracy of the survey and plat by the engineer/land surveyor, landscape architect.
18. Signature blocks for approval by appropriate authority.
19. Signed statement by property owner dedicating appropriate lands for public use.
20. Location and description of monumentation.

**J. Site Plan Application for Commercial, Office, Institutional and Industrial Developments**

Procedures

1. Prior to the preparation of the Site Plan, the applicant should consult with the following City/County departments:
  - City Engineering
  - County Public Works Department
  - Engineering Division of Water, Gas, and Light Commission
  - Environmental Health Section (if applicable)
  - The Department of Agriculture (if applicable)
  - Traffic Engineering
  - Planning & Development Services Department
  - Albany Fire Department
2. The applicant shall submit the Site Plan application to the Planning & Development Services Department (Development Section). The Site Plan application, depending on the size of the project, shall include a Tree Plan, Grading Plan, Soil Erosion Control Plan, and a Utility Plan. Information on the Tree Plan requirements and Soil Erosion Control requirements could be shown on the same Site Plan. However, it is suggested that the applicant have the requirements shown on separate plans or sheets, as showing them on the same plan or sheet will result in too much clutter.
3. The staff will check the application for completeness and set the documents out for preview (preview is not a technical review, just a review for completeness.) If all

submittals are complete, documents will be distributed to reviewing parties for review and comment (No action will be taken on an incomplete application).

4. All applicable departments review the application and grants approval or denial.
5. Upon approval, the applicant may proceed to obtain a building permit from the Planning & Development Services Department. (See submittal requirements for architectural plans).

**(Approximate Time Frame: 7 to 10 days)**

**Submittal Requirements (For a complete checklist, refer to Appendix C)**

Applicants must submit two (2) copies of the site plans and construction plans to the Planning & Development Services Department. Applicants shall submit information as follows:

1. Plat of existing property.
2. Information on proposed improvements.
3. Georgia Registered Engineers stamp.
4. Overview - show proof of inter-agency regulatory review.

**K. Utility Plan**

The Utility Plan shall show all existing and proposed water, gas, and electrical facilities. This includes water service(s); meters; lines; water backflow devices; fire hydrants and valves; gas meters; services and mains; electric meters; transformers and services, as well as back flow prevention and fire lanes.

**L. Tree Permit**

(Definition: Land Alteration Activity (referred to as a “Tree Activity”): a) The construction or installation of impervious area; b) Clearing, tree removal, or altering any tree existing, planted, preserved or protected under this ordinance or any predecessor ordinance on a site; or c) Adding, removing, exposing, excavating, leveling, grading, digging, burrowing, dumping, piling, dredging, or otherwise significantly disturbing the soil of a site, which would affect trees.

**Procedures**

1. Applicant submits a Tree Plan, Tree form and application to the Planning & Development Services Department.
2. The City Engineer checks the application for completeness (No action will be taken on an incomplete application).
3. The City Engineer reviews the application and grants approval or denial.

4. Upon approval, the City Engineer authorizes the Planning & Development Services Department to issue the building permit.
5. The building permit is issued if all other department or agency requirements are approved.

**(Approximate Time Frame: 30 days)**

#### **M. Flood Plan Review**

(Definition: An official authorization from the City of Albany or Dougherty County that allows a landowner to develop within the one hundred-year floodplain.)

##### Procedures

1. Applicant submits development application to the Planning & Development Services Department.
2. The staff will determine if the development is in the floodplain.
3. If development is not in the floodplain, the application will go through the normal review process.
4. If the development is in the floodplain, staff will ask the City Engineer/Planning Commission or County Public works Department to establish the base floor elevation for proper elevation of proposed structures.
5. The applicant formally files a floodplain application with an elevation certificate to the Planning & Development Services Department, and obtains a foundation permit after review of building drawings.
6. The applicant commences to construct the floor slab (lowest floor).
7. Upon completion of pouring the floor slab, applicant or his/her agent must submit an Elevation Certificate of the lowest floor to the Planning & Development Services Department.
8. Planning & Development Services Department will review for flood management compliance.
9. If the Elevation Certificate is approved upon review, the Planning & Development Services Department will issue a building permit.
10. When the building permit is issued, the developer will proceed with wall framing.
11. The Building Inspector will inspect the framed structure to insure that openings and mechanical units are appropriately elevated.

## N. **Soil Erosion Control Permit**

(Definition: The authorization necessary to conduct a land disturbing activity under the provisions of the City of Albany and Dougherty County Soil Erosion and Sedimentation Control Regulations.)

### Procedures

1. Applicant submits an Erosion Plan and application to the Planning & Development Services Department with required fees.
2. The City Engineering Department or County Public Works Department checks application for completeness (No action will be taken on incomplete application.)
3. The City Engineering Department or County Public Works Department reviews the application and grants approval or denial.
4. Upon approval, the City Engineering Department or County Public Works Department issues a Soil Erosion and Sedimentation Control Permit.
5. The City Engineering Department or County Public Works Department notifies the inspector that this part of the process is complete.

**(Approximate Time Frame: 30 days)**

### Submittal Requirements

Plans must be prepared to meet the minimum requirements as contained in Section IV of the Soil Erosion and Sedimentation Control Regulations for the City of Albany. Conformance with the minimum requirements may be attained through the use of design criteria in the latest edition of the *Manual for Erosion and Sediment Control in Georgia*, published by the State Soil and Water Conservation Commission as a guide; or through the use of alternate practices. The latest edition of the *Manual for Erosion and Sediment Control in Georgia* is hereby incorporated by reference into this ordinance. The plan for the land disturbing activity shall consider the interrelationship of the soil types, geological and hydrological characteristics, topography, watershed, vegetation, proposed permanent structures including roadways, constructed waterways, sediment control and storm water management facilities, local ordinances and State laws.

1. A narrative description of the overall project. This narrative, which is to be located on the plans shall include:
  - a. Description of existing land use at project site and description of proposed project.
  - b. Name, address, and phone number of developer/owner.
  - c. Name and phone number of 24-hour local contact that is responsible for erosion and sediment controls.
  - d. Size of project, or phase under construction, in acres.

- e. Activity schedule - show anticipated starting and completion dates for project. Include the statement in bold letters that, "the installation of erosion control measures and practices shall occur prior to or concurrent with land-disturbing activities."
  - f. Stormwater and sediment management systems-storage capacity, hydrologic study, and calculations, including off-site drainage area.
  - g. Vegetative plan - for temporary and permanent vegetative practices, including species, planting dates, and seeding, fertilizer, lime, and mulching rates. Vegetative plan should show options for year round seeding.
  - h. Detail drawings - for all structural practices. Specifications may follow guidelines set forth in the *Manual for Erosion and Sediment Control in Georgia*.
  - i. Maintenance statement - "Erosion control measures will be maintained at all times. Additional erosion sediment control measures and practices will be installed if deemed necessary by onsite inspection."
2. Maps, drawings, and supportive computations shall bear the signature/seal of a registered or certified professional in engineering, landscape architecture, land surveying, or erosion and sedimentation control.
- a. Graphic scale and north point or arrow indicating magnetic north.
  - b. Vicinity maps showing location of project and existing streets.
  - c. Boundary line survey.
  - d. Delineation of disturbed areas within project boundary.
  - e. Existing and planned (new) contours, with contour lines drawn with an interval of not more than one foot. (The procedure of method used in arriving at the contour intervals shall be indicated.)
  - f. Adjacent areas and future areas such as streams, lakes, residential areas, etc., which might be affected should be indicated on the plan.
  - g. Proposed structures or addition to existing structures and paved areas.
  - h. Delineate 100-year floodplain. (Reference data used in determination). Delineate 100, 75 and 25-foot buffers adjacent to major streams and wetlands.
  - i. Delineate the 25-foot undisturbed vegetative buffer adjacent to state waters.
  - j. Location of erosion and sedimentation control practices, preferably using uniform coding symbols from the *Manual for Erosion and Sediment Control in Georgia*, Chapter 6. Practices may include, but are limited to:
    - 1) Construction exit
    - 2) sediment barrier

- 3) sediment basin
  - 4) grassed waterway (open swale)
  - 5) storm drain outlet protection
- k. Soils information including soil names, mapping unit, erodibility, and permeability; state on plans if hydric soils are present.
3. Maintenance of all soil erosion and sedimentation control practices, whether temporary or permanent, shall be at all times, the responsibility of the owner.
  4. Fees – A base fee, in the amount of \$100 shall be charged for each application. An additional fee of \$40.00 per acre or fraction thereof shall be charged for each application pertaining to a permit on a parcel larger than one acre.
  5. Application requirements – Application for permit shall be submitted to the Building Inspection Department. Application for permits will not be accepted unless accompanied by five (5) copies of the applicant’s Soil Erosion and Sediment Control documents and fee as described above.

**N. Building Permit**

(Definition: A written authorization issued by the building inspector authorizing construction, renovation, or repairs to a structure or site work.)

Procedures

1. The applicant submits the application and plans to the Planning & Development Services Department.
2. The staff checks the application and plans for completeness (No action will be taken on incomplete applications.)
3. The staff refers applicable plans to respective City/County departments for review and comments.
4. Upon approval by all appropriate departments, the Planning & Development Services Department issues a building permit.
5. At the time reviews are completed and plans approved, the applicant obtains appropriate permits as follows:
  - a. HVAC permit
  - b. Plumbing permit (tap and development fees may be required)
  - c. Electrical permit
  - d. Gas permit
  - e. Sign permit
  - f. Well and/or septic tank permit
6. Applicant receives applicable permits, pays all fees, and proceeds with construction.
7. The inspector will inspect construction to ensure compliance with construction standards.

8. Upon construction completion, the inspector and other departments makes final inspection.
9. The applicant should be certain that the project is ready for inspection before calling for the final inspection. Additional inspections will be charged at the rate of \$50 for the first, and \$25 more for each succeeding call. For example:  
  
1 extra = \$50  
2 extras = \$75  
3 extras = \$100, etc.
10. Upon satisfactory compliance, the Planning & Development Services Department and the Fire Department may issue a Certificate of Occupancy.

**(Approximate Time Frame: 30 days for permits only  
Allow longer for larger projects)**

**Submittal Requirements**

Applicants must supply two copies of the construction plans or three if for a restaurant and/or food store combination/motel. Applicants shall submit a set of plans that have a cover sheet and a building code summary sheet. The cover sheet (refer to Appendix D for sample) shall have the following information:

1. Name of project
2. Purpose of project
3. Address of project
4. Project owner
5. Date of project
6. Architect/engineer/designer's stamp, address and phone number
7. Architect and engineer's stamp on type A-E and I occupancies for new or major additions.
8. A drawing index showing a listing of the various design component sheets; e.g. architectural, structural, mechanical, electrical, and plumbing as applicable.
9. A list of the project's sub-contractors, e.g. Landscape Architect, civil, electrical, etc., and their addresses and phone numbers.

**The Building Code Summary Sheet\* shall show the following information:**

1. Summary of applicable codes
2. Summary of code criteria

3. Summary of fire resistance
4. Summary of means by egress
5. Summary of minimum design loads
6. Summary of accessibility requirements

**\* For a sample of the Building Code Summary Sheet, refer to Appendix E.**

*Life Safety Code Review (Building and Fire)*

1. Determine occupancy classification.
2. Calculate occupancy load based on occupancy classification.
3. Calculate units of exit width required for occupancy load and analyze the arrangement of means of egress.
4. Determine stair treads and riser dimension and guardrail compliance.
5. Determine horizontal exit and fire separation requirements.
6. Show ramp dimensions and slope requirements (if applicable).
7. Show fire escape compliance.
8. Analyze exit travel distance and required illumination of all exits and emergency lighting.
9. Determine smoke barrier requirements.
10. Determine automatic fire sprinkler requirements and actuation and monitoring requirements (if necessary).
11. Determine hardware types for required exits.

*Architectural Plans*

Architectural plans shall show the following:

1. Floor area for each occupancy group per code section.
2. Type of construction per code section.
3. Building height and number of stories per code section.
4. Occupant load for each floor. If fixed seating, provide layout per code section.
5. Details of construction (include load calculations).

6. Schedules - door, window, hardware, and finish schedule.
7. Fire rated walls, ceilings, etc., per code sections.

#### Structural Plans

Show the following information:

1. Structural calculations required by the inspector.
2. Allowable and design bearing values of soil capacity pile foundations.
3. Truss and trussed rafter configuration with loadings and combinations to include structural steel.
4. A soil investigation report prepared and signed by a Geo-technical Engineer, as required by the inspector.

#### Mechanical Plans

Show the following information:

1. Location and type of all heating ventilation and air conditioning equipment:
  - a. Method of support by detail or refer to architectural/structural plans for special requirements.
  - b. Duct runs, sizes, control and safety features.
2. Specify wall penetration details where rated construction is used.
3. Special equipment/systems with details, e.g. commercial kitchen hoods, paint booth ventilation, automatic fire and/or smoke control, combustion flues, safety systems, etc.
4. Indicate if plenum system is used in any part of the HVAC systems and that equipment in those areas shall comply accordingly.
5. Symbol legend.
6. Indicate gas and water meter locations(s) on site plan and show existing and proposed gas facilities.

#### Plumbing Plans

Show the following information:

1. Plumbing fixtures on plan.
2. Layout of water distribution, gas, vent and drainage, and show the following:

- a. Pipe sizes and slope criteria.
  - b. Provide riser diagrams for multiple fixture and multi-floor installations.
  - c. Building service connection to utility or refer to site utility plan.
  - d. Waste and water fixture units for building.
  - e. Water pressure at source where critical to system operation. Show all existing and proposed valves, mains, fire hydrants, and sizes.
  - f. Show connected gas load.
  - g. Show water backflow device on site utility plan.
3. All special fixtures or equipment with selection criteria e.g. grease traps, sump pumps, lift pumps, backflow preventor, backwater valves, etc.
  4. Indicate materials.
  5. Symbol legend.
  6. Indicate gas and water meter location(s) on site plan, and show existing and proposed gas facilities.

### Electrical Plans

Show the following information:

1. Riser with equipment amps, wire size, and grounding including service entrance conductors and main location.
2. Service voltage and number of phases.
3. Panel schedules with circuit over current device rating.
4. Outlets, fixtures, equipment and circuits.
5. Wiring method (conduit type, wire type).
6. Symbol list, legend and schedules.
7. Specify wire if other than copper.
8. Load summary.
9. Plan should show communications, telephone, and special systems outlets and terminal boards or equipment locations along with a riser diagram, if applicable.
10. Emergency lighting and equipment location and circuiting.
11. Fire alarm equipment type and location.

12. Egress lighting.
13. Indicate customer transformer location(s), meter locations and/or service entrance location(s) on site plan, as well as existing and proposed electrical facilities, including: conduct, cable and trench installation specifications and ownership.

#### Food Service Plans

Show the following information:

1. Plan to scale of facility showing location of equipment, plumbing, electrical services and mechanical ventilation.
2. Site plan showing location of business in buildings, location of building on site; include alleys, streets and location of any outside facility (i.e. dumpsters, walkings, etc.)
3. Manufacturer specification sheets for each piece of equipment shown on plan.
4. Proposed menu.

Tourist accommodations and others, show 1 and 2 above.

#### **O. Sign Permits**

(Definition: A written authorization issued by an inspector allowing the installation of a sign on a public or private property.)

#### Procedures

1. Applicant submits application to the Planning & Development Services Department (sign location must be shown on site drawings).
2. Inspector checks application for completeness (No action will be taken on an incomplete application).
3. The inspector reviews the application with accompanying documentation (engineer design and stamp on all ground signs).
4. Upon approval, a sign permit is issued.
5. Where the sign construction requires an electrical connection, the applicant shall obtain an electrical permit.

**(Approximate Time Frame: 1 to 5 days)**



**SECTION THREE – SUMMARY OF FEE SCHEDULE**

**A. Zoning**

**Residential**

AG, (Agricultural District)	\$400
R-E, (Estate District)	\$400
R-1, (Single Family Residential District)	\$400
R-2, (Single Family Residential District)	\$400
<b>R-G, (Single Family Residential District – in the County only)</b>	<b>\$400</b>
R-MHS, (Mobile Home Single Family District)	\$400
R-3, (Single Family and Two Family Residential District)	\$500+50/acre
R-MHP, (Mobile Home Park District)	\$500+50/acre
C-R, (Community Residential Multiple Dwelling District)	\$500+50/acre
C-1, (Neighborhood Mixed-Use Business District)	\$600+60/acre
C-2, (General Mixed-Use Business District)	\$600+60/acre
C-3, (Commercial District)	\$600+60/acre
C-5, (Office-Institutional-Residential District)	\$600+60/acre
C-6, (Transitional Business District)	\$600+60/acre
C-7, (Mixed-Use Planned-Development District)	\$600+60/acre
C-8, (Commercial Recreation District)	\$600+60/acre
M-1, (Restricted Industrial District)	\$600+60/acre
M-2, (Heavy Industrial District)	\$600+60/acre

**\$3,500 - Cap on zoning/special approvals. Any property over .5 acres will be counted as a full acre.**

**B. Subdivisions**

1 to 2 lots	\$300 + \$8 Rec. fee
3 lots or more	\$300 + \$30/lot + \$8 Rec. fee
Special Approvals & Similar uses	\$400+40/acre
Site Plans	\$400+40/acre

*An additional \$4 fee is required if the applicant wants the plat mailed to him/her.*

**C. Variances**

Residential	\$100
Commercial	\$400
	Double after the fact

*\*Any property over .5 acres will be counted as a full acre.*

**D. Maps**

City/County small map	(blue/black line copy)	\$15
City/County medium map	(blue/black line copy)	\$15
City/County large map	(blue/black line copy)	\$25

Election District maps	
Board of Education	\$10
City/County	\$10
General Assembly	\$10
Precinct	\$10
Aerial maps	\$10
Computer copy of map	\$20
Complete Set of Zoning Maps	\$250

Maps that are created from the plotter cost \$20 per hour for labor and \$10 for each additional print.

**E. Documents**

Zoning Ordinance	\$30
Street Index	\$20
Historic Ordinance	\$10
Comprehensive Plan	\$110
Sign Ordinance	\$5
Floodplain Ordinance	\$5
Soil Erosion & Sedimentation Control Ordinance	\$5
Tree Ordinance	\$5
A disk copy of a document	\$20

The first 2 sheets of documents copied is \$3.00. Any additional sheets will cost .25 cents each.

**F. Construction Approvals/Permits**

Tree Permit – No Fee

Soil Erosion Control Permit - \$100 (an additional fee of \$40.00 per acre shall be charged for each application pertaining to a permit on a parcel larger than one acre.)

Site Plan Approval – No Fee

Sign Permit - No fee when sign has 32 square feet or less, and has no electrical connections (signs may require a permit even if there is no charge).

**G. Building Permit (permit fees will automatically double if caught doing work without permit).**

**BUILDING PERMIT FEES  
EFFECTIVE JULY 1, 1999**

City: Ordinance #99R163  
County: Resolution #99018

City & County	0 – 99.00	\$ N/C (A permit is still required)
1. \$	100.00 – 1,000.00	\$ 20.00 per thousand or fraction thereof
	1,001.00 - 2,000.00	\$ 25.00
2. \$	2,001.00 –15,000.00	\$ 25.00 for the first \$2,000 plus \$6 for each additional thousand or fraction thereof, to and including \$15,000
	2,001.00 to 3,000.00 -----	\$ 31.00
	3,001.00 to 4,000.00 -----	\$ 37.00
	4,001.00 to 5,000.00 -----	\$ 43.00
	5,001.00 to 6,000.00 -----	\$ 49.00
	6,001.00 to 7,000.00 -----	\$ 55.00
	7,001.00 to 8,000.00 -----	\$ 61.00
	8,001.00 to 9,000.00 -----	\$ 67.00 Plan review fee is no charge up to \$9,000
	9,001.00 to 10,000.00 -----	\$ 73.00
	10,001.00 to 11,000.00 -----	\$ 79.00
	11,001.00 to 12,000.00 -----	\$ 85.00
	12,001.00 to 13,000.00 -----	\$ 91.00
	13,001.00 to 14,000.00 -----	\$ 97.00
	14,001.00 to 15,000.00 -----	\$103.00
3. \$	15,001.00 to 50,000.00 -----	\$103.00 for the first \$15,000 plus \$6 for each additional thousand or fraction thereof, to and including \$50,000
	15,001.00 to 16,000.00 -----	\$109.00
	16,001.00 to 17,000.00 -----	\$115.00
	17,001.00 to 18,000.00 -----	\$121.00
	18,001.00 to 19,000.00 -----	\$127.00
	19,001.00 to 20,000.00 -----	\$133.00
	20,001.00 to 21,000.00 -----	\$139.00
	21,001.00 to 22,000.00 -----	\$145.00
	22,001.00 to 23,000.00 -----	\$151.00
	23,001.00 to 24,000.00 -----	\$157.00
	24,001.00 to 25,000.00 -----	\$163.00
	25,001.00 to 26,000.00 -----	\$169.00
	26,001.00 to 27,000.00 -----	\$175.00
	27,001.00 to 28,000.00 -----	\$181.00
	28,001.00 to 29,000.00 -----	\$187.00

29,001.00 to 30,000.00 -----		\$193.00	
30,001.00 to 31,000.00 -----		\$199.00	
31,001.00 to 32,000.00 -----		\$205.00	
32,001.00 to 33,000.00 -----		\$211.00	
33,001.00 to 34,000.00 -----		\$217.00	
34,001.00 to 35,000.00 -----		\$223.00	
35,001.00 to 36,000.00 -----		\$229.00	
36,001.00 to 37,000.00 -----		\$235.00	
37,001.00 to 38,000.00 -----		\$241.00	
38,001.00 to 39,000.00 -----		\$247.00	
39,001.00 to 40,000.00 -----		\$253.00	
40,001.00 to 41,000.00 -----		\$259.00	
41,001.00 to 42,000.00 -----		\$265.00	
42,001.00 to 43,000.00 -----		\$271.00	
43,001.00 to 44,000.00 -----		\$277.00	
44,001.00 to 45,000.00 -----		\$283.00	
45,001.00 to 46,000.00 -----		\$289.00	
46,001.00 to 47,000.00 -----		\$295.00	
47,001.00 to 48,000.00 -----		\$301.00	Plan review fee is minimum of \$25 up to \$301
			Plan review fee is 10% of permit fee after \$301
48,001.00 to 49,000.00 -----	\$ 307.	30.70	
49,001.00 to 50,000.00 -----	\$ 313.	31.30	
4. \$ 50,001.00 to 100,000.00 -----	\$ 313.		For the first \$50,000 plus \$5 for each additional thousand or fraction thereof to and including \$100,000
50,001.00 to 51,000.00 -----	\$ 318.	31.80	
51,001.00 to 52,000.00 -----	\$ 323.	32.30	
52,001.00 to 53,000.00 -----	\$ 328.	32.80	
53,001.00 to 54,000.00 -----	\$ 333.	33.30	
54,001.00 to 55,000.00 -----	\$ 338.	33.80	
55,001.00 to 56,000.00 -----	\$ 343.	34.30	
56,001.00 to 57,000.00 -----	\$ 348.	34.80	
57,001.00 to 58,000.00 -----	\$ 353.	35.30	
58,001.00 to 59,000.00 -----	\$ 358.	35.80	
59,001.00 to 60,000.00 -----	\$ 363.	36.30	
60,001.00 to 61,000.00 -----	\$ 368.	36.80	
61,001.00 to 62,000.00 -----	\$ 373.	37.30	
62,001.00 to 63,000.00 -----	\$ 378.	37.80	
63,001.00 to 64,000.00 -----	\$ 383.	38.30	
64,001.00 to 65,000.00 -----	\$ 388.	38.80	
65,001.00 to 66,000.00 -----	\$ 393.	39.30	

66,001.00 to 67,000.00	-----	\$ 398.	39.80
67,001.00 to 68,000.00	-----	\$ 403.	40.30
68,001.00 to 69,000.00	-----	\$ 408.	40.80
69,001.00 to 70,000.00	-----	\$ 413.	41.30
70,001.00 to 71,000.00	-----	\$ 418.	41.80
71,001.00 to 72,000.00	-----	\$ 423.	42.30
72,001.00 to 73,000.00	-----	\$ 428.	42.80
73,001.00 to 74,000.00	-----	\$ 433.	43.30
74,001.00 to 75,000.00	-----	\$ 438.	43.80
75,001.00 to 76,000.00	-----	\$ 443.	44.30
76,001.00 to 77,000.00	-----	\$ 448.	44.80
77,001.00 to 78,000.00	-----	\$ 453.	45.30
78,001.00 to 79,000.00	-----	\$ 458.	45.80
79,001.00 to 80,000.00	-----	\$ 463.	46.30
80,001.00 to 81,000.00	-----	\$ 468.	46.80
81,001.00 to 82,000.00	-----	\$ 473.	47.30
82,001.00 to 83,000.00	-----	\$ 478.	47.80
83,001.00 to 84,000.00	-----	\$ 483.	48.30
84,001.00 to 85,000.00	-----	\$ 488.	48.80
85,001.00 to 86,000.00	-----	\$ 493.	49.30
86,001.00 to 87,000.00	-----	\$ 498.	49.80
87,001.00 to 88,000.00	-----	\$ 503.	50.30
88,001.00 to 89,000.00	-----	\$ 508.	50.80
89,001.00 to 90,000.00	-----	\$ 513.	51.30
90,001.00 to 91,000.00	-----	\$ 518.	51.80
91,001.00 to 92,000.00	-----	\$ 523.	52.30
92,001.00 to 93,000.00	-----	\$ 528.	52.80
93,001.00 to 94,000.00	-----	\$ 533.	53.30
94,001.00 to 95,000.00	-----	\$ 538.	53.80
95,001.00 to 96,000.00	-----	\$ 543.	54.30
96,001.00 to 97,000.00	-----	\$ 548.	54.80
97,001.00 to 98,000.00	-----	\$ 553.	55.30
98,001.00 to 99,000.00	-----	\$ 558.	55.80
99,001.00 to 100,000.00	-----	\$ 563.	56.30

5. \$ 100,001.00 to 500,000.00 ----- \$ 563.00 for the first \$100,000 plus \$4 for each additional thousand or fraction thereof to and including \$500,000

6. \$ 500,001.00 and up ----- \$2,163.00 for the first \$500,000 plus \$3 each additional thousand or fraction thereof

**INFORMATIONAL RECAP BY CATEGORY:**

	<u>ABBREVIATION</u>	<u>APPROVED</u>
New Residential	R	
Apartments	A	
Duplexes	DU	
Residential Repairs/Alterations	RR	
Accessory Buildings	AB	
Swimming Pools	P	
New Commercial	C	
Commercial Repairs/Alterations	CR	
Demolition	DE	\$ 50.00
House Moves (+ \$100 each Supervision & escort)	HM	\$ 100.00
Free Standing Signs	S	
Mobile Signs	TS	
Mobile Home Office (Renewal only)	MO	\$ 20.00
Mobile Home Placement	MP	
Mobile Home Storage (Renewal only)	MS	\$ 20.00
Mobile Home Ext. of Time (Renew Only)	MX	
Mobile Home Replacement	MR	
Foundation Only	F	
Tents	T	\$ 20.00
Variance	V	
Sprinkler Plan Review	SR	\$ 100.00
Tank Removal/Installation	TK	\$ 100.00

**ELECTRICAL FEE SCHEDULE**

7.3 ADDITIONAL ELECTRICAL FEES

Said inspection fee shall include a second inspection where defects or violations are noted in the first inspection. If additional inspections are required by reason of defects or violations, or state of unreadiness, there shall be a charge of twenty-five dollars (\$25) per trip added to the inspection fees herein provided.

7.4 WIRING PERMIT FEE SCHEDULE

The following Electrical Fee Inspection Fee Schedule is hereby adopted:

RESIDENTIAL

New Services (Dwellings)	\$ .25 per amp of main switch
New Services (Apartments)	\$ .25 per amp of main switch in each apartment
Change of Service (Dwelling & Apartments)	\$ .25 per amp of increase of main switch or minimum of \$20.00 whichever is the greater
Wiring Addition and Alterations (Residential)	\$25.00 base permit

COMMERCIAL AND INDUSTRIAL

New Services	\$ .35 per amp of main switch
Change Services	\$ .35 per amp of increase of main switch
Wiring Addition and Alteration Base Permit Fee	\$50.00
Fees for electrical contracts are cost estimated at \$100,000.00 and over -----	a 10% increase

MOBILE HOMES

RESIDENTIAL	\$ .25 per amp of main switch
COMMERCIAL	\$ .40 per amp of main switch

Fees for electrical contracts are cost estimated at \$100,000.00 and over.

ELECTRICAL CONSTRUCTION COST

- 1. \$100,000.00 to \$500,000.00
- 2. \$500,001.00 to \$1,000,000.00
- 3.

FEES

\$500.00 for the first \$100,000.00 plus  
.45 cents for each additional thousand  
or fraction thereof, to and including  
\$500,000.00

\$680.00 for the first \$500,001.00 plus  
.50 cents for each additional thousand  
or fraction thereof, to and including  
\$1,000,000.00

\$930.00 for the first one million dollars  
thereof plus .50 cents per thousand or  
fraction thereof.

<u>COST</u>	<u>PER THOUSAND</u>	<u>FEE</u>
100,000.00	.45	\$ 500.00
200,000.00	.45	\$ 545.00
300,000.00	.45	\$ 590.00
400,000.00	.45	\$ 635.00
500,000.00	.45	\$ 680.00
600,000.00	.50	\$ 730.00
700,000.00	.50	\$ 780.00
800,000.00	.50	\$ 830.00
900,000.00	.50	\$ 880.00
1,000,000.00	.50	\$ 930.00
2,000,000.00	.50	\$1,430.00
3,000,000.00	.50	\$1,930.00
4,000,000.00	.50	\$2,430.00
5,000,000.00	.50	\$2,930.00
6,000,000.00	.50	\$3,430.00
7,000,000.00	.50	\$3,930.00
8,000,000.00	.50	\$4,430.00
9,000,000.00	.50	\$4,930.00
10,000,000.00	.50	\$5,430.00

## **GAS FEE SCHEDULE**

### 7.8 GAS PERMIT FEE SCHEDULE

- (a) Base charge of each permit ----- \$25.00
- (b) In addition to the base charge of each permit, there shall be the following charges:
  - Each appliance up to the first 100,000 BTU input rating  
(boilers excluded) ----- \$ 5.00
  - Each additional 100,000 BTU or fraction thereof for  
Each appliance ----- \$ 3.00
  - Each boiler up to the first 500,000 BTU input rating ----- \$ 50.00
  - Each additional 100,000 BTU or fraction thereof for each boiler ---- \$ 5.00

### 7.9 REPAIRS TO AN EXISTING GAS SYSTEM REQUIRING A PERMIT SHALL BE ----- \$ 25.00

Includes any one or all of the following:

- (a) Repairs to, or the replacement of part or parts of existing house piping
- (b) The replacement of a combustion chamber
- (c) The replacement of a heat exchanger (welding of a heat exchanger is prohibited)
- (d) The replacement of or part of an existing gas vent that is required for the safe passage of the products of combustion to the outside atmosphere
- (e) The replacement of a burner or burners
- (f) The replacement of repairs to an existing gas valve or gas valves

In the event of more than one gas contractor on the same job, each contractor shall secure a permit for the specific work performed.

### 7.10 ADDITIONAL INSPECTION FEE

Said inspection fee shall include a second inspection where defects or violations are noted in the first inspection.

## HVAC FEE SCHEDULE

1. Fees for Central Heating: Minimum permit shall be twenty-five dollars (\$25) for any central heating system to and including 50,000 BTU input or fraction thereof above 50,000 BTU.
2. Central Air Conditioning: Minimum permit fee shall be twenty-five dollars (\$25) plus three dollars (\$3) per ton of air conditioning.
3. Combination Central Air Conditioning (cooling and heating): Minimum permit fee twenty-five dollars (\$25) plus three dollars (\$3) per ton of cooling, and three dollars (\$3) per 50,000 BTU or fraction thereof over 50,000.
4. Ventilating Systems (other than heating and air conditioning systems): Minimum permit fee shall be twenty-five dollars (\$25) for installation of ducted blower or twenty-five dollars (\$25) for fan system totaling 5 H.P. plus five dollars (\$5) for each additional above 5 H. P.
5. Range Hoods: For installation of each range hood, a minimum permit fee of twenty-five dollars (\$25) up to ten (10) square feet face of hood plus five dollars (\$5) per ten (10) square feet of additional face area.

B. Repairs to central air conditioning and heating requiring permit

1. Compressor replacement shall be fifteen dollars (\$15)
2. Heat exchanger replacement shall be fifteen dollars (\$15)
3. Any alteration of duct system shall be fifteen dollars (\$15)
4. Replacement of air conditioning and/or heating units shall be twenty-five dollars (\$25) there shall be a charge of twenty-five dollars (\$25) per trip added to the inspection fees herein provided.

7.3 ADDITIONAL INSPECTION FEE

Said inspection fee shall include a second inspection where defects or violations are noted in the first inspection. If additional inspections are required by reason of defects or violations, or state of unreadiness, there shall be a charge of twenty-five dollars (\$25) per trip, to the inspection fees herein provided.

7.4 PERMIT FEES

Permit fees shall be on a cash basis.

## PLUMBING PERMIT FEES

### 7.4 PLUMBING FEE SCHEDULE

- (a) Base charge for each permit ----- \$ 25.00
- (b) In addition to the base charge for each permit, there shall be the following charges:
- (1) For each house sewer ----- \$ 5.00
- (2) For each plumbing fixture, floor drain trap or plugged opening in drainage system ----- \$ 5.00
- (3) For each electric water heater ----- \$ 5.00
- (4) For each lawn sprinkler head ----- \$ .50
- (5) Sewer Connection Fees:
- The sewer connection fees shall be as are from time to time prescribed by the local governing body.
- (6) Point of Connection:
- Building sewer and water service pipes shall connect to the public sewer and water main at a point designated by the proper municipal authority.

### 7.5 ADDITIONAL INSPECTION FEE

Said inspection fee shall include a second inspection where defects or violations are noted in the first inspection. If additional inspections are required by reason of defects or violations, or state of unreadiness, there shall be a charge of twenty-five dollars (\$25) per trip to the inspection fees herein provided.

#### Plumbing Fee Schedule

##### Outside Corporate limits per dwelling unit

Current Costs = \$ 350.00  
Proposed Costs = \$ 350.00

##### Commercial Service

<u>Water Meter Size</u>	<u>Inside City</u>	<u>Outside City</u>	<u>Proposed Costs</u>
¾ inch or smaller	250.00	350.00	Same
1 inch	445.00	625.00	Same
1½ inch	1,000.00	1,400.00	Same
2 inch	1,780.00	2,490.00	Same
3 inch	4,000.00	5,660.00	Same
4 inch	7,100.00	9,950.00	Same

<u>Water Meter Size</u>	<u>Inside City</u>	<u>Outside City</u>	<u>Proposed Costs</u>
6 inch	16,000.00	22,400.00	Same
8 inch	28,400.00	39,800.00	Same
10 inch	44,400.00	62,200.00	Same
12 inch	64,000.00	89,600.00	Same

### Monthly Sewer Service Charge

- |     |  |      |
|-----|--|------|
| (a) | Residential<br>\$1.68 + .75 cents per 1000 gal. Based on average monthly consumption of water during Jan., Feb. and March. | Same |
| (b) | All Others<br>\$1.68 + .10 cents/#BOD + .65 cents/#TSS + 0.429 cents/1000 gal.   | Same |

Rental rate for Jet Vac. Unit with two operators = \$82.00/hr. 122.00/hr.

### H. Business License Fees

See "Business Occupation, Tax and License Fee for the City of Albany and Dougherty County". Also contact the Business License Inspector. (License required to obtain permits)

### I. Environmental Services Fees

Subdivision Plan Review	\$ 35.00 (plus \$ 15.00 each lot over one.)
Mobile Home S/D Plan Review	\$ 35.00 (plus \$ 15.00 each lot over one.)
Re-evaluate Existing Lot	\$ 35.00
Potential Development Consultation	\$ 35.00
Evaluate Existing Lot/S/T	\$ 35.00
Site Evaluation - Individual Lot Evaluation (with soil borings)	\$ 35.00
Soil Percolation Test	\$ 75.00
Septic Tank Permit (conventional systems)	
Residential, small commercial w\<500 linear feet	\$ 35.00
Commercial>500 linear feet	\$ 75.00
Septic Tank Re-inspection	\$ 35.00
Engineering Plan Review	\$100.00
Technical Permit	\$150.00
Sewage Pumper Permit	\$ 50.00 (plus \$25.00 each additional truck)
Land Application Site Annual Inspection Fee	\$100.00 (per site)
Well Site Evaluation	\$ 25.00
Well Construction Permit	\$ 25.00
Water Sample - initial	\$ 25.00
Water Sample – unsatisfactory-Follow up w/in 30 days	\$ 20.00
Temporary Food Permit – 1 to 3 days	\$ 25.00
Greater than 3 days	\$ 50.00
Food Service Construction Plan Review-Up to 50 seats	\$100.00
> 50 seats	\$150.00
Food Service Annual Fee (up to 50 seats)	\$ 75.00
Greater than 50 seats	\$ 100.00

Permit Application Fee for Base of Operation or Mobile Food Service Unit	\$ 25.00
Mobile Food Service Base of Operation Fee	\$ 75.00
Mobile Food Service Unit Annual Fee	\$ 50.00
Tourist Accommodations Construction Plan Review	
1 to 25 rooms	\$100.00
26 to 50 rooms	\$150.00
Greater than 50 rooms	\$200.00
Tourist Accommodation Application	\$ 25.00
Tourist Accommodation Annual Fee	
1 to 25 rooms	\$ 50.00
26 to 50 rooms	\$ 75.00
Greater than 50 rooms	\$ 75.00 (plus \$2.00 each room above 50)
Swimming Pool & Spa Plan Review/Construction Permit	
(Spa, hot tub, wading pool & pool ≤40,000 gals)	\$175.00
(Pool > 40,000 gallons)	\$300.00
Swimming Pool Application	\$ 25.00
Swimming Pool/Operational/Annual Fee	
(Spa, hot tub, wading pool & pool ≤40,000 gals)	\$ 75.00
(Pool > 40,000 gallons)	\$150.00
Body Art Plan Review for Construction	\$100.00
Body Art Permit Application Fee	\$ 25.00
Body Art Studio Annual Fee	\$150.00
Body Art Artist Annual Fee	\$ 50.00
Temporary Body Art Artist Fee	\$ 50.00
Institutional Construction Plan Review	\$100.00
Institutional Inspection Fee/Residential	\$ 50.00 (1-6)
	\$100.00 (7-15)
	\$150.00 (16-25)
	\$200.00 (over 25)
Institutional Inspection Fee/Non-Residential	\$ 50.00 (1-50)
	\$100.00 (51+)
Institutional Inspection Fee/Multi-Family	\$ 35.00/hr
Recreational Facility Plan Review	\$ 50.00
Recreational Facility Inspection	\$ 25.00
Lead Paint Investigation	\$229.60 (fee as per Medicaid)
Lead Paint Post Abatement Inspection	\$197.34 (fee as per Medicaid)
Facilities List	\$ 10.00 + \$0.25/page
Waiver/Variance Application Fee	\$ 25.00
Rabies Specimen Submission – No Exposure	\$ 50.00
Regulations (after first copy)	\$ 5.00
IAQ Evaluation	\$ 35.00/hr + cost
Other Services	\$ 30.00/hr. – 1 hr. minimum
Miscellaneous Costs	Cost
Potentially Dangerous/Dangerous Dog Fees (registration and annual fees)	Fees set by local jurisdiction when Applicable

\* Services to County Commission excluded

**EFFECTIVE: 1/4/2001**

**FEE SCHEDULE FOR ENVIRONMENTAL SERVICES – DOUGHERTY COUNTY**

**Land Use Program**

***Subdivision/Mobile Home Ref: Chapter 290-5-26 Rules Regulations for On-Site Sewage Systems***

Fee will include reviewing proposed subdivision development plans with site evaluation, design layout, percolation data, topography, depth of water table, lot and block identification, lot dimensions, name and registration of surveyor or engineer; and where development is to take place by sections of the overall tract, the boundaries of each section shown.

Subdivision or mobile home park more than 1 lot -- \$35.00 plus \$15.00 for each lot. Approval of the subdivision by the health department is for the purpose of the developer to present the plans to the Planning Commission for their review and approval for platting purposes. Said approval does not imply nor is it intended to grant permission to any person to construct any building or to install a sewage disposal system or an individual water system on the property covered by the plat.

The health department approval relates to general subdivision lot layout only. Individual approval is required for each lot prior to construction.

\$35.00 per lot - RE-EVALUATION OF INDIVIDUAL LOTS IN S/D - The fee is for a return visit to evaluate the current condition of the lot after some modifications.

\$35.00 - POTENTIAL DEVELOPMENT CONSULTATION - Fee is charged for on-site evaluation of individual property to determine suitability for development with septic tank systems or a subdivision predevelopment review.

***Sewage Program Ref: Chapter 290-5-26 Rules and Regulations for On-Site Sewage Systems and Addendum.***

\$35.00 - INDIVIDUAL LOT EVALUATION - Fee will apply for site evaluation of lot for sewage system only. Additional fee will be charged for well and septic tank system permits. Includes soil borings.

\$35.00 - EVALUATE EXISTING LOT - The fee is for evaluating lot and processing papers for lending agencies (FHA, VA, FMHA, Conventional and others). This does not include water samples or site evaluations for sewage systems permit.

\$75.00 each hole – PERCOLATION TEST – The fee is for each percolation hole dug and results determined to enable to design an individual sewage disposal on the lot. This may take three holes to obtain proper information for the design.

\$35.00 - SEPTIC TANK PERMIT (Conventional) - This fee is for new and repair permits for residential systems, small commercial systems with less than 500 linear feet and it includes an inspection for compliance.

\$75.00 - SEPTIC TANK PERMIT (Commercial) - This fee is for commercial systems greater than 500 linear feet.

\$100.00 – ENGINEERING PLAN REVIEW – This fee is for review of plans for commercial sites greater than 500 linear feet and alternative systems such as emitters, mounds, commercial systems or any other circumstance which requires engineering plans.

\$25.00 – REINSPECTION FOR CORRECTIONS IN CONSTRUCTION – This fee is for a return inspection when the installation does not meet with compliance on the first visit.

\$75.00 – TECHNICAL PERMIT – Fee is for all inspections of mound systems, emitter systems, and other technical systems that require multiple inspections

\$50.00 (\$25.00/each additional truck after one) - SEPTIC TANK PUMPER PERMIT AND INSPECTION (Annual) - This fee is for an inspection of the vehicle to assure that it does not leak and has proper identification. Additional \$25.00 fee for each additional truck beyond one.

### ***Water Supply Program***

\$25.00 – WELL SITE EVALUATION – This fee is for site evaluation of well location for compliance with isolation distances and compliance with state and local regulations.

\$25.00 - WELL CONSTRUCTION PERMIT/INSPECTION (Compliance inspection and includes one water sample) - The fee is for compliance inspection/includes construction permit and one water sample, plus one follow-up if initial sample is unsatisfactory.

\$25.00 initial/\$20.00 follow-up - INDIVIDUAL WATER SAMPLES - The fee is for collecting a water sample to determine the safety of the drinking water for human consumption. One follow-up water sample will be provided for \$20.00 for an unsatisfactory result if well is treated and the sample request is received within 30 days of initial sample.

### ***Food Service Program***

***Ref: Chapter 290-5-14 Rules and Regulations for Food Service.***

\$25.00 F/S (1 to 3 days) – TEMPORARY FOOD SERVICE PERMIT – The fee is to evaluate the construction, equipment and menu for compliance and includes a temporary permit for up to three days.

\$50.00 F/S (> 3 days) – TEMPORARY FOOD SERVICE PERMIT – The fee is to evaluate the construction, equipment and menu for compliance and includes a temporary for greater than three days.

\$100.00 F/S ( $\leq$ 50 Seats) / \$150.00 F/S (>50 Seats) - PLAN REVIEW FOR CONSTRUCTION Food Service (New and major remodeling) - The fee will be to review the floor plans and equipment for compliance and may include any initial site consultations and required visits to assure compliance. Additional fees will be charged for annual inspection, on-site sewage systems, or other services.

\$75.00 F/S ( $\leq$  50 seats) – FOOD SERVICE ANNUAL FEE – The fee is an annual operations fee to include routine inspections for compliance and one follow-up per routine inspection. Additional inspections due to multiple or continued violations will be charged at an hourly rate.

\$100.00 F/S (>50 seats) - FOOD SERVICE ANNUAL FEE The fee is an annual operations fee to include routine inspections for compliance and one follow-up per routine inspection. Additional inspections due to multiple or continued violations will be charged at an hourly rate.

TOURIST COURT ACCOMMODATIONS PROGRAM: Reference Chapter 290-5-18  
Rules and Regulations for Tourist Accommodations.

\$100.00 T/C (1 TO 25 rooms) / \$150.00 T/C (26-50 rooms) / \$200.00 T/C (>50 rooms) – PLAN REVIEW FOR CONSTRUCTION: Tourist Courts (New and major remodeling) – The fee will be to review the floor plans and equipment for compliance and may include any initial site consultations and required visits to assure compliance. Additional fees will be charged for annual inspection, on-site sewage systems, swimming pool plan reviews or other services.

\$50.00 (1 to 25 rooms) – TOURIST COURT ANNUAL FEE – The fee is an annual operations fee to include routine inspections for compliance and one follow-up per routine inspection. Additional inspections due to multiple or continued violations will be charges at the hourly rate.

\$75.00 (26 to 50 rooms) – TOURIST COURT ANNUAL FEE – The fee is an annual operations fee to include routine inspections for compliance and one follow-up per routine inspection. Additional inspections due to multiple or continued violations will be charges at the hourly rate.

\$75.00 (plus \$2.00 each room above 50) – TOURIST COURT ANNUAL FEE – The fee is an annual operations fee to include routine inspections for compliance and one follow-up per routine inspection. Additional inspections due to multiple or continued violations will be charges at the hourly rate.

SWIMMING POOLS AND SPA PROGRAM – Reference Chapter 290-5-57 Rules and Regulations  
Swimming Pools, Spas, and Recreational Water Parks

\$175.00 (Spa, hot tub, wading pool, & pool ≤40,000 gallons) \$300.00 (Pool >40,000 gallons) – SWIMMING POOL AND SPA PLAN REVIEWS/CONSTRUCTION PERMIT –  
The fee includes proposed plan review in office (does not include hydraulic analysis) and as many site visits as it takes to approve the construction of the pool to open and includes issuing a construction permit. Construction permit will include at least an inspection of the site prior to construction, pressure test of pipes before concrete is poured and final inspection. This is in addition to other plan reviews for tourist courts or other facilities. (Each wading pool, spa, hot tub and pool will be permitted separately.)

\$75.00 (Spa, hot tub, wading pool & pool ≤40,000 gallons) / \$150.00 (Pool >40,000 gallons) – SWIMMING POOL/OPERATIONAL/ANNUAL FEE – The fee is an annual operations fee to include routine inspections for compliance and one follow up per routine inspection. Additional inspections due to multiple or continued violations will be charged at the hourly rate. (Each wading pool, spa, hot tub, and pool will be permitted separately.)

***Institutional Program – Schools, Adoptive Homes, Foster Homes, Nursing Homes, Personal Care Homes, etc.***

Plan: \$100.00 – PLAN REVIEW – Fee will be to review the floor plans and equipment for compliance and may include an on-site evaluation where applicable. Additional fees will be charged for food service plan reviews, food service annual fee and annual inspection.

Inspection: \$50.00 (1-6); \$100.00 (7-15); \$150.00 (16-25); \$200.00 (over 25) – ANNUAL INSPECTION FEE – The fee is an annual inspection fee for one inspection imposed because many agencies require an environmental inspection of the establishment and this inspection will satisfy the requirement. Additional inspections, including follow-ups will be charged on an hourly basis.

***Recreational Program – Recreational Facilities Plan Review***

Recreational Plan (\$50.00) – PLAN REVIEW - The fee will include a site evaluation to determine the feasibility of use of the land for water and sewage disposal systems. Additional fees for actual sewage and water plan reviews, site evaluations and permits will be charged.

\$25.00 - REQUESTED INSPECTIONS - Many facilities require that the site be inspected for environmental safety. Other fees may be incurred such as water samples.

\$35.00/hr. (1 hour minimum) - OTHER - Fee for other services not covered; examples: multiple food violation inspection, multiple institutional inspections, commercial plan review, consultation, failed appointments not canceled in advance, hydraulic analysis for pool plans, etc.

\$229.60 – LEAD PAINT INVESTIGATION – Fee is for investigation of residence for lead, particularly when there is a report of a child with elevated blood lead level. Fee is charged as Medicaid allowance.

\$197.34 – LEAD PAINT POST ABATEMENT INSPECTION – Fee is for follow-up inspection to see if abatement procedures have been successful. Fee is charged as Medicaid allowance.

\$10.00 – LISTS – Fee for list of facilities: tourist courts, food service, pools, certified On-Site Sewage Contractors, certified Food Workers, etc.

Cost – MISCELLANEOUS – Recover incurred expenses: Printed materials (Food Regulations, etc.) and expenses for special services (Water sample at Albany Lab or other lab tests).

EXCLUSIONS – Services to County Commission and departments thereof.

**SECTION IV - DESCRIPTION OF THE ROLES OF DEVELOPMENT REVIEW DEPARTMENTS**

**A. Dougherty County Health Department - Environmental Health Section**

***Importance to Developers:***

The Environmental Health Section of the Dougherty County Health Department is responsible for enforcing the State and County Regulations involving the development of land requiring the use of individual sewage disposal systems (septic tank systems) and wells.

Also the Dougherty County Health Department is responsible for enforcement of State Regulations concerning the placement and operation of the following types of establishments whether or not the use of septic tanks or wells is required:

1. Hotels & Motels, Campgrounds, RV Parks
2. Food Service Establishments
3. Public Swimming Pools & Spas

Pre-development Review

1. Pre-development Review – It is recommended that developers considering subdivision or mobile home park development where public or community sewage treatment systems will not be available seek a pre-development review by the County Board of Health prior to developmental improvements. Rejection or tentative approval may be obtained by submitting a boundary plat including:
  - a. A vicinity map;
  - b. A topographic map;
  - c. Preliminary soil study conducted in compliance with the department’s current manual for On-Site Sewage Management Systems.

Subdivision plan approval

2. Proposals and plans required – The following information is required for subdivision and mobile home park proposals:
  - a. A boundary plat drawn to a reasonable scale which includes:
    1. A vicinity map;
    2. Proposed lots and streets including lot identification, dimensions, building lines and square footage of lots;
    3. A topographic map depicted in two (2) foot contour intervals, provided, however, that lesser contour intervals may be approved by the County Board of Health if the slope is sufficiently steep;
    4. A soil map and soil descriptions based on a high intensity soil study conducted in compliance with the department’s current manual for On-Site Sewage Management Systems;
    5. The location of all present and proposed wells, water systems, water courses, floodplains, sewage systems, structures, right-of-ways, utilities, storm water drainage systems and easements on the property and within one hundred feet (100’) outside the perimeter of the property; and

6. The name, registration number and seal of the preparing professional surveyor or engineer.
- b. A completed Subdivision Analysis Record on forms provided by the department.
- c. Copy of the following documents issued by the Environmental Protection Division of the Department of Natural Resources.
  1. The land disturbance activity permit and accompanying fees.
  2. The letters of approval to begin construction of a public water supply system and approving the source of the water supply where a public water supply system is to be utilized; and
  3. The approved storm water pollution prevention plan, where applicable.

After the subdivision has been approved by both Environmental Health and the Planning Director, an individual applies to Environmental Health to place an individual residence on a lot. Environmental Health would then determine the size and placement of the septic tank system and/or well. A site approval drawing of the lot showing the home, the septic tank and/or the well would then be drawn showing the soil type and stamped for approval. House specifications and site approval is then presented to the Planning & Development Services Department for a building permit. Once the building permit is obtained, construction permits for the sewage system and/or well may be obtained at Environmental Health. Final inspection is required prior to approval.

Environmental Health is charged with the responsibility of regulating:

- Food Service Establishments – including restaurants, caterers, mobile food services, temporary food services, bars, and any other facility where prepared food and/or beverages are served to the public.
- Tourist Accommodations – including hotels, motels, campgrounds, and RV Parks.
- Public Swimming Pools, Spas, and Recreational Water Parks.

Any person desiring to operate an establishment in the above categories should first contact Environmental Health at the address listed below to determine the requirements for the proposed facility. Plan submission and approval are required prior to new construction or remodeling. Additional information may be required depending on the type of facility. Permits are issued after the establishment has passed a final inspection. Preliminary inspections are conducted at the discretion of Environmental Health or the request of the applicant.

**Contact Dept:** *(Environmental Health Section, 240 Pine Avenue, Suite 360, 229-438-3943)*

**B. The Department of Agriculture**

*Importance to Developers:*

The Consumer Protection Division of the Georgia Department of Agriculture is charged with the responsibility of regulating the manufacture, sale, delivery, and the holding or offering for sale of food. Food includes products used for food or drink for human consumption, chewing gum, and products used for components or ingredients in such products.

Establishments, which are regulated, include:

1. Retail and wholesale grocery stores
2. Retail seafood stores and places of business
3. Food processing plants
4. Refrigerated and non-refrigerated food storage warehouses
5. Bakeries, confectioneries
6. Fruit, nut, and vegetable stores, and places of business.

Any person desiring to operate a food sales establishment should first contact the Department at the address listed below to determine what the requirements are for his or her particular establishment and to obtain a license from the Department. The license will be issued after the establishment has passed a final inspection. Preliminary inspections may be conducted at the discretion of the Department or at the request of the person seeking the license. No fee is required for this license.

***Contact Dept: (Dept. of Agriculture, 701 Gaines Avenue, 229-430-4245)***

**C. City of Albany Public Works Department**

Importance to Developers:

Public Works Department gives general supervision and support to all Public Works Division and coordinates projects with other departments within the City. Public Works is comprised of Street Division, Sewer Maintenance Division and Solid Waste Division.

The responsibility of the Street Division is to assure proper maintenance and construction of streets, alleys and sidewalks and any other city property such as parks, ball fields, etc.

Street Division

Functions include:

1. Paving roads and alleys which involve the installation of curb and gutter, soil cement base preparation and surface treatment application.
2. Maintenance of alleys.
3. Installation of driveway turnouts and pipes.
4. Repair of street cuts by other city departments and manage the resurfacing program each year.

Sewer Maintenance Division

Functions include:

1. Maintenance of all sanitary and storm sewers within the City of Albany's sewer system.
2. The installation of new taps and sewer extensions to serve additional residences and businesses.
3. Maintenance of sewer covers and frame.
4. Replacement of broken components as well as removal of foreign objects and debris which curtail flow.

Solid Waste Division

The Solid Waste Division ensures that all functions in the division are carried to completion of collecting and properly disposing solid waste generated by both residential and commercial customers. Also, the division aids in the enhancement of the beautification of the city by monitoring and removing garbage and litter from streets and public rights-of-way.

Storm Drainage Division

This division maintains all drainage ditches, drainage easements and holding ponds that comprise the storm drainage system in the City of Albany. The division is also called upon to assist other divisions in Public Works in clearing, removal of storm debris and the hauling of dirt and sand in conjunction with the various work programs.

**Contact Dept:**

City Public Works                      1900 N. Monroe Street                      (912) 883-6950

**D. Planning & Development Services Department**

Importance to Developers:

In July of 1997, the Albany Dougherty Planning Commission staff and the Albany Dougherty Building Inspection Department were merged to form the Planning & Development Services Department. One of the main functions of Planning & Development Services is the processing of land development applications. Within the department, this responsibility rests with the Planning Division. The division's objective is to provide information accurately and courteously. Specifically, this division is responsible for the administration and coordination of re-zoning, zoning variances, and subdivision applications.

The Planning & Development Services Department also provides information regarding Special Flood Hazard Areas (SFHA) and any other information regarding the Flood Insurance Rate Maps (FIRM). The department also offers various City and County maps, parcel information and other pertinent development information of use to developers.

Application Submissions

The submission dates (deadlines) as shown below will determine the scheduling of Zoning Applications and other applications received by the Planning & Development Services Department.

<b>Application Type</b>	<b>Deadline</b>
Zoning, Special Approvals	10 <sup>th</sup> of month
Subdivisions	No deadline (approved by staff)
Sign Variance	10 <sup>th</sup> of month
Zoning Variance	10 <sup>th</sup> of month

Meeting Calendar

<b>Meetings</b>	<b>Dates</b>
Albany Dougherty Planning Commission	1 <sup>st</sup> Thursday at 2:00 p.m.



### County Commission Dates

Public Hearing	1 <sup>st</sup> Monday at 10:00 a.m.
Work Sessions	2 <sup>nd</sup> & 4 <sup>th</sup> Monday at 10:00 a.m.
Final Vote	3 <sup>rd</sup> Monday at 10:00 a.m.

### City Commission Dates

Public Hearing	2 <sup>nd</sup> Tuesday at 8:00 p.m.
Work Sessions	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday at 8:30 a.m.
Final Vote	4 <sup>th</sup> Tuesday at 8:00 p.m.

The other division is the Development Services Division.

#### Development Services Division

The Development Services Division issues building permits. These permits must be "in-hand" before construction begins. The permit is issued when the developer complies with a number of regulations enacted to secure the health, safety, and welfare of the citizens of Albany and Dougherty County. The Development Services Division will review plans and specifications for projects that are proposed for construction, in order that these plans conform to all City, County, and State Code regulations when a permit is issued.

Functions include:

1. Enforcing the following state mandated codes with amendments:
  - International Energy Conservation Code, 2006 Edition
  - International Building Code, 2006 Edition
  - International Mechanical Code, 2006 Edition
  - International Plumbing Code, 2006 Edition
  - International Fuel Gas Code, 2006 Edition
  - International Fire Code, 2006 Edition
  - National Electrical Code, 2008 Edition
  - National Fire Prevention Code, 2006 Edition
  - NFPA 101 Life Safety Code, 2009 Edition
  - City of Albany Zoning Ordinance, as amended
  - Dougherty County Zoning Regulations, as amended
  - City of Albany Floodplain Ordinance
  - Dougherty County Floodplain Regulations
  - City of Albany Sign Ordinance
  - Dougherty County Sign Ordinance
  - GA Accessibility Standards, 1997 Edition
2. Review plans for new structures, plans for alterations and additions to existing structures.

3. Issue building permits, sign permits, electrical permits, plumbing permits, Gas permits and H.V.A.C. permits.
  
4. Make on-site inspections of all new structures, alterations, additions, and repairs for compliance with the building and zoning regulations and for compliance with the approved plans upon which the building permit was issued.
  
5. Issue Certificates of Occupancy upon compliance with applicable codes.

**\*Note:** All drawings, specifications, and accompanying data for structural, plumbing, electrical, gas, HVAC, fire suppression systems, etc. shall bear the name and address of the designer. In the case of buildings or structures of Group E - Education, Group I - Institutional and Group A Assembly Occupancy, and all buildings or structures over 2 stories in height, or five thousand (5,000) square feet in area, or group housing projects, or over one hundred thousand (\$100,000) dollars in value except one and two-family dwellings, such designers shall be professional architects and/or engineers legally registered with the State of Georgia, and shall affix his or her seal to said drawings, specifications, and accompanying data along with their addresses.

**Contact Dept:**

William “Tracy” Hester, ICC CBO Development Services Manager	240 Pine Avenue Suite 300	(229) 438-3922
Mary Teter Planning Manager	240 Pine Avenue Suite 300	(229) 438-3930
Tammy McCalla Plan Review Coordinator	240 Pine Avenue Suite 300	(229) 438-3903
Randy Weathersby GIS Manager	240 Pine Avenue Suite 300	(229) 438-3925
Mike Tilson Code Enforcement Director	240 Pine Avenue Suite 302	(229) 438-3913

**F. City Engineering Department**

Importance to Developers:

The Engineering Department consists of the Director of Engineering, Design Engineers, Surveying Technicians, Draft Persons, Construction Inspectors, and other support staff.

The duties and responsibilities of the Engineering Department include:

1. Providing internal support for all departments of the City, the Planning & Development Services Department, Chehaw Park, and the Water, Gas and Light (WG&L) Department.
2. Providing external support to the private sector through review of plans such as subdivision plans, site plans for non-residential developments, and approval of construction.
3. Coordinate house moving permits.
4. Providing support and coordination with other government agencies and utility companies.
5. Administering the Tree Ordinance and the Soil Erosion and Sedimentation Control Ordinance.

The Engineering Department site development inspectors give approval of all new construction that will be deeded to or become part of the maintenance responsibility of the City of Albany. The surveying technicians lend support relative to locating City easements, rights-of-way, utilities, etc.

**G. City Engineering Department (Traffic Division)**

Importance to Developers:

The Traffic Engineering Department comments on the potential traffic impact of all non-residential developments in the City of Albany and Dougherty County. The Department reviews plans from a traffic safety standpoint. For instance, they look at the functionality of driveway cuts, acceleration/deceleration lanes, median openings, etc. The Department also looks at parking designs and internal traffic flow on major developments.

Functions include specifically:

1. Approval of a commercial driveway location and design.
2. Approval of street light design and receive payments.

3. Approval of street name signs and receive payments.
4. Determination of need for traffic impact studies.

**Contact Dept:**

Bruce Maples Director of Engineering	240 Pine Avenue, 2 <sup>nd</sup> Floor	(229) 883-6955
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Rod Hutchinson Civil Engineer Project Manager	240 Pine Avenue, 2 <sup>nd</sup> Floor	(229) 883-6955
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**H. Dougherty County Public Works Department**

Importance to Developers:

The Dougherty County Public Works Department gives general support to, and coordinates projects with other departments within the County.

The responsibility of the County Public Works Department is to assure proper maintenance and construction of streets, drainage canal maintenance and any other county property such as parks, ball fields, etc.

The County Public Works Department maintains all drainage ditches, drainage easements and holding ponds that comprise the storm drainage system in the City of Albany and Dougherty County. The department is also called upon to assist other departments in execution of other projects.

The Dougherty County Public Works Department has the responsibility for review and approval of construction plans for subdivision and nonresidential sites in the unincorporated areas.

The County Public Works Department site development inspectors approve all new construction that will be deeded to or become part of the maintenance responsibility of Dougherty County.

**Contact Dept:**

Larry Cook, Director	2108 Habersham Road	(229) 430-6120
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Bill Bradley, Engineering Supervisor	2108 Habersham Road	(229) 430-6120
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**I. Water, Gas and Light Department**

Importance to Developers:

The Engineering Department of the Water, Gas & Light Commission (WG&L) provides engineering and clerical support for the Commission, particular, the Water, Gas and Light Departments (Operations). This support includes but is not limited to:

1. Designing system extensions and planning system maintenance.
2. Monitoring job status and ensuring optimum compliance.
3. Recommending actions, guidelines, and/or policies in the process design, safety and construction.
4. Coordinating and scheduling the designs and construction of all three operating departments with consultants, developers, owners, the general public and/or other.

The Engineering Department of WG&L is the appropriate section to contact when water, gas and /or electric facilities are first considered. The department can assist customers with availability of services, cost, rates, fees, policies and procedures of the Commission and other inquiries.

**Contact Dept:**

Keith Goodin, Asst. General Manager	1726 Lily Pond Road	(229) 883-8330
George Walls, Engineering Supervisor	1726 Lily Pond Road	(229) 883-8330

**SECTION V - BUSINESS LICENSE APPLICATION**

**A. Residential Business License Application**

(Definition: All persons, firms, corporations or manufacturing companies having either their business or their general offices or agencies located within the corporate limits of the City of Albany and/or Dougherty County shall register with the City Treasurer Division.)

Procedures

1. All inquiries or applications for business license within the corporate limits of Albany-Dougherty County, will be referred or made.
2. Applications will be completed in triplicate; the white copy will remain with the City Treasurer Division, the yellow copy will be sent to the Planning & Development Services Department and/or other departments as appropriate (after an inspection date has been established by the City Treasurer Division for an inspection by the Albany Fire Department) and the applicant will keep the pink copy.



3. The Planning & Development Services Department will verify zoning and the Albany Fire Department will inspect facility for occupancy requirements on the assigned date.
4. Upon approvals from all appropriate agencies, a Certificate of Occupancy or other required approvals will be turned in to the City Treasurer Division and the City Treasurer Division will call applicant when business license is ready to be paid for and picked up.

**\*Note:** For additional information contact the City Treasurer Division at (229) 431-2118.

## **B. Non-Residential Business License Application**

(Definition: Persons, firms, corporations or manufacturing companies having either their business or their general offices or agencies located outside the corporate limits of the City of Albany and/or Dougherty County and who are represented in said City or County by officers, or agents soliciting or transacting business for them within the corporate limits of the City and/or County shall be required to register with the City Treasurer Division.)

### Procedures

Follows basic residential business license application procedure except:

1. A copy of the application will be forwarded to the Planning & Development Services Department for review.
2. The Planning & Development Services Department will review the application for zoning compliance.
3. If the application meets all the requirements, the non-residential business shall be issued a business license.
4. If the application does not meet all requirements, the applicant is notified immediately and the review process is stopped.

## **C. Application Requirements for Residential and Non-Residential Businesses (General Contractors)**

1. Completion of license registration.
2. Contractors shall have a minimum one hundred thousand (\$100,000) dollars public liability insurance.
3. Contractors shall provide proof of state registration as a residential or general contractor.
4. Applicants shall present a State of Georgia license for Master Electrician, Heating, Refrigeration, Air-Conditioning and Plumbing Contractors.

**\*Note:** For additional information contact the City Treasurer Division at (229) 431-2118.

**D. Home Occupation Application**

(Definition: Any use customarily conducted entirely within the dwelling and carried on by inhabitants thereof, whose use is clearly incidental and secondary to the use of the dwelling for dwelling purposes and does not change the character thereof. Provided further that no article or service is sold or offered for sale on the premises, except such as is produced by such occupation; that such occupation shall not require internal or external alterations or construction features, equipment, machinery, out-door storage, or signs not customary in residential areas. One (1) non-illuminated name plate, which is not more than two (2) square feet in area, may be attached to the building which shall contain only the name and occupation of the resident of the premises.)

Procedures: Follow basic residential business license application procedure.

**Contact Dept:**

City Treasurer Division                      240 Pine Avenue, Suite 150                      (229) 431-2118

**APPENDIX A - ZONING DISTRICT TITLES**

Residential

- AG, (Agricultural District)
- R-E, (Estate District)
- R-1, (Single Family Residential District)
- R-2, (Single Family Residential District)
- R-G, (Single Family Residential District – in the County only)**
- R-MHS, (Mobile Home Single Family District)
- R-3, (Single Family and Two Family Residential District)
- R-MHP, (Mobile Home Park District)
- C-R, (Community Residential District)

Commercial

- C-1, (Neighborhood Mixed-Use Business District)
- C-2, (General Mixed-Use Business District)
- C-3, (Commercial District)
- C-5, (Office/Institution/Residential District)
- C-6, (Transitional Business District)
- C-7, (Mixed-Use Planned Development District)
- C-8, (Commercial Recreation District)
- M-1, (Restricted Industrial District)
- M-2, (Heavy Industrial District)

**APPENDIX B - CITY ORDINANCES, COUNTY REGULATIONS, RESOLUTIONS AND OTHER DOCUMENTS USED IN THE DEVELOPMENT REVIEW PROCESS AND BUSINESS LICENSE APPLICATION**



*Reference Document*

1.	Albany Dougherty Comprehensive Development Plan	Planning & Development Services
2.	Floodplain Management Ordinance for City of Albany	Planning & Development Services
3.	Floodplain Management Regulations for Dougherty County	Planning & Development Services
4.	City of Albany Ordinance to Regulate Outdoor Flea Markets	Planning & Development Services
5.	Albany Dougherty Subdivision Regulations	Planning & Development Services
6.	Addendum to “On-Site Sewage Management Systems” and Subdivisions – Rules and Regulations, DHR Chapter 290-5-26, and On Site Water Supplies Rules and Regulations	Environmental Health Section
7.	Rules and Regulations for On-Site Sewage Management Systems (Septic Tanks System)	Environmental Health Section
8.	Rules and Regulations for Tourist Courts (Hotels & Motels)	Environmental Health Section
9.	Rules and Regulations for Food Service	Environmental Health Section
10.	Rules & Regulations for Swimming Pools & Spas	Environmental Health Section
11.	Albany Dougherty Zoning Regulations	Planning & Development Services
12.	Soil Erosion and Sedimentation Control Regulations for City of Albany	Engineering Department
13.	Soil Erosion and Sedimentation Control Regulations for Dougherty County	Co. Public Works Dept.
14.	City of Albany Sign Ordinance	Planning & Development Services
15.	Business Occupation, Tax and License Fee for the City of Albany and Dougherty County	Treasury Department

- |     |  |                        |
|-----|--|------------------------|
| 17. | Tree Ordinance                             | Engineering Department |
| 18. | City of Albany Site Construction Standards | Engineering Department |

**APPENDIX C - CHECKLIST FOR COMMERCIAL SITE PLANS (FOR COMMERCIAL OFFICE, INSTITUTIONAL AND INDUSTRIAL PROJECTS)**

**Checklist for Commercial Site Plans**

Date In \_\_\_\_\_ Date Out \_\_\_\_\_  
Owner \_\_\_\_\_ Engineer \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Project Location \_\_\_\_\_

Reviewed By \_\_\_\_\_

Approval Date \_\_\_\_\_ Rejection Date \_\_\_\_\_

*Existing Property Information*

Boundary and Topographical Survey prepared by a Registered Land Surveyor licensed in the State of Georgia to consist of the following as a minimum:

- Ø Property lines with bearings and distances  
Bearing and distance, preferably along existing street right-of-way, to nearest intersection
- Ø If property is part of existing subdivision, show lots and block information.
- Ø Street Address
- Ø Existing aboveground features especially buildings and other impervious features. As a minimum, provide information to the centerline of existing streets adjacent to proposed development.
- Ø Existing one (1) foot contours and spot elevations provided referenced to mean sea level. An assumed datum is not acceptable.
- Ø Graphical scale and north arrow.
- Ø Existing underground features such as utilities, underground storage tanks, etc. Provide size, location, use, or other pertinent information about the item shown.
- Ø Show location, size, and elevations of all existing sanitary sewer appurtenances adjacent to proposed development. Show all easements related to sanitary line.

- θ Show location, size, and elevations of all existing storm sewer appurtenances adjacent to proposed development. Show easements associated with storm drainage system.
- θ Current zoning of the property; if zoning changes are anticipated, provide proposed zoning.
- θ Provide minimum building setback lines.
- θ Provide survey of wetland areas, if any.
- θ If site receives stormwater runoff from adjacent property, provide topographical information of these areas.
- θ Provide floodplain or floodway information as shown on the latest edition of the flood maps. Information shown should include floodplain or floodway boundaries, 100-year flood elevation or flood elevation established by City Engineering Department for unnumbered A Zones.
- θ Existing trees or tree areas to utilized in tree count. Include Registered Land Surveyor's stamp.
- θ Benchmark
- θ Identify existing right-of-ways adjacent to development. For state routes, provide information as to whether roadway is state route, M-route, or other classification.
- θ Identify governing or reviewing authority for rivers or streams adjacent to proposed development.
- θ Provide owners names and zoning of adjacent property.

### **Proposed Improvements**

- θ Show all proposed building, parking, or driveway improvements. Provide areas of improvements proposed (required for determination of tree ordinance category or to determine if development is a minor land disturbing activity and exempt under the City of Albany sedimentation and Erosion Control Ordinance).
- θ Provide all information about curb cuts or driveways including but not limited to width, radii, construction material, and elevations. Design of driveways will consider ease of ingress and egress of vehicles and should carefully consider the vertical transition from the street cross slope and the driveway slope and vice versa.
- θ Provide information concerning proposed widening of adjacent roadways or alleys. This includes any requirements to provide acceleration or deceleration lanes.

**Stormwater management information to include the following:**

- ∅ Drainage areas both pre-developed and post-developed especially if runoff is being significantly altered or diverted to discharge to areas other than current location. Include all off-site drainage areas.
- ∅ If detention is required (to be determined at the predevelopment consultation), provide hydrology calculations using the Universal Rational Method or the Soil conservation Service TR-55 Method. Calculations should be provided for the 2, 5, 10, 25, 50, and 100-year storms.
- ∅ If retention is required (to be determined at the predevelopment consultation), ponds should be designed to handle 12” of runoff from the drainage basin. The runoff coefficient for the pond area itself should be considered as 0.95.
- ∅ Pond designs should provide for a minimum radius of 5’ at the base of the slope with the radius increasing in conjunction with the side slopes of the pond. Regional ponds should have a greater minimum radius to facilitate maintenance. All volume calculations are to reflect the pond design with the radii.
- ∅ Provide calculations for inlet capacity, curb capacity, pipe capacity, or open channel capacity. Provide velocity information.
- ∅ Show roof drainage, both slopes and discharge methods.
- ∅ Development is required to connect to sanitary sewer if it is within 500’ of an existing sewer and if sufficient depth and capacity exist.
- ∅ Provide sewer connection from existing sewer. Information to include method of connection to existing city sewer, elevations, size, grade of proposed sewer.
- ∅ Extend sanitary sewer across property so that adjacent property owner can be served and also so extension process with little or no disturbance to proposed development.
- ∅ All sanitary sewer design and installation shall comply with the latest requirements of the “Ten State Standards” and the City of Albany Standards, whichever is more stringent.
- ∅ Plan and Profile drawings may be required. (To be determined at the predevelopment consultation.) Plan and Profile drawings shall show as a minimum the following:
  - ( ) Sewer stationing in both the plan view and the profile.
  - ( ) Invert and rim elevations at all manhole structures in both views.
  - ( ) Consistent identification of structures in both views.
  - ( ) Pipe grades, size, and material in both views.
  - ( ) Show elevations and clearance at all utility and storm drainage crossings.
  - ( ) Horizontal scale shall be 1” = 20’ and vertical scale shall be 1” = 5’.

- θ Sampling manholes shall be provided in accordance with City Code Section 28-7 C.11, F (1) and (2) for all food service facilities or strip shopping centers where food service facilities may later locate.
- θ Provide finish contours at 1' intervals and spot grades where necessary to clearly define grading and overland drainage. This includes all areas that are to be disturbed by construction activities.
- θ Show location of proposed advertising signs. According to the latest sign ordinance, sign shall not be located in a 25' by 25' right-of-way miter at street intersections.
- θ Provide waste collections method in accordance with Section 14-52 (3) of the City code. This may be a dumpster pad or other approved method that shall be determined at the predevelopment consultation.
- θ Provide a pavement section of sufficient strength to accommodate the ingress and egress of solid waste collection vehicles. Areas should include but not be limited driveways, lanes, and turnaround areas.
- θ Location of waste collection areas should allow for ease of ingress and egress, minimize disturbance of the business operation, and should not be located where existing utilities may be a hindrance to collection such as overhead power lines.
- θ Provide minimum requirements for sedimentation and erosion control if site is less than 1.1 acres or is deemed to be a minor disturbance (determined at predevelopment consultation).
- θ If site is greater than or equal to 1.1 acres, development must comply with the latest edition of the Sedimentation and Erosion Control Ordinance. Refer to the checklist for the Sedimentation and Control Ordinance.
- θ Provide calculations and forms to comply with the Tree Ordinance. Refer to checklist for Tree Ordinance.
- θ In accordance with City Ordinance 86-100, a professional engineer, registered and licensed in the State of Georgia shall prepare site plans.

**Fees or charges related to site plan review and approval**

θ	Sedimentation and Erosion Control Application Fee	\$ _____
θ	Sewer Assessment or Sewer Connection Fee	\$ _____
θ	Sewer Development Charge	\$ _____
θ	Sewer Tap Fee	\$ _____

Notes: Any changes in the approved plans must be submitted by the developer's engineer to the City Engineering Department for review and approval prior to commencement of proposed changes.

Proposed Property Information

Plat of proposed improvements prepared by a Georgia Registered engineer to consist of the following as a minimum:

1. Buildings
2. Parking and drives (Accessibility)
3. Curb cuts
4. Storm Drainage System, 10 yr. storm event
5. Sewer connection
6. Sampling manhole
7. Roof pitch
8. Off-site drainage, to or from
9. Proposed widening
10. Accel-decel lanes
11. Signs proposed
12. Contours (Existing and proposed at a maximum of one (1) foot intervals).

Inter-Agency Overview

Traffic Engineering - Driveways  
Zoning  
Wetlands  
Sewer development charge sewer assessment held in abeyance  
Tap fee  
DOT permits  
Planning Commission approval  
Corps of Engineers approval (Rivers and Streams)  
Erosion and Sedimentation Control permit application  
Floodplain approval  
Tree Permit application

Any changes in the approved plans must be coordinated between the developer's engineer and the City of Albany Engineering Department and/or Dougherty County Public Works Department and must be approved prior to construction

The finished site work will be inspected and approved in writing by the City Engineering Department and/or County Public Works Department prior to a Certificate of Occupancy being issued.

## **APPENDIX F - ADDRESSES OF CITY, COUNTY, STATE AND FEDERAL AGENCIES**

### **City Departments**

City Manager's Office	P. O. Box 447 Albany, GA 31703-0447	229-431-3242 229-431-2184 (fax)
City Engineering Department	240 Pine Avenue, 2 <sup>nd</sup> Floor Albany, GA 31702	229-883-6955 229-431-2875 (fax) 229-883-6956 (fax)
Dougherty County Public Works Department	1900 N. Monroe Street Albany, GA 31701	229-883-6950 229-430-3868 (fax)
Albany Fire Department	320 N. Jackson Street Albany, GA 31701	229-431-3262 229-431-3207 (fax)
Water, Gas, & Light Commission	P. O. Box 1788 Albany, GA 31703	229-883-8330 229-438-1545 (fax)
City Treasurer's Office (Business License Office)	240 Pine Avenue, Suite 150 P. O. Box 447 Albany, GA 31703-4801	229-431-2118 229-432-8160 (fax)

### **County Departments**

County Administrator Office	P. O. Box 1827 222 Pine Avenue Albany, GA 31702	229-431-2121 229-431-2167 (fax)
Environmental Health Section (Dougherty Co. Health Dept.)	240 Pine Avenue, Suite 360 Albany, GA 31702	229-438-3943 229-432-8186 (fax)
Dougherty County Public Works Department	2108 Habersham Rd. Albany, GA 31701	229-430-6120 229-430-6128 (fax)

### **City/County Departments**

Planning & Development Services	240 Pine Avenue, Suite 300 Albany, GA 31702	229-438-3900 229-434-2687 (fax) 229-438-3965 (fax)
Traffic Engineering Department	240 Pine Avenue, 2 <sup>nd</sup> Floor Albany, GA 31702	229-883-6955 229-883-6956 (fax)

### State Agencies

Georgia Department of Agriculture	District IV 701 Gaines Avenue Albany, GA 31706 229-430-4245
Environmental Protection Trade Port Office (EPD)	4244 International Parkway Suite 100 Atlanta, GA 30354 404-362-2696
Department of Natural Resources, Water Resources Management Branch	7 Martin Luther King Jr., Drive S.W., Room 143 Atlanta, GA 30334 404-656-6382

### Federal Agencies

Federal Emergency Management Agency (FEMA)	Region IV 1371 Peachtree Street, N.E. Suite 700 Atlanta, GA 30309 404-853-4400 404-853-4440 (fax)
FEMA Flood Map Distribution Center	6930 San Thomas Road Elkridge, Maryland 21227-6227 800-358-9616 800-358-9620 (fax)
Soil Conservation Service (SCS)	Robert G. Stephens Federal Bldg. 355 East Hancock Avenue Athens, GA 30601 404-546-2116
Natural Resource Conservation Service (NRCS)	District Conservationist Dougherty County Agriculture Bldg. 125 Pine Avenue Albany, GA 31701 229-430-8509
U.S. Geological Survey (USGS)	Georgia District Office 6481 Peachtree Industrial Boulevard Doraville, GA 30360 404-221-4858

**Federal Agencies**

U.S. Army Corps  
of Engineers

Savannah District  
P. O. Box 889  
Savannah, GA 31402-0889  
912-944-5339

Mobile District  
P. O. Box 2248  
Mobile, AL 36628  
205-694-3879

Jacksonville District  
P. O. Box 4790  
Jacksonville, FL 32232-0019  
904-791-3507

South Atlantic Division  
Room 313  
77 Forsyth Street  
Atlanta, GA 30335-6801  
404-331-6641

## APPENDIX G - GLOSSARY OF TERMS

<b>Alteration:</b>	Any change, addition or modification in construction or type of occupancy; any change in the structural members of a building, such as walls, partitions, columns, beams, girders, or any change which may be referred to as alteration.
<b>Amendment:</b>	Is a general term meaning a revision or change to a previously approved ordinance or General Plan.
<b>Appeal:</b>	The process by which an aggrieved party may petition for review, with fee, of a decision made by an official or department of City or County government.
<b>Board of City Commission:</b>	The Mayor and members of the Board of City Commissioners.
<b>Board of County Commission:</b>	The Chairman and members of the Board of County Commissioners.
<b>Building:</b>	Any structure having a roof, supported by columns or by walls and intended for shelter, housing or enclosure of any person, animal or chattel.
<b>Clearing:</b>	The removal of trees of four (4) inch DBH or greater.
<b>Comprehensive Development Plan:</b>	A comprehensive long-range plan intended to guide the growth and development of the City of Albany and Dougherty County. It includes analysis, recommendations, and proposals for the community's population, economy, housing, transportation, community facilities, and land use.
<b>Concept Plan:</b>	A preliminary presentation and accompanying documentation of a proposed subdivision of sufficient accuracy to be used for the purpose of discussion and classification.
<b>Construction Plans:</b>	Those maps, drawings, and documents submitted by a developer which are used to guide construction and to depict the specific location of and provide the computations and specifications for the design of the improvements to be installed in a subdivision, or depict specific details of the erection of a structure.
<b>Development:</b>	A planning or construction project involving substantial property improvement and, usually, a change of land use character within the site, the act of using land for building.

<b>Elevation Certificate:</b>	A certificate prepared by a professional Engineer registered Surveyor or Licensed Architect that specifies the "as-built" elevation of the lowest floor in relation to the base floor elevation (bfe).
<b>Floodplain:</b>	The land within a community which is subject to a one percent (1%) chance of flooding in any given year.
<b>General Plan:</b>	See Comprehensive Development Plan.
<b>Land Disturbance Activity:</b>	Means the following: <ul style="list-style-type: none"> <li>(a) the new construction or installation of a parking lot; or</li> <li>(b) clearing, or otherwise removing trees (4" or greater) on a site; or</li> <li>(c) adding, removing, exposing, excavating, leveling, grading, digging, burrowing, dumping, piling, dredging, or otherwise significantly disturbing the soil of a site, which would affect trees and soil.</li> </ul>
<b>Lowest Floor:</b>	The lowest floor of the lowest enclosed area. An unfurnished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the floodplain regulations.
<b>Non-Conforming Use:</b>	Any legal use of land or structure which does not conform to the use provisions of the Zoning Ordinance or any other City or County Code at the time of adoption, or any amendment thereto.
<b>Ordinance:</b>	Is a law or statute enacted by and to be implemented and enforced by a city.
<b>Planning Commission:</b>	Quasi-judicial body appointed by the Board of City Commission and Board of County Commission that considers applications for zoning variances and hears appeals that result from decisions or interpretations made by the Building Inspector.
<b>Public Hearing:</b>	Is a formal hearing where advance notice is required giving the time, place, and subject of the hearing, and where the public may offer oral and/or written testimony.

**Sign:** Any writing, pictorial presentation, illustration, or decoration, flag, banner or pennant or other device which:

- (a) is used to announce, direct attention to, identify, advertise or otherwise make anything known; and
- (b) is designed to be visible from any street or adjoining property.

**Specimen**

**Tree:** Any tree or grouping of trees which has been determined to be of a high value because of its species, size, age, or other professional criteria.

**Subdivision:** The division of a lot, tract or parcel of land into two or more lots, tracts, parcels, or other divisions of land for the purpose whether immediate or future, of sale or building development.

**Zoning**

**Districts:** Is an area within which certain uses of land and buildings are permitted and certain minimum performance and development standards are set forth.



**APPENDIX I – APPLICATION FOR LAND DISTURBING ACTIVITY PERMIT**

**Land Alteration/Tree Ordinance  
Application/Permit**

Name of Applicant (Owner/Developer): \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Agent for Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Agent's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Development or Property: \_\_\_\_\_

Address for Development/Property: \_\_\_\_\_

1. Site Area: \_\_\_\_\_ Acres

2. Required Tree Density Units: \_\_\_\_\_ (15 x #1)

3. Units From: \_\_\_\_\_ existing trees remaining on Site: \_\_\_\_\_ New Trees: \_\_\_\_\_

4. Total units from existing and new trees: \_\_\_\_\_

5. Reduction in required new plantings if maintaining impervious constructed prior to May 12, 1992: (Note: Use this section only if minimum required density is not met by existing and new trees).

A. Square foot area of existing impervious to be continued in use \_\_\_\_\_

B. Square foot area of new impervious \_\_\_\_\_

C. Percentage reduction allowed \_\_\_\_\_ (#B / #A)

D. Reduced "NEW" required tree units: \_\_\_\_\_ (#C x #2)

6. Are new trees required to meet "Tree to Parking Space Distance Requirement":  Yes  No

Pursuant to the requirements of the **Tree Ordinance of the City of Albany, Georgia** et seq. And as amended, the undersigned applicant hereby applies for a permit for the land alteration activity as represented by the attached plans. By signing this application, the applicant agrees to follow all requirements as outlined in the **Tree Ordinance of the City of Albany, Georgia** et seq. And as amended. Also by signing, the applicant states that the application is factual and accurate.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Code Enforcer Signature

**List of Existing Trees for Credit and List of Trees to Be Planted**

**Note: The diameter of an existing tree is measured at 54 inches above the ground.**

**Note: More than one species may be listed on a line if the “preferred tree” option is NOT being used.**

DBH	TDU	Preferred Tree Increase	Minimum Area of Living Space	Minimum Radius for Living Space
1-5	1	50%	150 SF	2 FT
6-10	2	50%	200 SF	2.5 FT
11-15	3	25%	250 SF	3 FT
16-20	4	25%	300 SF	3.5 FT
21-25	5	10%	350%	4 FT
26-30	6	10%	400%	4.5 FT
31-35	8	5%	450%	5 FT
36-40	10	5%	500%	5.5 FT
41-45	12	5%	550%	6 FT
> 45	14	5%	600%	6.5 FT

Existing Trees:

DBH	Species	Number	Units Each	Preferred Total Tree %	Units
_____	_____	_____	_____	Y N ____%	_____
_____	_____	_____	_____	Y N ____%	_____
_____	_____	_____	_____	Y N ____%	_____
_____	_____	_____	_____	Y N ____%	_____
Total Units for Existing Trees					_____

Trees To Be Planted:

Species	Number	Units Each	Total Units
_____	_____	_____	_____
_____	_____	Shade/Ornamental	_____
_____	_____	Shade/Ornamental	_____
_____	_____	Shade/Ornamental	_____
_____	_____	Shade/Ornamental	_____
Total Units for New Trees			_____

Total number of new trees \_\_\_\_\_  
 1/3 of total number of new trees \_\_\_\_\_ (Remember: no more than 1/3 of any species can be planted)  
 1/2 of total number of new trees \_\_\_\_\_ (Remember: shade trees must exceed 1/2 of all trees planted)  
 Total number of shade trees \_\_\_\_\_

If planting more than the required minimum units, list the extra below.

Species	Number
_____	_____
_____	_____
_____	_____

Requirements for Application

1. General Application Information:
  - a. Name and address of property owner.
  - b. Name, address and telephone number of applicant if other than the property owner.
  - c. Address of property to have the tree activity.
  - d. Signature of applicant
  - e. Acreage of property on which the land alteration will take place.
  - f. The total tree density units required for the site (acreage x 15).
  - g. If performing a tree altering activity such as tree removal or trimming with no other intended actions on public or private property, the information, plans, and documentation may be reduced by the Code Enforcer.
  - h. Separate approvals are required for each phase, as each phase enters development.
  - i. If another city permit is required for the site, which requires a scaled plan (except for internal building plans), the tree plan is required to be on a scaled plan of a scale equal to or larger than the other required plan.
2. Existing Tree Density Credit Information:
  - a. The total tree density units from existing trees.
  - b. Location.
  - c. DBH (diameter at breast height, i.e. 54 inches above ground).
  - d. Specific species (common name).
  - e. Square footage of living space.
  - f. Radius of living space.
  - g. Tree unit credit for each size of tree.
  - h. Tree unit credit for each species of tree.
3. New Tree Density Unit Information:
  - a. The total tree density units from new trees.
  - b. Location.
  - c. Caliper.

1. Note: The caliper of new trees is required to be between 1.5 and 3.5 inches, except that a pine tree caliper is required to be between 1 and 1.5 inches.
  2. Note: Palm trees are assigned credit based on height, not caliper, and receive one (1) TDU credit for each ten feet (10") height increment.
- d. Specific species (common name).
  - e. Square footage of living space.
    1. Note: A new tree surrounded by impervious material, the minimum required living space is one hundred and fifty (150) square feet.
  - f. Radius of living space.
  - g. Number of trees of each species.
    1. Note: No more than one-third (1/3) of the new trees to be planted shall be from any one species.
  - h. Number of trees which are "shade" trees.
    1. Note: At least one-half (1/2) of the new trees to be planted shall be from the shade tree class.
  - i. Pre-approval for trees not listed in the Tree Ordinance.
  - j. Tree unit credit for each species of tree.
  - k. All new trees shall be planted on site between October 1 and April 15 unless Code Enforcer grants permission otherwise.
4. Tree Density Required
- a. Any site on which there will be a tree activity on it shall have not less than fifteen (15) tree density units per acre.
  - b. The City desires not to create or impose undue hardship on lands which had impervious areas before the enactment of the first tree ordinance on May 12, 1992. Therefore, for lands which do not meet the minimum tree density units and had impervious areas on May 12, 1992 , the following applies:
    1. The tree density units required are adjusted by a percentage. This percentage is the ratio of proposed impervious area divided by the existing preserved and used impervious area that was on the site on May 12, 1992. The proposed impervious areas which were constructed or are to be constructed after May 12, 1992.
    2. If requirement of subparagraph "a" above causes an overall tree density until total greater than the minimum tree density units of paragraph 1, then the required number of tree density units is reduced to require only the difference

between the minimum tree density units of paragraph “1” and the existing tree density units.

3. Additional required information:

- a. Provide the location and square footages of the existing impervious areas that will be preserved and used.
- b. Provide the location and square footage of all proposed impervious areas.
- c. Divide the proposed impervious areas by the existing saved impervious areas for a percentage.
- d. Multiply the percentage by the total units required which yields the number of units to be planted.
- e. The minimum required new tree density units shall not be less than ten percent (10%) or require less than one (1) tree (which ever is greater) to be planted.

- c. Nothing in the tree ordinance authorizes the removal of existing trees as to reduce site tree units below fifteen (15) tree density units per site acre, and any such removal is prohibited.

5. Sites with New Paved Parking Areas

- a. On sites where the tree density unit requirements have been met by trees retained on the site, any proposed or new parking areas shall be designed so as to provide that no new paved parking space shall be more than seventy-five feet (75') from a tree density unit living space.
- b. On sites where the tree density unit requirements are not met by existing trees left on site, the site shall be designed to require a ratio of not less than one (1) tree unit per twenty-five (25) new paved parking spaces, and so that no new paved parking space shall be more than seventy-five feet (75') from a tree density unit living space.
- c. Multi-level or covered parking areas are exempt from the requirements of having any new paved parking space within seventy-five (75) feet of a tree density unit living space.

6. Off-Site Tree Planting Requirements/City Tree Bank – On site to be altered having serious space limitations such as party walls, zero lot lines or other similar restrictions and having less than seventy-five hundred (7,500) feet of paved area, the applicant may elect to:

- a. Provide for the required tree density units to be planted on adjacent or nearby city rights-of-way where allowed by the Code Enforcer, and
- b. After completing item #1, and where three density unit requirements still remain, pay to the city \$100 per remaining tree density unit.

## NEW TREE LIST

### “Preferred” Shade Trees

Common Name	Minimum Living Space (sq. ft.)	Minimum Living Radius (ft.)	TDU
Black Tupelo ( <i>Nyssa sylvatica</i> )	150	2.5	1.5
Bald Cypress ( <i>Taxodium distichum</i> )	150	2.5	1.5
Florida or Southern Sugar Maple ( <i>Acer floridanum</i> )	150	2.5	1.5
Ginkgo or Maiden Tree ( <i>Ginkgo biloba</i> )	150	2.5	1.5
Live Oak ( <i>Quercus virginiana</i> )	150	3.0	2.0
Overcup Oak ( <i>Quercus lyrata</i> )	150	2.5	1.5
Scarlet Oak ( <i>Quercus coccinea</i> )	150	2.5	1.5
Southern Red Oak ( <i>Quercus falcata</i> )	150	2.5	1.5
Swamp Chestnut Oak ( <i>Quercus michauxii</i> )	150	2.5	1.5
White Oak ( <i>Quercus alba</i> )	150	2.5	1.5
<b>Other Shade Trees</b>			
American Beech ( <i>Fagus grandifolia</i> )	150	2.0	1.0
American Holly ( <i>Ilex opaca</i> )	150	2.0	1.0
Chinapine ( <i>Cunninghamia lanceolata</i> )	150	2.0	1.0
Dawn Redwood ( <i>Metasequoia glyptostroboides</i> )	150	2.5	1.5
Deodar Cedar ( <i>Cedrus deodara</i> )	150	2.0	1.0
Green Ash ( <i>Fraxinus pennsylvanica</i> )	150	2.0	1.0
Japanese Cryptomeria ( <i>Cryptomeria japonica</i> )	150	2.0	1.0
Japanese Pagodatree ( <i>Sophora japonica</i> )	150	2.0	1.0
Laurel or Darlington Oak ( <i>Quercus hemisphaerica</i> )	150	2.0	1.0
Loblolly Pine ( <i>Pinus taeda</i> )	150	2.0	1.0
Longleaf Pine	150	2.0	1.0
Red Cedar ( <i>Juniperus virginiana</i> )	150	2.0	1.0
Red Maple ( <i>Acer rubrum</i> )	150	2.0	1.0
River Birch ( <i>Betula nigra</i> )	150	2.5	1.5
Sawtooth Oak ( <i>Quercus acutissima</i> )	150	2.0	1.0
Shumard Oak ( <i>Quercus shumardi</i> )	150	2.0	1.0
Slash Pine ( <i>Pinus caribaea</i> )	150	2.0	1.0
Southern Magnolia ( <i>Magnolia grandiflora</i> )	150	2.5	1.5
Sweetgum ( <i>Liquidambar styraciflua</i> )	150	2.0	1.0
Tulip Tree or yellow Poplar ( <i>Liriodendron tulipifera</i> )	150	2.5	1.5
Water Oak ( <i>Quercus nigra</i> )	150	2.0	1.0
White Ash ( <i>Fraxinus americana</i> )	150	2.0	1.0
Willow Oak ( <i>Quercus phellos</i> )	150	2.0	1.0

<b>Common Name</b>	<b>Minimum Living Space (sq. ft.)</b>	<b>Minimum Living Radius (ft.)</b>	<b>TDU</b>
Bradford Pear ( <i>Pyrus calleryana</i> “Bradford”)	75	1.5	0.5
Cabbage Palmetto ( <i>Sabal palmetto</i> )	75	1.5	0.5
Carolina Laurel Cherry ( <i>Prunus caroliniana</i> )	75	1.5	0.5
Cassine Holly ( <i>Ilex cassine</i> )	75	1.5	0.5
Chaste Tree ( <i>Vitex agnus-castus</i> )	75	1.5	0.5
Chinese Pistache or Pistacio ( <i>Pistacia chinensis</i> )	150	2.5	1.5
Chinese Tallowtree ( <i>Sapium sebiferum</i> )	75	1.5	0.5
Crape Myrtle ( <i>Lagerstroemia indica</i> )	150	2.5	1.5
When grouped in threes (3):			
Each	75	1.5	0.5
Croonenburg Holly ( <i>Ilex opaca</i> v.)	75	1.5	0.5
Dogwood ( <i>Cornus florida</i> )	75	1.5	0.5
Fringe-Tree or Grancy Graybeard ( <i>Chionanthus virginicus</i> )	75	1.5	0.5
Goldenrain Tree ( <i>Koelreuteria paniculata</i> )	150	2.0	1.0
Hybrid Holly ( <i>Ilex</i> or <i>attenuata</i> hybrids)	75	1.5	0.5
Japanese Evergreen Oak ( <i>Quercus acuta</i> )	150	2.0	1.0
Japanese Flowering Apricot ( <i>Prunus mume</i> )	75	1.5	0.5
Japanese Maple ( <i>Acer palmatum</i> )	75	1.5	0.5
Japanese or Saucer Magnolia ( <i>Magnolia soulangiana</i> )	150	2.0	1.0
Leyland Cyress ( <i>Cupressocyparis leylandii</i> )	150	2.0	1.0
Lost Gordonia ( <i>Franklinia altamaha</i> )	75	1.5	0.5
Nellie R. Stevens Holly ( <i>Ilex aquifolium</i> or <i>I. cornuta</i> )	75	1.5	0.5
Purpleleaf Plum ( <i>Prunus cerasifera</i> <i>Pissardii</i> )	75	1.5	0.5
Redbay Persea ( <i>Persea borbonia</i> )	150	2.0	1.0
Redbud or Judas Tree ( <i>Cercis canadensis</i> )	75	1.5	0.5
Savannah Holly ( <i>Ilex opaca</i> v.)	75	1.5	0.5
Sassafras ( <i>Sassafras albidum</i> )	75	1.5	0.5
Sweetbay Magnolia ( <i>Magnolia virginiana</i> )	150	2.0	1.0
Trident Maple ( <i>Acre buergerianum</i> )	75	1.5	0.5
Virginia Pine ( <i>Pinus virginiana</i> )	75	1.5	0.5
Yaupon Holly ( <i>Ilex vomitoria</i> )	75	1.5	0.5
Weeping Yaupon Holly ( <i>Ilex vomitoria</i> )	75	1.5	0.5
Weeping Willow ( <i>Salix babylonica</i> )	150	2.0	1.0

UPDATED: August 2010