



CITY OF
CONYERS

Celebration of Community

Development Guide

Revised August 12, 2019

TABLE OF CONTENTS

	Page
Introduction.....	2
Section I	
Overview of the Approval Process.....	3
Development Approval and Permitting Flow Chart	3
Permits Required for New Development	10
Permits Required for Interior Finish, Repair, and Renovation.....	11
Section II	
Suggestions to Developers.....	14
Section III	
Departments Involved in the Permitting Process	15

INTRODUCTION

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

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

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

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

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

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

OVERVIEW OF THE APPROVAL PROCESS

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

DEVELOPMENT APPROVAL AND PERMITTING FLOW CHART

REZONING PROCESS

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

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

— Applicant pays appropriate filing fee.

— The Planning and Inspection Services staff notifies Planning Commission coordinator to place the application on the Planning Commission agenda. All Planning Commission meetings are held on the second Thursday of each month at 7:00 p.m. The Planning Commission meetings will be held at the following locations. The applicant will be notified by letter to indicate the exact location of the meeting if other than the location below.

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

— A legal notice will be published in the local newspaper and signs will be posted on the property for which the application has been submitted. The staff in the City of Conyers Planning and Inspection Services Department will handle this.

— The Planning and Inspection Services staff conducts an in depth analysis of zoning application and issues a written recommendation.

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

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

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

DEVELOPMENT REGIONAL IMPACT REVIEW

ATLANTA REGIONAL COMMISSION

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

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

<http://www.atlantaregional.com/land-use/developments-of-regional-impact>

For general information about the Atlanta Regional Commission go to:

<http://www.atlantaregional.com/about-us>

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

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

SUBDIVISION PROCESS (Residential or Non-residential)

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

— Developer submits required digital or paper copies of preliminary subdivision plat to Planning and Inspection Services Department not later than thirty (30) days prior to the meeting date of the Planning Commission and pays appropriate filing fee.

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

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

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

— Developer submits required digital or paper copies of construction plans to include details of grading, street construction plans and profiles, sidewalks if residential, sewer plans and profiles, water supply system, storm drain system, digital copy of hydrological study, erosion and sedimentation control plans, and all required underground utilities including electrical for street lighting shall be duly noted.

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

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

Planning and Inspection Services Department - 2 construction plans and hydrology study.
(Submit in digital format or paper plans per department requirements)

Rockdale County Fire Department - 2 construction plans.
(Submit in digital format or paper plans per department requirements)

Rockdale County Water Resources Department - 2 construction plans.
(Submit in digital format or paper plans per department requirements)

Soil Conservation Service - 2 development plans and hydrology study when property is 5 acres or greater in size. **(Submit in digital format or paper plans per department requirements)**

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

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

- Rockdale County Water Resources Department inspects and approves water and sewer system. **(Including grease traps)**
- The City of Conyers Planning and Inspection Services Department inspects and approves streets, soil erosion methods and storm drain system. The Rockdale County Fire Department inspects and approves fire hydrants.
- When all improvements have been inspected and approved, final plat is submitted to the Planning and Inspection Services Department.
- Developer submits required digital or paper copies of final plat to the Planning and Inspection Services Department with appropriate fees. All copies of the plats must contain original signatures. Final plat is approved and recorded in Rockdale County Courthouse and street numbers assigned. Where there is a division of land in which a parcel of land is divided into two (2) or more lots on an existing street, a final plat is also required.

DEVELOPMENT PERMIT PROCESS

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

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

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

City of Conyers Planning and Inspection Services Department – Site development plans and hydrology study **(Submit in digital format or paper plans per department requirements)**

Rockdale County Fire Department - Site development plans **(Submit in digital format or paper plans per department requirements)**

Rockdale County Water Resources Department - Site development plans **(Submit in digital format or paper plans per department requirements)**

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

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

BUILDING PERMIT PROCESS

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

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

Planning and Inspection Services Department - 2 detailed building plans
(Submit in digital format or paper plans per department requirements)

Rockdale County Fire Department - 2 detailed building plans
(Submit in digital format or paper plans per department requirements)

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

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

— The time period for plan review may require up to 30 working days. Review may take longer if plans are incomplete or are not in compliance.

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

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

— **INSPECTIONS REQUIRED:**

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

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

— The Planning and Inspection Services Department requires 24 hour notice prior to all inspections. You may speak with any staff member to schedule an inspection.

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

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

— Final inspection conducted. After construction is completed, inspected and approved a certificate of occupancy will be issued by the building inspector.

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

ZONING VARIANCE/EXCEPTION APPEAL

— **Authority.** Unless otherwise provided for in this chapter, the Board of Zoning Appeals and Adjustments shall have authority to grant variances from the regulations of Title 8 Chapter 7, in accordance with the standards and procedures as set forth in this section.

— **Purpose.** The purpose of a variance is to provide a mechanism when, owing to special conditions, the strict application of this chapter would impose on a landowner exceptional and undue hardship that can be mitigated without conferring on the applicant special privilege.

— **Initiation.** A written petition for a variance is to be initiated by the owner of, or any person having contractual interest in, the property for which relief is sought. Applications shall be filed on forms provided by the Department and shall not be considered accepted unless complete in every respect.

— Owner/agent files application with appropriate fee.

— Planning and Inspection Services Department places applicant's application on agenda for the Board of Zoning Appeals and Adjustments. Staff shall conduct an onsite inspection and prepare a written analysis which will be submitted to the members of Board of Zoning Appeals at least 7 days prior to the scheduled meeting.

— Public advertisement is made. Legal notice published in local paper. Signs posted on property for which the application has been submitted. (If necessary)

— Owner/agent presents case before the Board of Zoning Appeals and Adjustments.

— Board of Zoning Appeals and Adjustments approves or denies request.

— If request is approved, owner/agent may obtain building permit.

— An aggrieved person with respect to a final decision of the Board of Zoning Appeals and Adjustments, or any officer, department, board or agency affected by such decision, may seek review of such decision by petitioning the Superior Court of the County for a writ of certiorari, setting forth plainly the alleged errors. Such petition shall be filed within 30 days after the final decision of the Board of Zoning Appeals and Adjustments is rendered.

— In any such petition filed, the Board of Zoning Appeals and Adjustments shall be designated the respondent in certiorari and the City the defendant in certiorari. The Executive Secretary of the Board of Zoning Appeals and Adjustments shall be authorized to acknowledge service of a copy of the petition and writ for the Board of Zoning Appeals and Adjustments as respondent. Service upon the City as defendant shall be as otherwise provided by law. Within the time prescribed by law, the Board of Zoning Appeals and Adjustments shall cause to be filed with the Clerk of the County Superior Court a duly certified record of the proceedings had before the Board of Zoning Appeals and Adjustments including a transcript of the evidence heard before it, if any, and the decision of the Board of Zoning Appeals and Adjustments.

PERMITS REQUIRED FOR NEW DEVELOPMENT

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

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

PERMITS REQUIRED FOR INTERIOR FINISH, REPAIR AND RENOVATION

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

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

SUGGESTIONS TO DEVELOPERS - WAYS TO EXPEDITE THE PERMIT

Ask questions and obtain preliminary review.

Make contact with the Planning and Inspection Services Department. Call 770-929-4280. Explain the nature of the project and ask what information will be required before doing any design work.

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

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

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

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

Know what the permitting department wants.

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

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

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

Georgia State Minimum Standard Building Codes

Agencies and offices of the City of Conyers use the standard building codes listed on the current Georgia Department of Community Affairs webpage. Please go to the links below to see what the currently enforced codes are.

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

<http://www.dca.ga.gov/development/constructioncodes/programs/documents/2017effectivecodes-greensheet2.pdf>

CITY OFFICES

PLANNING AND INSPECTION SERVICES DEPARTMENT

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

Planning & Inspections Office (770) 929-4280
Fax Number: (770) 929-4292

Contact persons **Telephone No.**

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

Scott Gaither (770) 785-3803
Deputy Director, Planning & Inspections Services Department

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

Pamela Cooper (770) 761-1128
Office Manager

Raina Philippus (770) 929-4280
Office Administrator

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

ROCKDALE COUNTY WATER RESOURCES DEPARTMENT

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

Telephone No. 770-278-7450

Mailing Address:
P. O. Box 289
Conyers, GA 30012

Physical Address:
1329 Portman Drive, Suite H
Conyers, GA 30094

Water main extensions and sewer line installations shall comply with the engineering standards and specifications of Rockdale County. Copies of standards and specifications are available in the Department of Water Resources upon request. Their webpage is at: <https://www.rockdalecountyga.gov>

ROCKDALE COUNTY FIRE DEPARTMENT

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

Telephone No. 770-278-8401

Address:
1496 Rockbridge Road, NW
Conyers, GA 30012

State of Georgia Life Safety Code

Georgia State Minimum Code & International Fire Code

Enforcement of these regulatory codes and ordinances is necessary to protect the health, safety and welfare of the citizens of Conyers. All structures, altered or repaired must conform to the requirements of these codes. Their webpage is at: <https://www.rockdalecountyga.gov/>

ROCKDALE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

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

Telephone No. (770) 278-7340
Fax No. (770) 918-6549

Address:

1329 Portman Drive, Suite F
Conyers, GA 30094

Check the Rockdale Environmental Health Department webpage:

<http://www.gnrhealth.com/locations/rockdale/>

GEORGIA DEPARTMENT OF TRANSPORTATION

Georgia Department of Transportation reviews site plans for driveway permit when development will have egress and ingress on a state road. Check the following webpage for more information: www.dot.ga.gov

Telephone No. (770) 986-1011

Address:

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

Check the GDOT webpage: <http://www.dot.ga.gov/PS/Permits/AccessManagement>

STATE OF GEORGIA SOIL AND WATER CONSERVATION DISTRICT

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

Telephone No. (470) 226-4698

Address:

507 Hampton Street
McDonough, GA 30253

STATE FIRE MARSHALS OFFICE

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

Contact Person

Telephone No.

Georgia State Fire Marshal

(404) 656-2064

Webpage address: <http://www.oci.ga.gov/FireMarshal/Engineering.aspx>

Address:

Engineering Division
2 Martin Luther King Jr., Drive
West Tower, Suite 920
Atlanta, GA 30334

Phone: (404) 656-2064
Toll Free: 800-656-2298
Fax: (770)357-9629
Between 8:00 AM and 5:00 PM