



Quality Housing
for Everyone

Process Improvement Permitting

Affordable Housing Week
February 12 – 16, 2024

CITY OF ATLANTA



DEPARTMENT OF TRANSPORTATION

Mayor Andre Dickens

ATLDOT Commissioner Solomon Caviness IV

Welcome H.O.M.E. - Housing Opportunity Moves Everyone



- A transparent and streamlined approach to permitting affordable housing (AH) developments.
- A pre-submission program along with a dedicated coordination team to assist customers through all processes for approval and permitting, including entitlement (pre-permit).
- The AH project workflow can take one of two routes depending on the project's scope: Conventional Path or Entitlement Path

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What is an affordable housing project?



An affordable housing project is defined as... a development with income-restricted units that are reserved, via deed restriction, Land Use Restriction Agreement (LURA), or similar legally binding mechanism, for households with an annual income of up to 120% of Area Median Income (AMI) for homeownership units – or up to 80% of AMI for rental units – as set by HUD for the Atlanta-Sandy Springs-Roswell MSA.

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Conventional projects entail scopes of work in zoning districts where the following applies:

- the zoning category has no conditional requirements i.e., the district name is followed by - C (O-I-C or MRC-1-C, for example) indicating a conditional zoning with requirements elaborated in a specific ordinance passed by City Council;
- the proposed project conforms to the zoning district use and standards as specified in the ordinance;
- the proposed project is not seeking any variances or special exception; finally,
- the proposed project is not located in an overlay district.
- conventional projects will be required to attend a pre-submission meeting before submitting for permits

The conventional path for affordable housing developments include the following steps:

- Applicant completes and submits AH Form and schedules pre-submission meeting.
- AH Coordination staff receives pre-submission meeting request and form.
- AH Coordination staff confirms applicant agenda for pre-submission meeting.
- Pre-submission meeting held.
- AH Coordination staff will summarize the pre-submission meeting in a shared database that details expectations, requirements, deliverables, etc.
- A pre-submittal meeting summary will be provided to the applicant.
- The applicant submits application for review following the permitting process.

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Entitlement is the legal right to use a property in accordance with the zoning code, land use, and other regulations. Projects seeking a rezoning, a special use permit, a special administrative permit, subdivision, a variance, exception, and/or historic preservation approval must first determine entitlement.

Both the scope of work and the zoning district and/or overlay where the project is located will determine whether entitlement is required from the Office of Zoning and Development (OZD) or the Office of Design (OOD).

Entitlement projects will be required to appear before the Concept Review Committee for the presubmission discussion prior to submitting for entitlement reviews. The entitlement path for affordable housing developments includes the following steps:

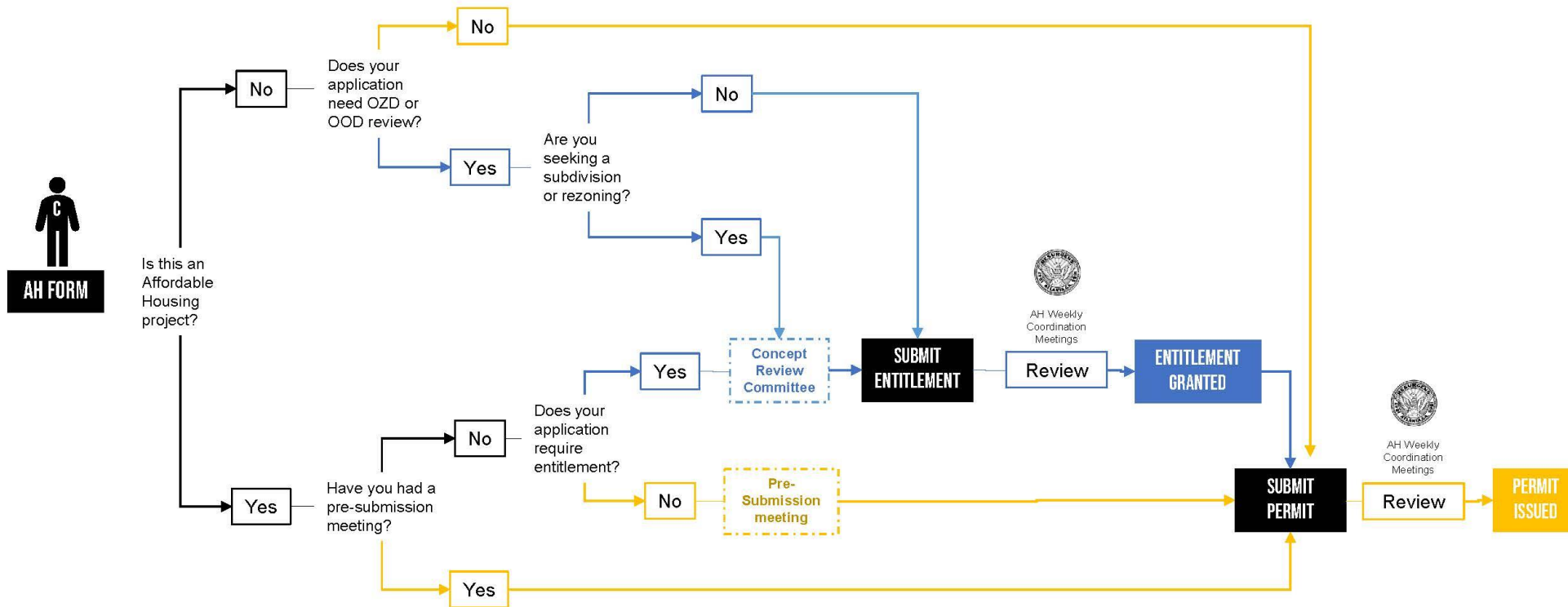
- OZD staff receives Concept Review Committee (CRC) request and materials. The AH Coordination Team is notified of CRC submission and will attend meeting.
- CRC staff confirm applicant's agenda.
- CRC meeting held with applicant.
- CRC staff provides meeting notes and deliverables to the customer detailing pathway, expectations, requirements, and timeline.
- Applicant submits application for review following the entitlement process.

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AFFORDABLE HOUSING (AH) PROJECT WORKFLOW

ENTITLEMENT
CONVENTIONAL



Introduction

The Atlanta Department of Transportation revised the Right of Way permitting process to continue implementing organizational enhancements while adding value for our stakeholders, optimizing the experience for both residents and businesses, and fortifying Atlanta's position as a model city for efficient and accessible transportation systems.



PEOPLE

- Reassigned personnel
- Actively filling vacancies



PROCESS

- Mirrored GDOT framework
- Separated permit intake and inspections
- Revised forms and checklists
- Created QA/QC process



PRODUCT

- Safety
- Infrastructure integrity
- Traffic management
- Community engagement

Division Roles

ENGINEERING

- Permit Intake
- Business Document Review
- Technical Review
- Restoration Review
- Approval to Issue

T.I.M.

- Pre-Con
- Issue Permit
- Inspections
- Closeout

Permit Process Overview



1

APPLICANT APPLIES FOR PERMIT

2

APPLICATION IS APPROVED INTERNALLY

3

PRE CON MEETING AND QUESTIONNAIRE IS COMPLETED BY APPLICANT

4

PERMIT IS ISSUED

5

INSPECTIONS CONDUCTED

6

PERMIT CLOSED WHEN WORK IS COMPLETE

7

PERCENTAGE OF PERMITS QA/QC'D BY SUPERVISOR

Permit Process Overview

1

APPLICANT APPLIES FOR PERMIT

- **FRANCHISE APPLICANT CHECKLIST**
- **QUALIFIED CONTRACTOR APPLICANT CHECKLIST**
- **LANE/SIDEWALK CLOSURE APPLICANT CHECKLIST**
- **ROAD CLOSURE APPLICANT CHECKLIST**

Permit Process Overview

2

**APPLICATION IS
APPROVED INTERNALLY**

- **INTERNAL REVIEW CHECKLIST**

Permit Process Overview

3

**PRE-CON MEETING AND
QUESTIONNAIRE IS COMPLETED
BY APPLICANT**

- **PRE-CON MEETING**
- **FRANCHISE QUESTIONNAIRE**
- **QUALIFIED CONTRACTOR
QUESTIONNAIRE**
- **LANE/ROAD/SIDEWALK
CLOSURE QUESTIONNAIRE**

Permit Process Overview



4

PERMIT IS ISSUED

Permit Process Overview



5

INSPECTIONS CONDUCTED

- **INTERMITTENT**
- **CLOSE OUT**

Permit Process Overview

6

PERMIT CLOSED WHEN
WORK IS COMPLETE

Permit Process Overview

7

PERCENTAGE OF PERMITS QA/QC'D

- SUPERVISOR QA/QC
- MANAGER QA/QC

End of presentation