



Quality Housing
for Everyone

Site Development & Environmental Compliance/Inspections

Affordable Housing Week
February 12 – 16, 2024

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:

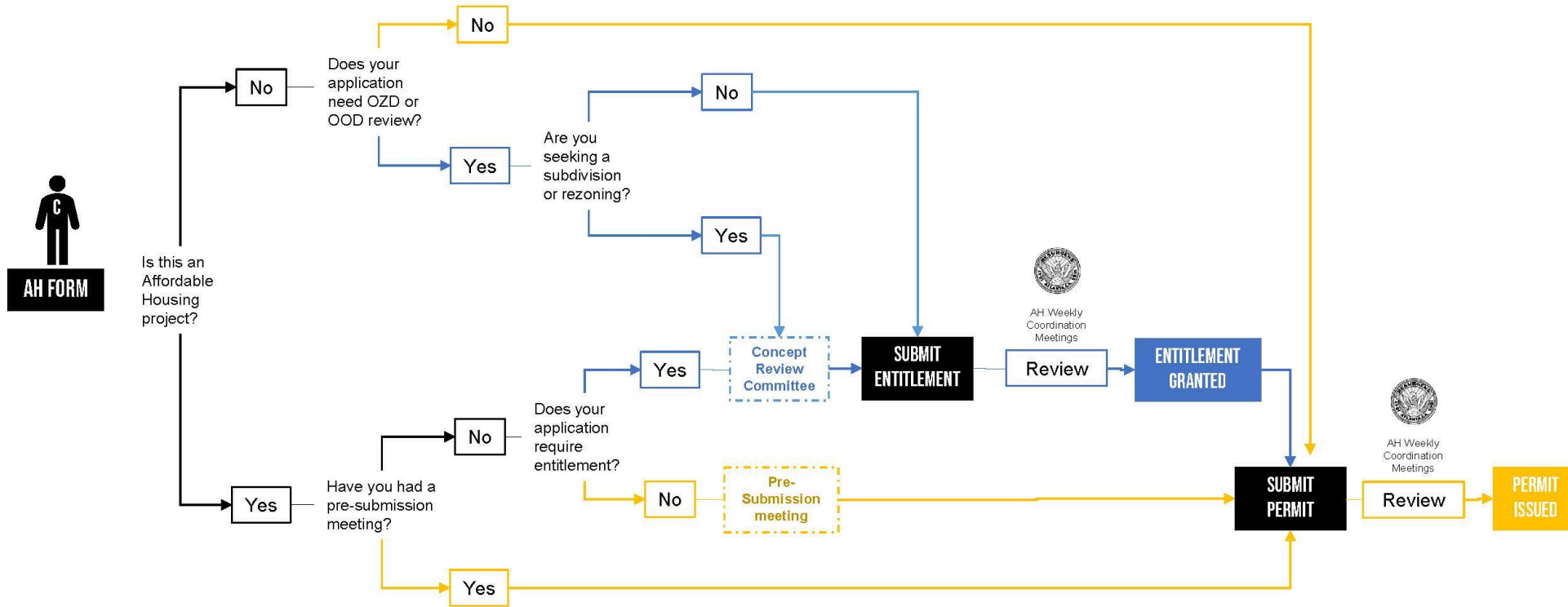
- OZD staff receives Concept Review Committee (CRC) request and materials. The AH Coordination Team is notified of CRC submission and will attend meeting.
- CRC staff confirm applicant's agenda.
- CRC meeting held with applicant.
- CRC staff provides meeting notes and deliverables to the customer detailing 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



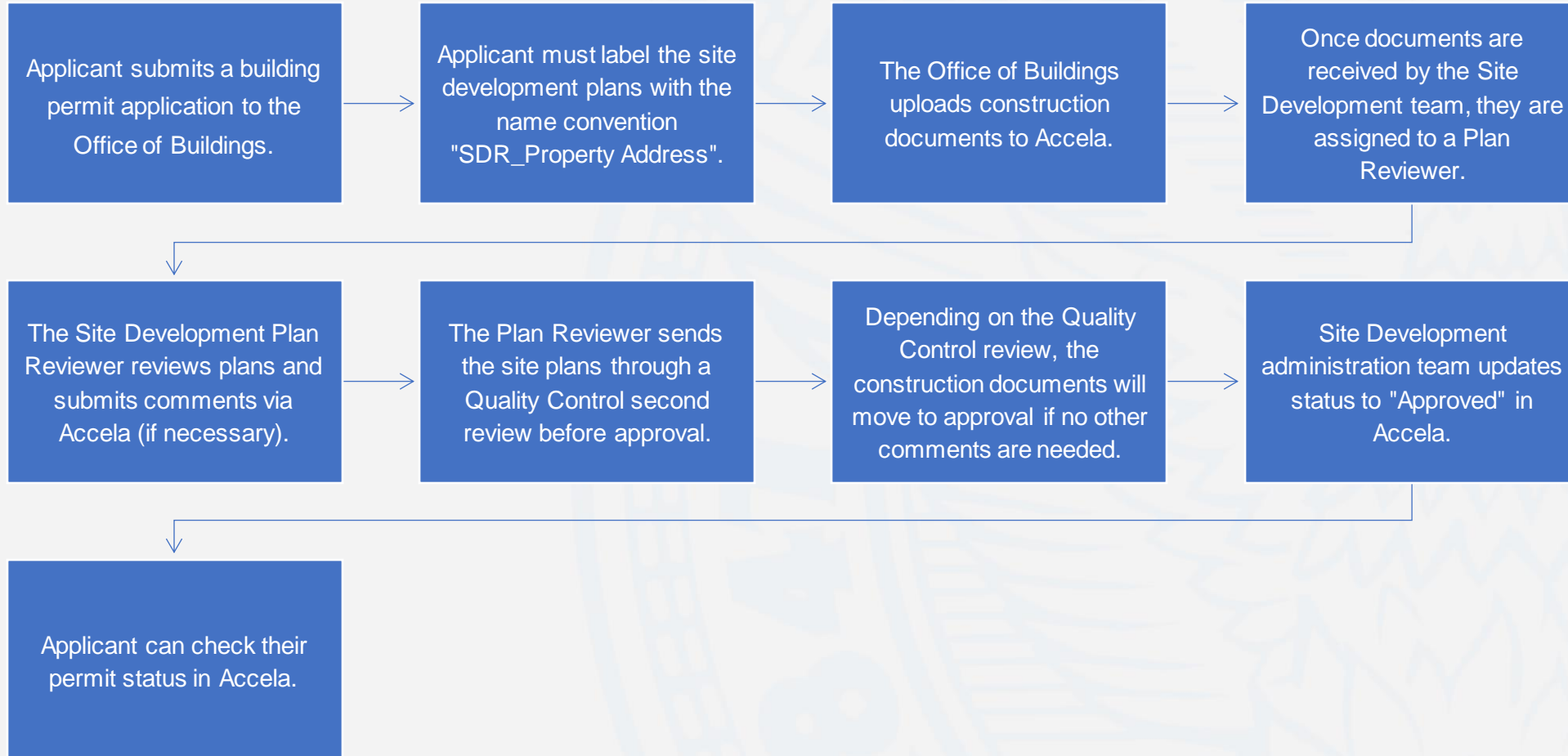
Site Development Introduction

Do I need a Site Development Review?

Site development involves permitting all proposed work and improvements outside of a building. This includes but is not limited to:

- Site Grading
- Sanitary Sewer
- Site Plan Review of all proposed work
- Utility Connections
- Erosion Control BMPs
- Residential and Commercial proposed and renovations
- Demolitions
- Green Infrastructure
- Flood Plain Review
- Stormwater Compliance

Site Development Review Process



Common Mistakes & Holdups

Common Mistakes & Holdups

Applicant is unaware their property is within a flood plain.

Applicant is unaware that green infrastructure is required for any new impervious area of ≥ 500 square feet.

Applicant is unaware that a hydrology report is required for proposed work with $\geq 5,000$ square feet of impervious area.

Applicant does not show all existing utility connections on the survey and site plan.

Applicant does not label and show a proposed or existing sewer tap in the right of way.

Applicant does not show the downspout connections routing the storm water into the green infrastructure system.

Applicant is not showing the stream buffers on the site plan (if applicable).

Applicant is not prioritizing vegetated green infrastructure systems before infiltration systems.

Applicant did not submit an Infiltration Test for a system with a proposed perforated pipe.

Common Mistakes & Holdups

Applicant is not showing all utility routes into the proposed structure.

Applicant did not submit a detail for retaining walls taller than 3 feet.

The applicant's itemized list of new impervious areas is inconsistent with new impervious areas shown on the site plan.

Applicant did not notify preside@atlantaga.gov that revisions are uploaded in Accela and ready for additional review.

When proposing a pool, the applicant is not treating the remaining impervious areas around the pool (e.g. pool coping, pool deck, etc.).

Applicant is unaware that if earthwork is 500 cubic yards or more, an Erosion Control Bond is required.

Applicant did not include a feasible reasoning for using a lower priority green infrastructure system on the site plan.

Applicant did not complete a Sewer Access Form for the proposed sewer connection in the right of way.

Common Mistakes & Holdups

Applicant does not submit a recorded Operation & Maintenance Agreement for a proposed scope of work with $\geq 5,000$ square feet of new impervious area.

Applicant does not submit a gravity-fed vegetated green infrastructure system.

Applicant does not label all structures as "new" or "remaining" on demolition plans.

Applicant does not insert an itemized list on the site plan showing all new impervious areas and each square footage.

Applicant does not complete and insert the City of Atlanta's sizing calculation chart for the chosen green infrastructure system.

Applicant does not submit a manufacture detail of pervious products such as slate chips, artificial grass, turf, etc.

Applicant does not ensure that the contributing drainage area matches the new impervious square footage total.

Applicant has not conducted a CCTV test or a survey to identify if an unidentified storm pipe is private or public (if applicable).

Common Mistakes & Holdups

Applicant does not send in documentation for a drainage easement that is found on site plan.

Applicant is not providing separate utility connections for each unit for a multifamily development (e.g. duplex, etc.).

Applicant is proposing work or grading over a public storm pipe, which is not allowed.

Applicant did not submit a survey showing the manholes up and downstream from the proposed connection and did not include information about the tops and inverts for new sewer connections (if applicable).

Applicant did not insert sewer profiles (if applicable).

Applicant did not label the storm pipe as public or private (if applicable).

Applicant is unaware that if earthwork is ≥ 500 net cubic yards, a haul permit is required. Applicant must coordinate with DOT.

Applicant is not clear that replaced impervious areas are considered new impervious areas and need to be treated by green infrastructure as well.

Flood Plains

Is my property within a flood plain?

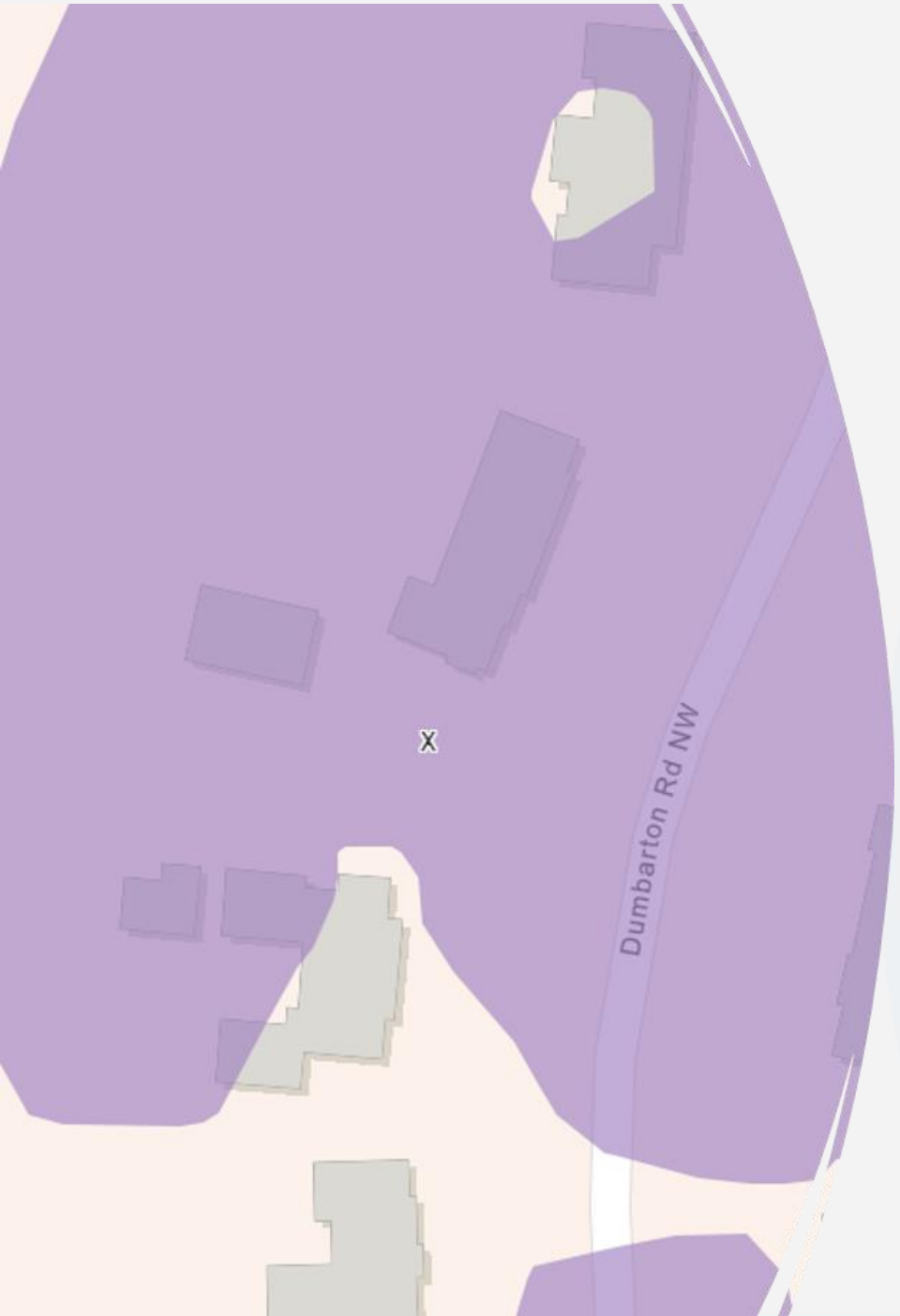
1. Traditional Flood Plain | Ordinance Sec. 74-205.1-5

- Applicant can check the FEMA Firm Map to confirm if the property is within a flood plain
- If the property is within a flood plain and proposing work, see below for City of Atlanta requirements within a flood plain:
- A new single-family residential, multi-family or non-residential structure to be located on property encumbered by a traditional floodplain, floodway, or special flood hazard area shall be located not less than 15 feet horizontally and two feet vertically beyond the nearest base flood elevation
- Proposed structures located in a traditional flood plain can be elevated. The applicant will also need to show how storm water will enter the floodway by sheet flow.
- Ancillary structures may be allowed in traditional floodplains if designed and constructed to minimize impact on the floodplain. Storm water is required to enter the flood way by sheet flow (not channelized flow) and results in no net loss of flood storage volume. (Applicant can show a side profile of the ancillary structure to show how the water will enter by sheet flow)
- If a property is covered by the flood plain, and the applicant is proposing to demo and rebuild; the applicant may not increase the building footprint. The applicant is allowed to rebuild within the same footprint only.
- Elevated structures should use methods that minimize flood damage and current encroachment into the floodway
- The elevation of the structures lowest floor should be three feet above the base flood elevation or two feet above the highest flood
- The unfinished area below the lowest floor should remain unoccupied or only used for parking vehicles

Is my property within a flood plain?

2. Historically Modified Flood Plain | Ordinance Sec 74-206.1-5

- Applicant can check the FEMA Firm Map to confirm if the property is within a flood plain
- If the property is within a flood plain and proposing work, see below for City of Atlanta requirements within a flood plain:
- A new single family, multi-family or non-residential structure located in a historically modified floodplain needs to be located not less than 15 feet horizontally and two feet vertically beyond the nearest base flood elevation
- If a single family, multi family or non-residential structure cannot comply with the 15-foot horizontal requirement due to site conditions, the structure can be constructed two feet above the high water mark or three feet above the nearest base flood elevation.
- Elevated structures should use methods that minimize flood damage and current encroachment into the floodway
- The elevation of the structures lowest floor should be three feet above the base flood elevation or two feet above the highest flood
- The unfinished area below the lowest floor should remain unoccupied or only used for parking vehicles



Historically Modified Flood Plain Example

A Historically Modified Flood Plain appears as a light purple shaded area labeled "X" on the GIS ATLIS map.

Green Infrastructure

When is Green Infrastructure needed?

Green infrastructure is a range of stormwater management techniques that use natural features and processes to manage runoff.

Adding and/or replacing ≥ 500 square feet of impervious surface requires a green infrastructure system.

If the proposed impervious is 5,000 square feet or more, the applicant must submit a hydrology study, channel protection, overbank flood protection and extreme flood protection.

The hydrology study must be a separate document and include the above information within the document. This study is required to be submitted with the site plan for review.

All NEW or REPLACED impervious areas are required to be treated by the chosen green infrastructure system

The applicant shall prioritize stormwater management measures used to meet the runoff reduction standard in the following order:

- Vegetated Infiltration BMPs: bioretention, rain gardens, etc.
- Permeable Pavers
- Green Roofs, Rainwater harvesting and reuse
- Infiltration Practices installed underground: Dry wells, French drains etc.

Determination of Infeasibility

When is a Determination of Infeasibility needed?

If the applicant finds their proposed project cannot meet the City of Atlanta's storm water requirements for runoff volume. It is suggested the applicant starts to obtain a Determination of Infeasibility even before submitting construction plans for review and before the stormwater consultation meeting.

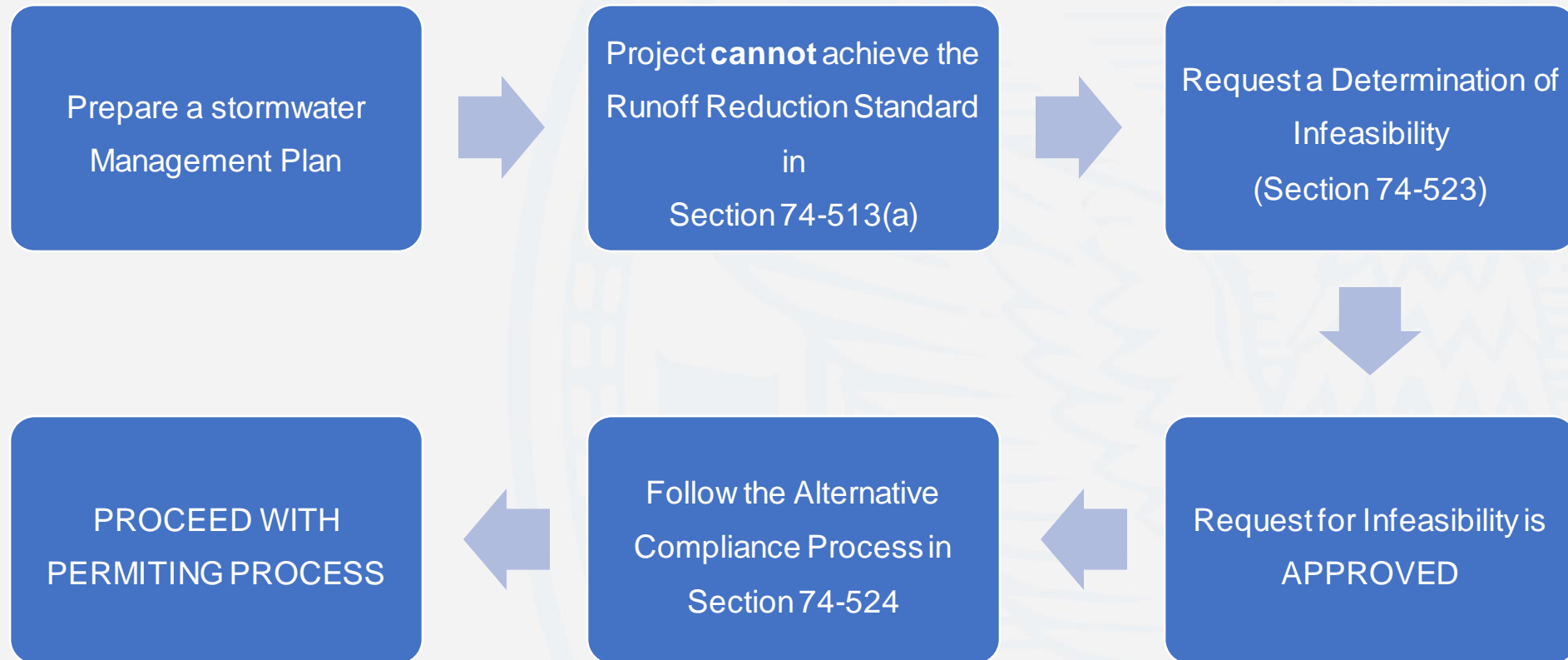
A Determination of Infeasibility is a formal determination made by the commissioner that implementing the requirements of this Post-Development Stormwater Management ordinance on all or parts of a project is infeasible.

Criteria that may warrant a Determination of Infeasibility includes, but is not limited to:

- Soil Infiltration Rate is insufficient to drain infiltration BMPs in a reasonable time
- Water Table is less than two feet from the bottom of an infiltration BMP
- Shallow Bedrock that cannot be excavated except by drilling and is less than two feet from the bottom of an infiltration BMP
- Extreme Topography that may be steeper than 3:1 slope for more than 50% of the site
- Soil Contamination that cannot be mitigated or avoided by the proposed stormwater management facilities

Runoff Reduction Feasibility Process

For commercial projects that require a building permit



What needs to be submitted to request a Determination of Infeasibility?

Applicant must submit the following items:

- Maps, plans, surveys, environmental reports, or other documents. Documents need to be signed by a Professional Engineer
- Documentation supporting the reason of Infeasibility (ex. Geotechnical reports)
- Written analysis signed by a professional engineer stating that the total volume that cannot be managed onsite, total volume of runoff to be managed by the Alternative Compliance Process (the runoff volume of a 1.0" rainfall event minus the runoff volume managed onsite).
- Determination of Infeasibility document filled out completely (document is available from your reviewer)

Stream Buffer

Stream Buffer Encroachments

Vegetated areas along and adjacent to streams where clearing, grading, filling, building of structures and other proposed work are limited or prohibited.

The City of Atlanta's Stream Buffer Technical panel conducts technical reviews for encroachments into the City's 75-foot buffer (or 150-foot buffer, where applicable) and determines whether to grant authorized encroachments into the riparian buffer in accordance with the City of Atlanta code, Chapter 74 Article VII.

1. An applicant should hire a professional surveyor to conduct a survey of their lot.
2. If the applicant sees there is a stream buffer on their lot, and their proposed work is within the buffer or encroaching in ANY way, a review by the Stream Buffer Panel is REQUIRED.

The applicant is required to submit an application for an authorized encroachment. This application is located at <https://www.atlantawatershed.org/stream-buffer-technical-board-2/>

Following a meeting, review and decision by the technical panel, the applicant will receive an "approved" stamp and any other notes made by the technical panel.

The applicant will then re-submit this stamped plan to Site Development to review this revision.

Stormwater Concept Plan Meetings

Stormwater Consultation Process

This meeting is required **prior to** the submittal of an application for a building permit (BB) or land disturbance permit (LD) for the types of projects listed below:

- New commercial development that involves the creation of any impervious cover
- Commercial development that includes the creation, addition or replacement of 500 square feet of impervious or more
- Commercial Development or redevelopment that disturbs one acre of land or more
- Residential development of 5,000 square feet of new impervious or more

The applicant is required to schedule a meeting date with the site development team


The applicant and Site Development team will review the Stormwater Concept document and all construction documents together

The applicant is required to gather appropriate documents to discuss the post-development stormwater management measures necessary for the proposed project

The applicant and site development team will discuss the following:

- Proposed green infrastructure system
- Run-off reduction techniques
- Stream Buffers (if applicable)
- Possible flood zones (if applicable)
- Post Development Stormwater Management Measures
- Water Quality
- Stream Channel Protection
- Downstream Analysis
- Operation and Maintenance Plan
- Extreme Flood Protection

Concept Meeting Document Examples



Prior to the issuance of a permit, a stormwater management plan must adequately address the following principles as required in the City's Post Development Stormwater ordinance, the Georgia Stormwater Management Manual (Blue Book), and the Coastal Stormwater Supplement (CSS):


- Runoff Reduction (RR) and Green Infrastructure (GI):** Discuss RR formula, infiltration techniques, better site design and limiting impervious surface, offsite drainage, rainwater harvesting, and GI incentives: 1) credit system in accordance with the CSS, 2) 1.0" runoff reduction vs. 1.2" water quality, 3) hardscape exemption, 4) for small commercial redevelopment sites involving less than 5,000 square feet of impervious surface (new or replaced), Stream Channel Protection, Overbank Flood, and Extreme Flood Protection will be waived if RR requirements are met, 5) rainwater harvesting techniques and potential water/sewer bill savings;
- Water Quality:** Discuss exemption if 1.0" RR is provided, multiplier, credit system, high risk operations, hot spots, and proprietary devices. If the 1.0" runoff volume cannot be reduced on site (RR requirement), engineer must provide a written analysis as to why and appropriate documentation to support the claim during BB or LD plan review process. If proprietary measures are proposed, provide all necessary documentation (See Chapter 3.3.10.2 of the Blue Book for guidelines for using proprietary systems). Staff will determine the appropriateness of said proprietary device based on site conditions;
- Stream Channel Protection:** Discuss preservation of buffers, 24-hr extended release of 1-year, 24-hr rainfall event, velocity dissipation, and waivers (< 2.0 cfs **OR** discharging into larger systems where streambank and channel stabilization will not be affected);
- Overbank Flood Protection:** Discuss new vs. redevelopment rate reduction requirements, what is considered pre-development impervious cover, and the formula for calculating rate reduction on redevelopment sites up to 25-yr storm:


PIC = Pre-development Impervious Cover
PDRR = Peak Discharge Rate Reduction;

- Extreme Flood Protection:** Discuss new requirement (peak discharge rate reduction does not apply to 100-yr storm event), no increase allowed from pre- to post-development peak discharge rate for 100-year storm event, etc.;
- Downstream Analysis:** Discuss size of basin to be studied, any known downstream flooding or drainage issues, etc.;
- Operations and Maintenance Plan / Inspections and Maintenance Agreement:** Discuss maintenance requirements.

NOTE: Signature on this document does **NOT** constitute design approval, nor is it intended as a comprehensive list of all issues. Signature authorizes applicant to proceed with application for a land development/building permit. Issues identified must be addressed prior to plan approval by Site Development.

FOR ADMINISTRATIVE USE ONLY	
Issues Discussed	Potential Opportunities and Comments
<input type="checkbox"/> Stream buffer	<u>Multiple detention ponds with RRv/GI. Stream buffer at south end of site. Possible stream in the middle of the site will require additional analysis. No mapped FEMA floodplain present but local floodplain may need to be delineated if the topography suggests a potential hazard.</u>
<input type="checkbox"/> Wetland	
<input type="checkbox"/> Floodplain	
<input type="checkbox"/> Easement	
<input type="checkbox"/> Steep slope	
<input type="checkbox"/> RR limitations	
<input type="checkbox"/> Other	

Reviewed by: Aaron Wright 



STORMWATER CONCEPT PLAN AND CONSULTATION MEETING RECORD

DEPARTMENT OF WATERSHED MANAGEMENT
CITY OF ATLANTA

Contact the Site Development Office, 404-330-6249, to schedule a meeting time.

Site Name _____ Project Representative S Albea, M Costa

Address 1391 Northwest Dr Watershed Representative A Wright

Date of Meeting Request _____ Date of Meeting 09/26/2023

For applicable developments (see below), a stormwater concept plan and consultation meeting is required early in the design process. The project's engineer and Site Development staff shall discuss the post-development stormwater management measures necessary for the proposed project and to assess constraints, opportunities and ideas for better site design, green infrastructure and runoff reduction techniques early in the design process. This consultation meeting shall be held **prior to** submittal of an application for a building permit (BB) or land disturbance permit (LD).

Per the City of Atlanta's Post Development Stormwater Management Ordinance, the project's engineer must present a Stormwater Concept Plan to Site Development Staff for the following activities:

- New commercial development (Greenfield) that involves the creation of **any** impervious cover;
- Commercial redevelopment that includes the creation, addition, or replacement of 500 square feet of impervious cover or more;
- Commercial development or redevelopment that disturbs one acre of land or more; and,

For more information regarding the applicability and exemptions of the City's Post Development Stormwater Management ordinance, see Chapter 74-Environment, Article X, Section 74-504 of the city code.

The Stormwater Concept Plan should include the following:

- Project description;
- A preliminary survey showing the following:
 - Property lines, existing conditions, general topography, general soil conditions, easements, and adjacent rights-of-way;
 - Location of all state waters, wetlands, applicable buffers, and floodplains;
- Any critical areas of the site which may affect the control of stormwater during and post-construction (steep slopes, eroded areas, buffers, invasive species, existing stormwater infrastructure, undersized culverts, floodplains, wetlands, etc.);
- A conceptual grading plan;
- Location and limit of proposed structures, land disturbing activities, demolition, and impervious surfaces;
- Infiltration rates shall be determined by soil surveys, on-site soil analysis, double-ring infiltrometer or percolation test. If a site has been previously developed or graded or contains urban soil types, a double-ring infiltrometer or percolation test is required. The test locations must be in the region where infiltration practices are proposed at the appropriate depth; and,
- Preliminary selection and location of proposed structural stormwater controls; location of existing and proposed conveyance systems such as grass channels, swales, and storm drains; flow paths; relationship of site to upstream and downstream properties and drainages; and preliminary location of proposed stream channel modifications, such as

Environmental & Construction Enforcement (Site Inspections)

What are the Site Inspection requirements?

All projects with land disturbance activity included in the scope of work are required to hold an on-site pre-construction meeting, which can be coordinated by calling 404-546-1305.

Permits, approved plans and any other pertinent documents must be available and on-site at pre-construction meeting.

All new sanitary sewer connections are required to have an executed Sanitary Sewer Authorization Form (Form and how-to guide located on DWM website and included with site development approved plans).

All new sanitary sewer connections must be inspected by inspections staff prior to back filling (**photos/videos are not acceptable**).

When utilizing an existing sanitary sewer connection, a CCTV with site inspection staff present must be completed at preconstruction meeting and an additional CCTV with staff on-site is required to receive an approved final site inspection.

All green infrastructure best management practices must be inspected by inspections staff prior to back filling (**photos/videos are not acceptable**).

All land disturbance (LD and BB permits) projects require an approved final site inspection, which can be coordinated by calling 404-456-1305.

Investigation of Sewer

Before applying for a building permit:

- Applicant should not assume there is a sewer connection available if seen on a GIS Map. It is suggested the applicant locates this connection and show the actual location on the site plan.
- Applicant will need to show all existing or proposed sewer connections on the survey and site plan.
- Applicant to label any storm pipes as private or public (if applicable).
- There have been cases when it is time for the applicant to receive their Certification of Occupancy, and the applicant must resubmit plans to change the sewer from “existing” to “proposed”. Which puts a hold on obtaining their permit.

Accessory Dwelling Units (ADUs)

ADUs can tap into the existing house for a sewer connection.

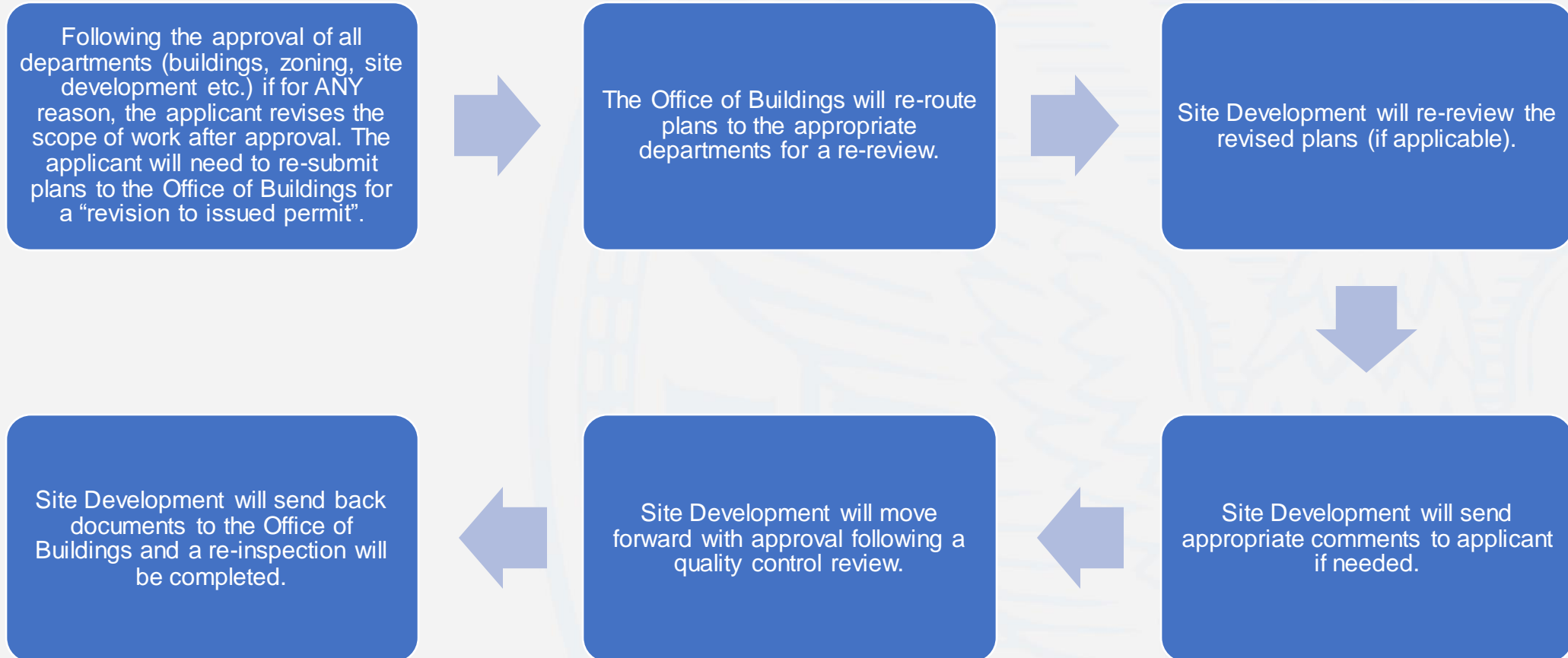
The applicant is required to show all proposed utilities for the ADU on the site plan. Utilities should be shown routing into the ADU.

ADUs are required to be treated by green infrastructure as well.

There should not be a zero-lot line that separates the ADU from the existing house. If a zero-lot line is on the site plan, site development will immediately send comments to applicant requesting the approved zero lot line zoning site plan – and to also label the rear house as a “proposed house” and NOT an ADU.

If a new dwelling structure is proposed but does not include a bathroom, kitchen, etc. (only a bedroom, living space, etc.), it is still required to be treated by green infrastructure if it is ≥ 500 square feet.

Revisions to Issued Permits



Department Contacts

Site Development

- 404-330-6249

FOG Department (Grease Traps)

- 404-546-1400
- coafof@atlantaga.gov

Sewer Capacity

- Raymond Shipley: rshipley@atlantaga.gov
- Magloire Akpo-Sanni, Manager of Capacity Certification: makpo-sanni@atlantaga.gov

Environmental Compliance

- For pre-construction meetings, etc.: 404-546-1305

Water Meters

- 404-546-3390
- dwmmaps@atlantaga.gov

Water Services

- 404-546-3249
- lthornton@atlantaga.gov

End of presentation.