

Navigating the Facilities Process

Site Application Process

Dr. Mike Campbell, *Facilities Services*

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Happy Flag Day!



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

Poll: Who's here?

1. Describe your school:
 - a. Existing charter school
 - b. New charter school
 - c. Other
2. Describe your school's situation
 - a. New facility lease or purchase
 - b. Adding on to an existing facility
 - c. Other

Site Approval

When do you get a site approved?

- All new sites
- Additional acreage purchased for an existing site.
- Existing sites on which a new educational facility will be constructed, or leased
- Privately owned site on which public school students will be attending.

Approval must occur...



before a new site or additional acreage is purchased



before a new facility or an addition to an existing facility is constructed

Site Application package

Print from Department of Education website
Must use 2010 version

http://www.gadoe.org/fbo_facilities.aspx?PageReq=FBOFacilitiesInfo

SBOE Minimum Useable Acreage Requirements

- A variance of the minimum useable acreage requirements may be made by the Facilities' Section Director when requested by the local Board of Education or the Charter School Board of Directors.
- The reduced acreage shall be considered appropriate in accommodating the facility, parking, and outdoor recreational areas.
- An architectural plat or a site plan locating all needed areas on the plat should be prepared.

Utilities

Electricity, gas water, sewage, telephone, high speed internet access are essential to the operation of an instructional facility and must be accessible to the proposed site. Cost associated with obtaining these utilities should be considered as part of the total site purchase.

Signatures for Page 10

Board Chairperson

=

Chairperson of the Charter
School Board of Directors

Superintendent

=

Principal of the charter
school

Signatures for Page 11

First line

- Signed by The Department of Education Facilities Consultant for your area
- If you do not know who that person is, contact the Georgia Department of Education Facilities Unit or the local public school system.

Second line

- May be signed by a member of the local Health Department, Regional Health Department or local water/sewer representative
- Verifies that there is suitable sewer capacity in the area to handle the school and that an adequate supply of potable water is available

Third line

- The local Building Codes Official
- Only required if an existing structure is going to be used
- Verifies that the structure is safe and suitable for use as a public school in the State of Georgia

Required Items of Documentation

Letter of assurance that acreage for buildings and structures is outside the 100 year floodplain or the Coastal High Hazard Area.

- Must be from the Floodplain Management Coordinator of the Georgia Department of Natural Resources.
 - Georgia Department of Natural Resources
 - Floodplain Management Office
 - 4220 International Parkway, Suite 101
 - Atlanta, Georgia 30354
 - Phone: 404-362-1757

A notification letter from the school system to the Georgia Department of Transportation and local road department

- Stating the proposed plans for the site
- Requesting that an evaluation be performed on the roadway
- A copy of the letter must be submitted to the Department of Education, Facilities Section with your package for site approval
 - Georgia Department of Transportation:
 - State Aid Office
 - Georgia Department of Transportation
 - One Georgia Center
 - 600 West Peachtree Street, NW
 - Atlanta, Georgia 30308

Required Items of Documentation (continued)

A copy of the rough plat or site plan of the proposed site with the building footprint positioned

A copy of flow test results from a fire hydrant nearest to the site

- Report should include residual and static pressures

Secure the services of an engineering firm to conduct a Phase I Environmental Site Assessment (ESA).

- To determine if there are hazards within 3 miles of the proposed school site
- If the Assessment determines that hazards exist, it is required that the engineer perform a Risk/Hazard Analysis
 - Risk/Hazard Analysis should follow the Department of Education's guidelines

GaDOE's List of Hazards

Electrical Transmission Lines

Oil or petroleum transmission lines and storage facilities

Natural gas transmission and distribution lines larger than 10" with a PSI of 200 or greater

Hazardous chemical pipelines

Propane storage facilities

Major highways

Airports, approach and departure paths

Industrial or manufacturing facilities

Lakes, rivers, dams, reservoirs, or other bodies of water

Potential flooding because the property is located within the 100 year flood plain or dam breach zone

Nuclear waste storage facilities

Active or abandoned mines or quarries

Remedial hazardous waste sites

Landfills and dumps

Sewage treatment plants

Power plants

Water towers adjacent to the site

Military installations

Munitions or explosive storage or manufacturing

Required Items of Documentation (continued)

If any of the hazards are present within a mile of the site the engineers **MUST** address the impact the hazard would have on the site in a worst-case scenario using an acceptable modeling program.

- Situations exist where the impact of a hazard could extend for more than a mile – it is the professional responsibility of the engineer to note those situations
- A probability analysis is not acceptable

The engineer must make suitable mitigative recommendations to make the site safe for a public school in the State of Georgia.

- **It is required that the engineer close this section with a Suitability Statement** stating that the site is safe, in consideration of the mitigations, in the professional judgment of the engineer, for a public school in the State of Georgia
- **This statement must be signed and the Georgia certified professional engineer's seal affixed to the statement.**

Required Items of Documentation (continued)

A copy of the warranty deed or lease agreement submitted to the Facilities Unit

All information (1 hard copy) must be forwarded to the Georgia Department of Education, Facilities Section

Contact Information

Georgia Department of Education
Facilities Services Unit
Attention: Dr. Mike Campbell
1670 Twin Towers East
205 Jesse Hill Jr. Drive, SW
Atlanta, Georgia 30334-5050
Phone 404-656-4538
mcampbell@doe.k12.ga.us

Charter Schools Division Staff

Louis Erste

Director

Tel: (404) 651-8734

Email:
lerste@doe.k12.ga.us

Tabitha Press

***Strategic Development
Coordinator***

Tel: (404) 463-6458

Email: tpress@doe.k12.ga.us

Marissa M. Key

***Charter Petition Legal
Specialist and Program
Manager***

Email: mkey@doe.k12.ga.us

Terence Washington

Fiscal Analyst

Tel: (404) 651-0042

Email:
twashington@doe.k12.ga.us

Morgan Felts

Staff Attorney

Tel: (404) 656-0027

Email: mfelts@doe.k12.ga.us

Greg Wickersham

Education Program Specialist

Tel: (404) 463-1196

Email:
gwickersham@doe.k12.ga.us

Michelle Hansberry

Program Associate

Tel: (404) 463-4291

Email:
mhansberry@doe.k12.ga.us

Jackie Clarke-Dodd

Administrative Assistant

Tel: (404) 657-0515

Email:
jclarkedodd@doe.k12.ga.us



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