



Navigating the Facilities Process

Site Application Process

Site Approval

- 1. When do you get a site approved?
 - a. All new sites on which an educational facility will be constructed.
 - b. Additional acreage purchased for an existing educational site.
 - c. Existing sites on which a new educational facility will be constructed, or leased, or privately owned site on which public school students will be attending.

d. Site approval should occur before a new site or additional acreage is purchased and must occur before a new facility or an addition to an existing facility is constructed on the site.

Print Site Application package from Department of Education website. **Form must be 2010 version.** Website:

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

Complete application by following directions in pages 1-6 of document. **All** questions/information items must be completed.

- Minimum useable acreage requirements of the State Board of Education:

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

For Charter Schools the signature of the Board Chairperson is the Chairperson of the Charter School Board of Directors.

The signature of the Superintendent should be the Principal of the school.

- Signatures for Page 11

The Department of Education Facilities Consultant for your area should sign and date the first line. If you do not know who that person is, contact the Georgia Department of Education, Facilities Unit or contact the local public school system.

The second line may be signed by a member of the local Health Department, Regional Health Department or local water/sewer representative. This signature verifies that there is suitable sewer capacity in the area to handle the school and that an adequate supply of potable water is available.

The third signature is from the local Building Codes Official and is only required if an existing structure is going to be used. This signature verifies that the structure is safe and suitable for use as a public school in the State of Georgia.

- Required Items of Documentation

- 1) All site approvals must be accompanied by a letter of assurance that acreage for buildings and structures is outside the 100 year floodplain or the Coastal High Hazard Area. This letter of assurance must be from the Floodplain Management Coordinator of the Georgia Department of Natural Resources.

Contact Information for 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

2) Cooperation between the school system, the Georgia Department of Transportation and/or local road department is necessary to plan and complete road improvements related to the opening of a facility. The school system will need to send a notification letter to the Georgia Department of Transportation, and local road department stating the proposed plans for the site and 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.

Contact Information for the Georgia Department of Transportation:

State Aid Office

Georgia Department of Transportation

One Georgia Center

600 West Peachtree Street, NW

Atlanta, Georgia 30308

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

- 4) A copy of flow test results from a fire hydrant nearest to the site – report should include residual and static pressures.

5) Secure the services of an engineering firm to conduct a Phase I Environmental Site Assessment (ESA). This is 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 which should follow the Department of Education's guidelines.

Georgia Department of Education'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
- Munitions or explosive storage or manufacturing
- Water towers adjacent to the site
- Active or abandoned mines or quarries

- Remedial hazardous waste sites
- Landfills and dumps
- Sewage treatment plants
- Power plants
- Military installations

6) 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.

7) 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.

8) If the property is being purchased by the school, a copy of the warranty deed shall be submitted to the Facilities Unit.

If the property is being leased by the school, a copy of the lease agreement shall be submitted to the Facilities Unit.

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

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 404-656-2454