



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Site Application Process

- I. Print Site Application package from Department of Education website. Or obtain an electronic version from kwaldrep@doe.k12.ga.us.
- II. **Form must be 2015 version or the new electronic version.**
- III. Complete application. **All** questions/information items must be completed.
 - a. Signatures
 1. For Charter Commission 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. For county or city systems, the signature of the System Superintendent and the Chairperson of the School Board are required.
 - b. Additional Signatures
 1. 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.
 2. 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. A letter from the local water/sewer provider may be provided in-leu of a signature.
 3. 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 zoned for use as a public school in the State of Georgia.

II. The following items of documentation are required:

- a. Letter of assurance from the Flood Plain Management Coordinator of the Georgia Department of Natural Resources.

Georgia Department of Natural Resources
Floodplain Management Unit
200 Piedmont Avenue SE
Suite 418 West Tower
Atlanta, Georgia 30334
Phone: 404-651-8495

- b. A copy of the rough plat of the proposed site with building positioned.
- c. A copy of flow test results from a fire hydrant nearest to the site – should include residual and static pressures.
- d. Department of Transportation letter: Send a letter to the Georgia Department of Transportation advising them of your intent to construct or locate a school at the given address. The letter should be on school letterhead, a copy included in your site application to the Georgia Department of Education, and a copy sent to your local Road/Transportation Departments.

State Aid Office
Georgia Department of Transportation
One Georgia Center
600 West Peachtree Street, NW
Atlanta, Georgia 30308

- III. 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. 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. There may be situations when the impact of the hazard extends more than one mile – it is the professional responsibility of the engineer to note those situations. A probability analysis or likely hood statement 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 the professional judgment of the engineer, for a public school in the State of Georgia. **This statement must be signed and the professional engineer's seal affixed to the statement.**

IV. All information must be forwarded to the Georgia Department of Education, Facilities Division.

When the application has been signed by the Superintendent and the Chairperson of the local Board of Education, the application and all supporting documents should be forwarded electronically to Mr. Kelland Waldrep through email at kwaldrep@doe.k12.ga.us

***Each required document should be submitted as a separate PDF file. If the ESA is too large to submit through email, a drop box should be created, and a link submitted to Mr. Kelland Waldrep at kwaldrep@doe.k12.ga.us