

# Navigating the Facilities Process

## Site Application Process

# Site Approval

- 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,
  - D. Privately owned site on which public school students will be attending.
  - E. Addition to an existing approved facility.

# Site Application

- Complete application by following directions in pages 1-4 of document. All questions and information items must be completed
- Signatures - For State Special 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. For System Charter Schools the signature of the School System Superintendent and Board Chairperson is required.

# Other Application Signatures

- Local Sewer Department 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 will satisfy the signature requirement
- Building Codes Official Signature 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.
- Facilities Consultant's signature will be obtained once the application has been submitted to DOE. This is not required prior to submitting the application.

# Minimum Acreage

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.

K-5 – Minimum 5

6-8 – Minimum 12

9-12 – Minimum 20

Plus 1 acre for every 100 FTEs

# 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.

# Required Documentation

1. Flood Plain Certificate - 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. DOT Letter - 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 state Department of Transportation:

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

3. Plat - A copy of the rough plat or site plan of the proposed site with the building footprint positioned
  
4. Flow Test - A copy of an official flow test results from a fire hydrant nearest to the site – report should include residual and static pressures.

5. ESA Phase 1 - 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.

# Risk Hazard Analysis

## Types 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
- Railroads
- 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

If any of the hazards are present the engineers **MUST** address the impact the hazard would have on the site in a worst-case scenario using an acceptable modeling program. **A probability analysis is not acceptable.**



The engineer must make suitable **specific mitigative recommendations** to make the facility 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, suitable in the professional judgment of the engineer, for a public school in the State of Georgia.

The engineer sign and affix their professional seal to the report.

6. Deed/Lease - 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 executed lease agreement shall be submitted to the Facilities Unit.

# Electronic Submission

- Obtain an Electronic Version of the application. Contact Kelland Waldrep at [kwaldrep@doe.k12.ga.us](mailto:kwaldrep@doe.k12.ga.us) OR visit <C:\Users\kelland.waldrep\OneDrive - GA Dept of Education\Site Reviews\Site Application.pdf>
- Complete application by following directions in pages 1-5 of document. **All** questions/information items must be completed.
- All required signatures must be present.
  - Signatures may be electronic, or the document may be printed, signatures obtained, and the document scanned and submitted.

# Submit Electronic Version

- Documents may be placed in a drop box and a link sent to [kwaldrep@doe.k12.ga.us](mailto:kwaldrep@doe.k12.ga.us)

OR

- Send individual electronic documents including the electronic application to:
  - Kelland Waldrep at [kwaldrep@doe.k12.ga.us](mailto:kwaldrep@doe.k12.ga.us)

❖ Each document must be a separate PDF file.



# Contact Information

**Georgia Department of Education**

**Facilities Services Unit**

**Kelland Waldrep**

**[kwaldrep@doe.k12.ga.us](mailto:kwaldrep@doe.k12.ga.us)**

**478-279-1783**