

# Navigating the Facilities Process

## Site Application Process



Dr. John D. Barge, State School Superintendent  
"Making Education Work for All Georgians"  
[www.gadoe.org](http://www.gadoe.org)

# 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 site 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 the department of Education website. **Form must be 2010 version.**
- Website: <http://www.gadoe.org/Finance-and-Business-Operations/Facilities-Services/Pages/Facilities-Services-Resources.aspx>



Complete application by following directions in pages 1-6 of document. All questions and 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 Director of the Facilities Unit 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 on 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 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.



- Signatures for Page 11

The Department of Education Facilities Consultant for your area should sign and date the first line after visiting the site. 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 applications must be accompanied by a letter of assurance that the 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 or 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 guidelines.



- Georgia Department of Education's List of Hazards:
  1. Electrical transmission lines
  2. Oil or petroleum transmission lines and storage facilities.
  3. Natural gas transmission and distribution lines larger than 10 inches with a PSI of 200 or greater.



4. Hazardous chemical pipelines
5. Propane storage facilities
6. Major highways
7. Airports, approach and departure paths
8. Industrial or manufacturing facilities
9. Lakes, rivers, dams, reservoirs, or other bodies of water on site or adjacent to site



10. Potential flooding because the property is located within the 100 year flood plain or dam breach zone.
11. Nuclear waste storage facilities
12. Munitions or explosive storage or manufacturing
13. Water towers adjacent to the site
14. Active or abandoned mines or quarries



15. Remedial hazardous waste sites
16. Landfills and dumps
17. Sewage treatment plants
18. Power plants
19. Military installations
20. O.C.G.A. 3-3-21 – Alcoholic beverages
21. O.C.G.A. 16-11-127.1 - Weapons





- Official Code of Georgia Annotated: 3-3-21  
Cannot sell any distilled spirits within 600 feet of any school building, educational building, schools grounds, or college campus.  
Cannot sell any wine or malt beverages within 300 feet of any school building, school grounds, or college campus.



- Official Code of Georgia Annotated: 16-11-127  
Cannot sell any weapon (includes pistol, revolver, knife, dirk and a weapon designed to propel a missile) within 1,000 feet of any real property owned by or leased to any public or private school campus.



(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. If 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 to receive a Facility Code.

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



(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







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