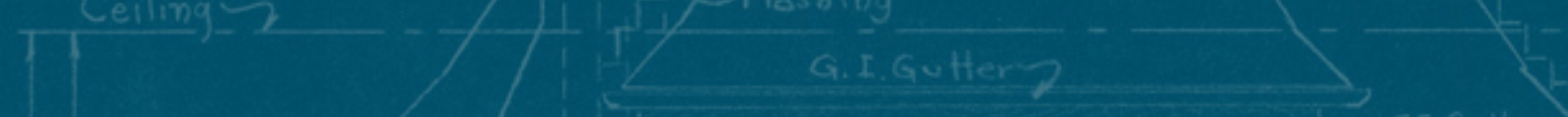


# A Guide to Building and Development







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### GLOSSARY



## INTRODUCTION

### Welcome to Roswell

As the eighth largest city in Georgia, Roswell combines the warmth of a small town and the convenience of a thriving city. Roswell boasts a strong, progressive business community, healthy neighborhoods, natural beauty, and historic charm. Roswell welcomes all types of new investments and developments, including commercial, residential, industrial, small building additions and renovations.

Roswell's Community Development Department is responsible for working with and for the citizens of Roswell and its development community to manage current and long-range planning, zoning, land use, site development, permitting, code enforcement, business registration, and other activities.

*"Our mission is to preserve and protect the natural and built environment and to promote a balanced economy in the City of Roswell"*

To encourage new investment and development, Roswell strives to offer a clear and well-defined application, review, approval, and permitting process for those interested in doing business in our community.

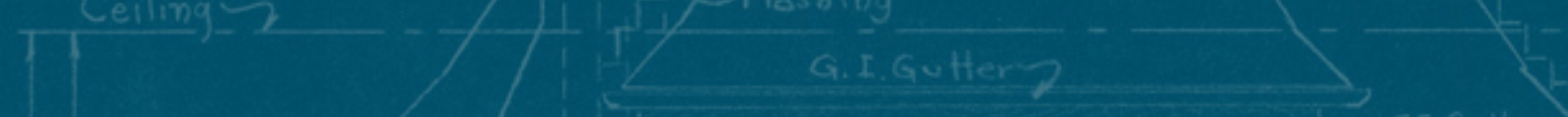


### The Development Guide

The Development Guide is intended to assist and facilitate successful, quality development projects in Roswell from concept to completion. In this document, you will find general information that directs you to appropriate resources, step-by-step instructions, and flowcharts designed to help track your project as it advances through the permitting and approval process.

The Guide is designed as an introduction to the process of reviews and approvals required for land development and building projects in Roswell. However, it does not cover all aspects of plan review or design requirements. The ordinances should be consulted for detailed requirements and shall have precedence over this document if any discrepancies or conflicts arise.

This Guide is a living document and is updated periodically to keep the development process current, accessible, and efficient. The information contained herein, including policies and requirements, is subject to periodic changes.





# TOOLS FOR DEVELOPMENT

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## TOOLS FOR DEVELOPMENT

As you consider and plan your development in Roswell, it will be helpful to familiarize yourself with the following tools:

### Unified Development Code (UDC)

Roswell's Unified Development Code (UDC) is a single ("unified") tool that addresses contemporary development and zoning practices in a format that is consistent and easily understood. The UDC includes a new zoning document and map.

The UDC is a form-based development ordinance designed to create character and enable community vision by coding specific outcomes that are desired in particular places. This UDC is intended to serve the following purposes:

- To promote and protect the public health, safety and welfare of the citizens of Roswell
- To ensure the vision set forth in the Comprehensive Plan is implemented by the City's development regulations
- To promote environmental, economic and social sustainability
- To protect the physical environment, historic character and natural resources for all citizens
- To preserve, protect and enhance the City's employment base
- To promote development patterns that support safe, effective and multi-modal transportation options
- To provide a system for the development of lands and the accurate recording of land titles

An ordinance to create the UDC and map was adopted by the Mayor and City Council and became effective on

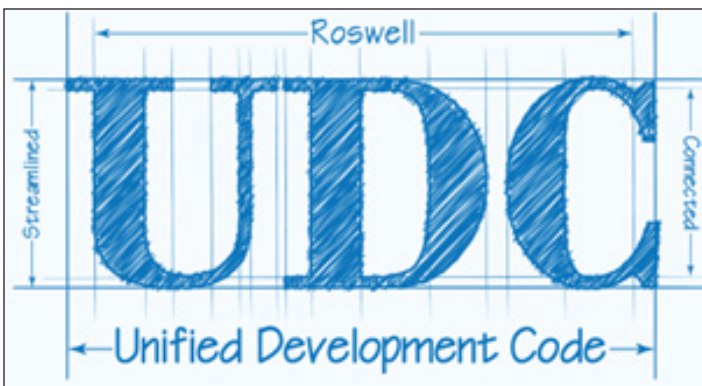
June 1, 2014.

### UDC Design Guidelines

The UDC Design Guidelines establish clear, concise development standards that provide appropriate design guidance for innovative approaches to development while maintaining the desired character of Roswell. The guidelines address development throughout the City, including the historic district. The intent of the Design Guidelines is to:

- Assist in retaining the unique qualities that make Roswell special
- Implement City Plans & Policies
- Assist with implementation and interpretation of the Unified Development Code
- Guide design review

To explore both the Roswell UDC and UDC Design Guidelines, please visit [www.roswellgov.com/UDC](http://www.roswellgov.com/UDC).



### **Roswell 2030 Comprehensive Plan**

The Roswell 2030 Comprehensive Plan provides the City with a roadmap on long-range policy direction for land use, transportation, economic development, housing, public facilities, inter-governmental agreements along with its natural and cultural resources. This Plan has been adopted by the Mayor and City Council after review by the Atlanta Regional Commission and the Georgia Department of Community Affairs.

A Future Development Map is included in the Comprehensive Plan and serves as a graphic representation of the type of development the City desires for the 2030 planning horizon. This map identifies different character areas of the City and is accompanied by a narrative description of each area which includes vision/intent, design principles and goals.

Roswell updates the plan every 5 years in accordance with the Local Comprehensive Plan Recertification Schedule maintained by the Georgia Department of Community Affairs. Both the Comprehensive Plan and Map can be accessed at [www.roswellgov.com/2030CompPlan](http://www.roswellgov.com/2030CompPlan).

### **Strategic Economic Development Plan (SEDP)**

The Strategic Economic Development Plan (SEDP) gives City leaders an objective assessment of Roswell's competitive position in attracting businesses to our City and provides direction in assisting existing business to stay and expand. The plan provides a road map for the City to succeed in attracting private investment within an extremely vibrant and competitive regional market.

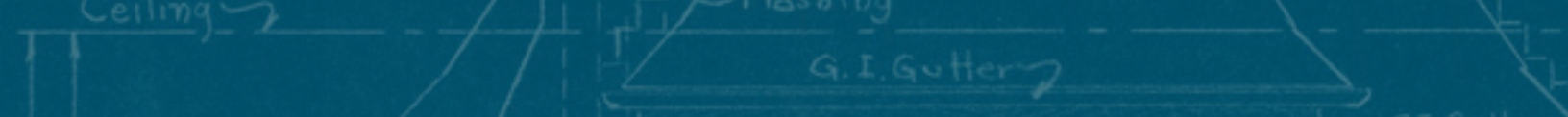
The SEDP's acceptance by Mayor and City Council on August 13, 2012 represents a strategic approach to reaching the City's economic development goals. The SEDP may be viewed at [www.roswellgov.com/SEDP](http://www.roswellgov.com/SEDP).

### **Roswell Standard Construction Specifications**

The Roswell Standard Construction Specifications are intended as guidelines for developers, engineers, and contractors in preparing preliminary and final plats, site developments, and utility projects. They have been developed to define required design standards of streets, utilities, and other facilities in Roswell.

These standard design specifications shall govern the construction of residential, industrial, and commercial development with regard to earth moving, storm drainage, street paving, water system, street lighting, and installation of utilities. These standards shall apply to both public and private development. The latest version of the Roswell Standard Construction Specifications may be viewed at [www.roswellgov.com/StandardConstructionSpecs](http://www.roswellgov.com/StandardConstructionSpecs).







# ZONING AND SUBDIVISION PLAT REVIEW

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## ZONING AND SUBDIVISION PLAT REVIEW

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The Planning and Zoning Division of the Community Development Department is responsible for managing the current and long-term growth and development of Roswell by implementing the Unified Development Code (UDC) and the Roswell Comprehensive Plan. The Division prepares and presents recommendations to the Mayor and City Council and various volunteer boards in a partnership aimed toward achieving a livable city that balances the needs of residents and businesses.

Zoning establishes the types of land uses permitted on a parcel of land within the City. Zoning also sets the development standards for a site, such as building height, setbacks, neighborhood compatibility, screening, and landscaping. The purpose of land use regulations, such as zoning, is to create compatible land uses, ensure proper design and construction standards, and promote the overall public good.

### **Rezoning, Concurrent Variance, and Conditional Use Requests**

#### **Step-by-Step Process**

##### **Step 1: Pre-Application Meeting**

The Pre-Application Meeting with members of the Development Review staff serves as the initial point of contact between the applicant and the City for Rezoning, Historic Preservation Commission (HPC), Design Review Board (DRB), Concurrent Variance and Conditional Use requests. During this meeting, the City staff will familiarize the applicant with the application requirements, the nature of the rezoning or other information that may be pertinent to the project. An application cannot be filed until a Pre-Application Meeting has taken place. To schedule a Pre-Application Meeting, contact the Community Development Deputy Director at 770-594-6267.

##### **Step 2: Application Submittal**

A completed application may be filed at the front desk of the Community Development Department between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Any required fees are payable at this time. Only applications which are compliant with submission requirements will be processed. The submission deadline for applications is the first Tuesday of every month. Ap-

plication forms can be downloaded at [www.roswellgov.com/ComDevDocs](http://www.roswellgov.com/ComDevDocs) or picked up at the front desk of the Community Development Department.

##### **Step 3: Initial Design Plan Review**

The Development Plan Review process involves review by the DRB or HPC. This process helps to ensure quality development in Roswell by regulating site planning, landscaping and the exterior architectural design of development projects. The goals of the Development Plan Review process are:

- To preserve and enhance the aesthetic and historical qualities of the community
- To protect the value of existing properties against possible adverse impacts of new development
- To insure aesthetic and architectural harmony in the built environment
- To enhance the economic opportunities by maintaining Roswell as an attractive community for prospective developers, businesses and residents

All development projects in Roswell's Historic District are reviewed by the HPC. All other projects are reviewed by the DRB. Detailed information and meeting schedules for each of these boards are included in the "Helpful Information" section of this Guide.

##### **Step 4: Neighborhood Meeting**

The Neighborhood Meeting presents an opportunity early in the rezoning process for applicants to present their vision of the project in a public forum. The informal format encourages open dialogue among the applicant, City staff, and other interested parties. The applicant may be requested to make a formal presentation or, at a minimum, to answer questions posed by the community. The Community Development staff may consider any information gained from this meeting in their Staff Report analysis and recommendations.

##### **Step 5: Staff Report**

The Community Development staff will prepare a Staff Report, which is an analysis of the requested zoning change. This review and preparation will occur over several months and will include an in-depth evaluation of

the requested zoning changes and input from other City Departments and external agencies, as applicable.

The Staff Report and associated recommendations are published for public review prior to the public hearings held by the Planning Commission and the Mayor and City Council. The Planning and Zoning Director may include conditions that will control or influence the development of any projects, if approved. Applicants are encouraged to review the Staff Report carefully prior to the public hearings, and consult with staff to clarify any questions regarding the report or its recommendations.

#### Step 6: Planning Commission (PC)

Meetings: 3rd Tuesday of each month, 7:00 p.m., City Hall Council Chambers

Members: Seven

The first of two public hearings for a Rezoning, Concurrent Variance or Conditional Use request is a hearing before the Planning Commission (PC). The PC reviews the Staff Report and recommendations and hears each scheduled request. At the public hearing portion of the meeting, the applicant presents the proposal and answers questions posed by the commissioners. Citizens can then present their support or opposition of the proposal, with an opportunity of applicant rebuttal afterward. Once the public hearing is completed, the commissioners make their recommendations, which are forwarded to the Mayor and City Council.

#### Step 7: Mayor and City Council Hearing

Meetings: 2nd Monday meeting of each month, 7:00 p.m., City Hall Council Chambers

Members: Mayor, six City Council Members

The second and final public hearing for a Rezoning, Concurrent Variance or Conditional Use request is a hearing before the Mayor and City Council. The Mayor and City Council receive copies of both the staff analysis and recommendations and the recommendations from the PC. City staff, the applicant and the community are given

an opportunity to present their comments relative to the proposed zoning change.

The applicant should be familiar with the staff analysis including the recommended conditions and be prepared to speak to the acceptance or disagreement with those conditions, presenting the proposal in clear and concise terms. The community will then have an opportunity to support or oppose the requested zoning change. The applicant may rebut comments provided by the community. The City Council will make a motion to Approve, Deny or Defer the application to a subsequent meeting. If the application is approved, the site plan, grading plan, landscape plan and building elevations must return to the DRB or HPC for final approval of aesthetics.

#### Step 8: Final Design Plan Review

The second and final DRB or HPC hearing will occur only after the proposed Rezoning, Concurrent Variance or Conditional Use request is approved by the Mayor and City Council.

During this final design plan review, the DRB or HPC must issue their approval for a project to proceed. Future development and building permits issued by the Community Development Department will be conditioned by the plans and elevations approved by the DRB or HPC.

#### FAQs

##### -When is the application submittal deadline for a Rezoning?

The deadline for application submittal for a Rezoning or Conditional Use Permit is the first Tuesday of every month at 5:00 p.m.

##### -How can I find out the zoning classification for my property?

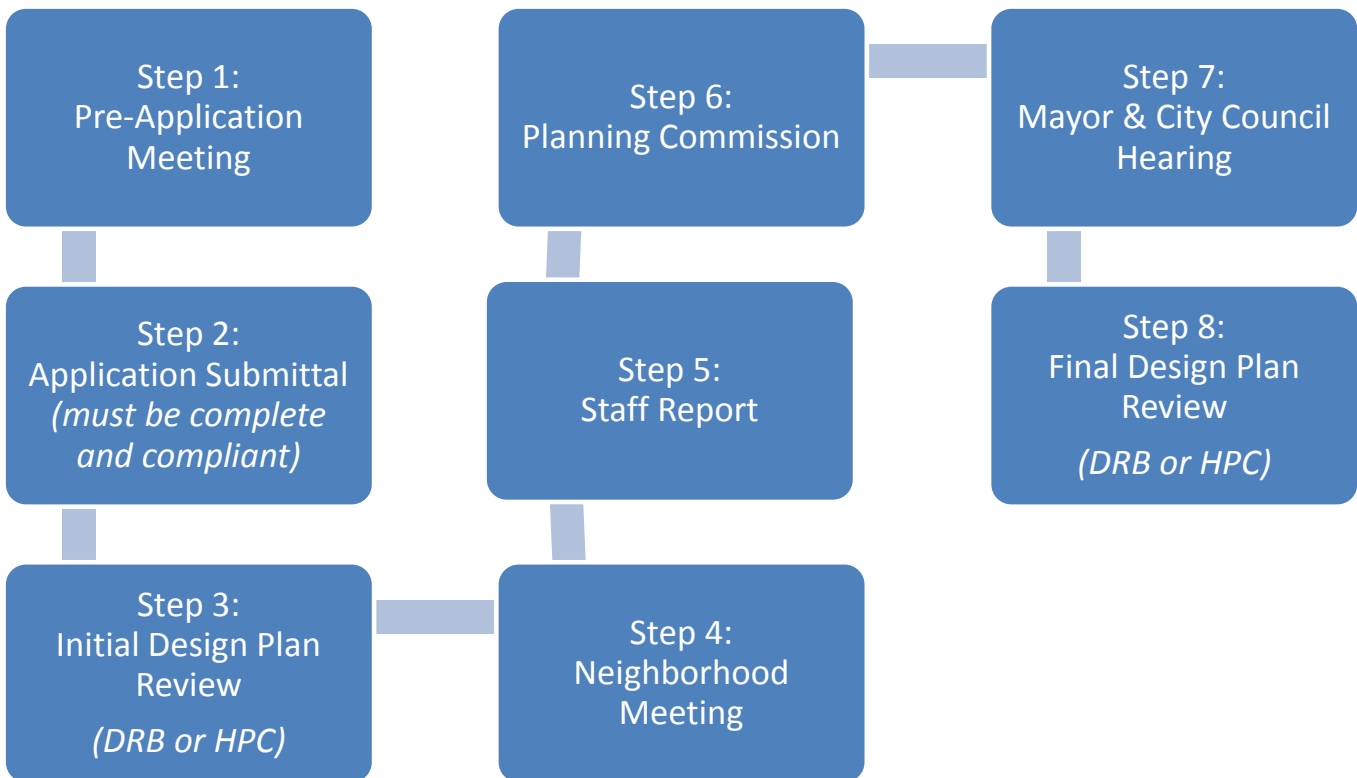
To find out the zoning classification of your property, call the Community Development Department and ask to speak to the “Planner of the Day”. If you have a street address or a Tax ID number, the planner will be better able to assist you.





### ZONING: PROCESS FLOW CHART

(For Rezoning, Concurrent Variance and Conditional Use Applications)



### **Zoning Appeals**

The Board of Zoning Appeals (BZA) is authorized to hear appeals related to zoning ordinances, following procedures set forth by the City and State and to evaluate the facts in each case. The BZA is authorized to approve variances related to zoning requirements of the UDC in Articles 1 through 10. Appeals of the BZA are through the Fulton County Superior Court in accordance with the UDC, Section 13.11.8.

#### *Board of Zoning Appeals (BZA)*

Meetings: As-needed, 2nd Tuesday of each month, 7:00 p.m., City Hall Council Chambers

Members: Seven

### **Subdivision Plat Review**

The manner in which land is subdivided, how streets are designed and how the lots are laid out, has a lasting effect on the physical character of the city. Streets, water, sewage and drainage systems must be safely and effectively designed and constructed. Streets must be adequately sized to accommodate emergency vehicles, and the future property owner must be guaranteed a parcel with facilities suited to its intended use. Roswell's Unified Development Code (UDC), Section 13.5, regulates the subdivision of all property within the corporate limits of the City. The following are definitions related to the review of subdivision plats. Review of subdivision plats is required in the following circumstances:

- Subdivision of land into two or more lots
- Recombination of two (2) or more lots
- Extension of public utilities or other municipal facilities
- Dedication of public right-of-way
- Abandonment of existing public right-of-way
- Extension of public streets

A plat will follow either the minor or major plat approval process, depending on its size and involvement.

### **Minor Plats**

Minor Plats are approved by the City's Zoning Director and must meet the following requirements:

- The subdivision will result in the creation of no more than 3 lots
- The subdivision does not require the extension of public utilities (other than individual service lines) or other municipal facilities. No substantial alteration of existing utility installations is required.
- The subdivision does not require the dedication of public right-of-way
- The subdivision does not require public streets – Each proposed lot fronts an existing paved public street that contains the necessary right-of-way width required in UDC Article 11
- Each proposed lot meets all applicable requirements of the UDC
- All storm water and water quality requirements of the UDC are met
- No variance or waiver from a standard in the UDC is requested

Following the Zoning Director's approval, the plat is filed with the Fulton County Clerk. The Applicant may then proceed to the land disturbance and building permit processes.

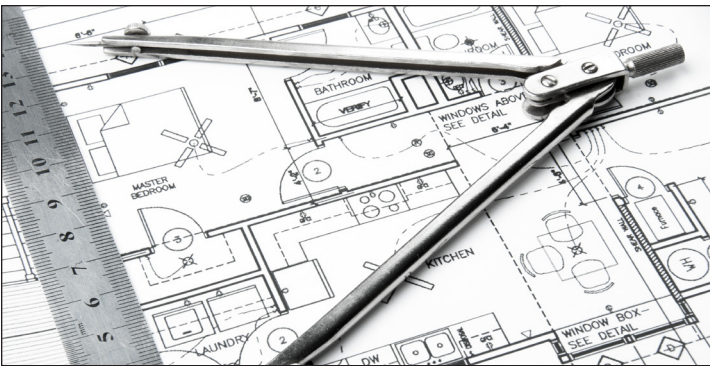




## **Major Plats**

By processing a major plat, the layout of streets and utilities is established. Streets identify blocks, and blocks are further subdivided to create lots for individual ownership. Major plats are approved by the Mayor and City Council and apply to the following cases:

- A subdivision not considered a Minor Plat in UDC Article 13.5.4 is considered a Major Plat
- Any subsequent application for a Minor Plat of the same parent tract of record is not allowed. All subsequent subdivisions will be considered a Major Plat.



## **Step-by-Step Process**

### **Step 1: Pre-Application Meeting**

Schedule a pre-application meeting with the City Zoning Director prior to submission of an application to discuss the development and necessary procedures, standards, and regulations.

### **Step 2: Submit Preliminary Plat Application**

Submit completed application form and fees along with required engineering documents (e.g., engineering drainage, water and sewer system report).

### **Step 3: City Department Review**

The application is reviewed by relevant City Departments. The Zoning Director and City Engineer certify the preliminary plat meets all applicable requirements of the UDC.

### **Step 4: Planning Commission**

The application for preliminary plat is placed on the schedule for the next available Planning Commission Meeting.

### **Step 5: Preliminary Plat Approval**

Upon approval of a Preliminary Plat, plans and specifications may be prepared for the Land Disturbance Permit (LDP) application process.

Once an LDP is obtained and construction work to develop a site is substantially complete, an application may be submitted for a Final Plat.

### **Step 6: Submit Final Plat Application**

A final plat application is submitted as well as engineering documents (e.g., as-built drawings for engineering drainage, water, sewer and storm water management system report and as-built) with completed application form, applicable fee and performance or maintenance bonds.

### **Step 7: City Department Review**

The application is reviewed by relevant City departments. The Zoning Director and City Engineer certify that the plat meets all applicable requirements of the UDC.

### **Step 8: Mayor & City Council**

The application is placed on the schedule for the next available Mayor and City Council Meeting.

### **Step 9: Final Plat Recording**

Following the approval of the Final Plat, any outstanding fees must be paid and the following documents must be submitted to the Community Development Department:

- A copy of the approved plat with a recorded stamp showing plat book and page number
- An electronic version of the approved plat
- A tax certificate from the Fulton County Tax Assessor showing no outstanding taxes being owed on subject acreage no more than 30 days prior to the filing of the plat

The final plat is then filed with records of the Clerk of the Superior Court of Fulton County and the original or a copy is archived with the Community Development Department.

## FAQs

### -How do I get a plat document prepared?

A plat document must be prepared by a licensed professional land surveyor. A licensed professional engineer will be needed if the installation of public infrastructure is required. Please refer to [www.roswellgov.com](http://www.roswellgov.com) for plat forms and plat application submission requirements.

### -When is a master plan required?

A master plan is required when large pieces of property are developed in phases or sections, or in areas under common ownership where comprehensive planning issues are identified. Contact the Planning and Zoning Division at 770- 641-3780 to discuss platting as it relates to your development project.

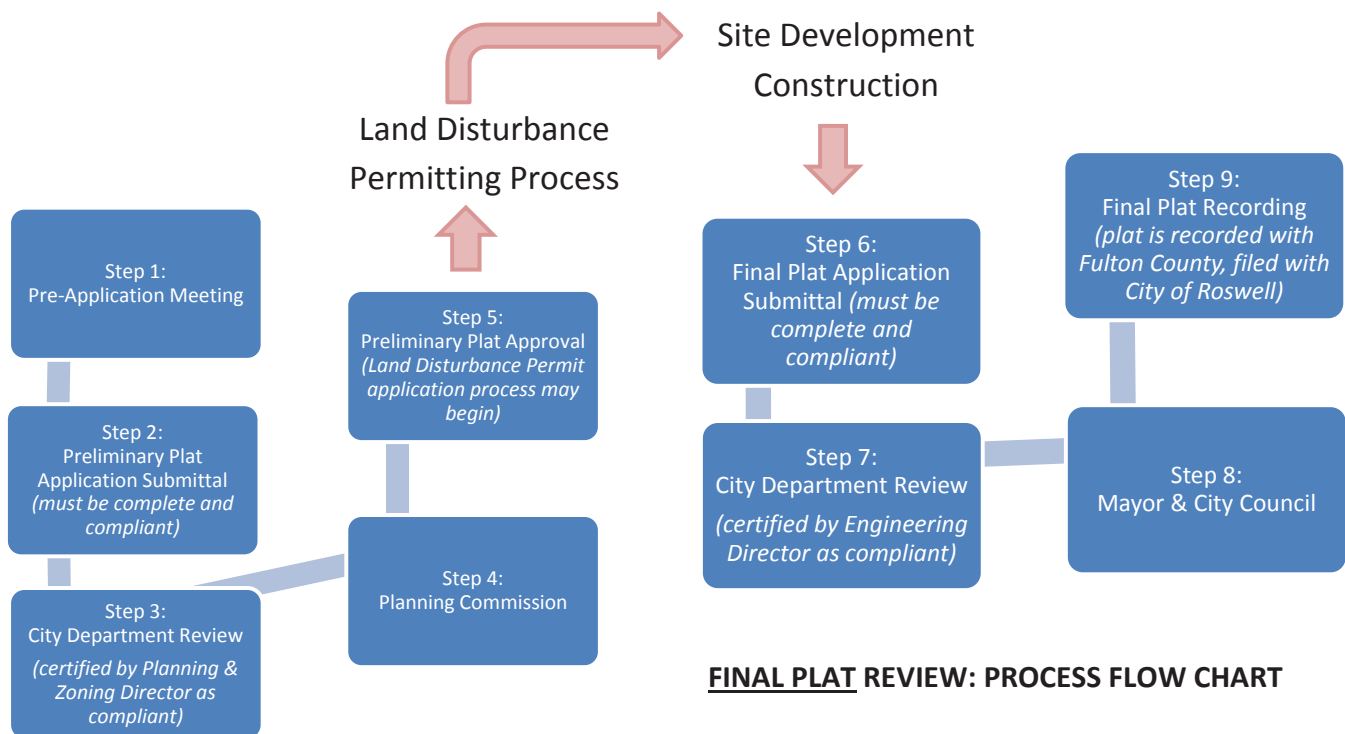
### -Do all plats require approval by the Planning Commission or Mayor and City Council?

No. Planning Commission or Mayor and City Council approval is not required for amending plats and minor plats (subdivisions involving three or less lots and where

no public infrastructure is required to be installed). These plats are approved administratively by the Zoning Director.

### -What kind of development plans will I need to submit if public infrastructure improvements are involved?

A final plat submittal must be accompanied by infrastructure design and construction documents. These documents must be certified by a professional engineer licensed in the State of Georgia. All plans must be prepared in accordance with the Roswell Unified Development Code (UDC) and Standard Construction Specifications.



**FINAL PLAT REVIEW: PROCESS FLOW CHART**

**PRELIMINARY PLAT REVIEW: PROCESS FLOW CHART**







## DEVELOPMENT REVIEW

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The Community Development Department's Engineering Division oversees Development Plan Review and the issuance of Land Disturbance Permits (LDP) and Grading Permits (Minor LDP). This process ensures quality development within Roswell can receive the required utility services and complies with all applicable codes, ordinances, and guidelines.

### **Grading Permits (Minor LDP)**

Improvements to Single Family Residences (SFR) are generally exempt from Land Disturbance Permitting, but under certain circumstances a Grading Permit (Minor LDP) may be required. If needed, a Grading Permit will be issued in conjunction with the Building Permit application process.

A minor LDP for single family residences (SFR) may be required when:

- The proposed project may disturb 5,000 square-feet or more
- A project involves a swimming pool, addition, deck, or free-standing retaining wall over 8 feet in height
- The lot is part of a subdivision (platted after April, 2000) where there is no longer an active development permit

Under the following circumstances of residential land disturbance, a Building Permit may not be required, but a separate Grading Permit may be:

- Within or adjacent to a flood plain
- Within a City or State buffer
- Within 200 feet of perennial waters
- Disturbance in excess of 5,000 square-feet
- Proposed new or replaced impervious surfaces in excess of 5,000 square-feet

Grading Permits are also issued for projects that are not on a single family lot, where no Building Permit is needed and where the proposed new or replaced impervious surface areas are 1,000 to 5,000 square feet. This ensures compliance with the storm water ordinance.

A Grading Permit for all other (non-SFR) projects is required when:

- A project is within 200 feet of state waters

- A project is proximate to buffers, conservation easements, and/or floodplain
- Requires MRPA review

### **Land Disturbance Permits (LDP)**

A Land Disturbance Permit (LDP) is required for single family residences (SFR) if the project will disturb one acre or more. All other non-SFR projects are required to obtain a LDP when:

- A proposed project will disturb 5,000 square-feet or more
- Projects with lesser disturbed areas may also be required to have a Major LDP such as those:
  - requiring Tertiary Permittees within larger common plans of developments
  - within 200 feet of state waters where state waters excludes channels and drainage ways which have water in them only during and immediately after rainfall events and intermittent streams which do not have water in them year-round

The review of LDP applications is the responsibility of plans reviewers from the Community Development, Transportation, Fire, Police, and Public Works/Environmental Departments.

The following is introductory-level information regarding each area of review:

### **Storm Water Management**

Roswell has adopted a storm water ordinance with the aim of protecting, maintaining and enhancing the public health, safety, and environment by establishing requirements for storm water management associated with new development and redevelopment. Roswell recognizes that as development and redevelopment occur, the goal for a storm water management system is to mirror the hydrology prior to any development. Low Impact Development (LID) practices which infiltrate and treat storm water at its sources are favored for development.

The following are the broad areas of practical storm water management. It is important to understand the thresholds based on development size and how to best incorporate best practices to mimic predevelopment hydrology.

All storm water facilities shall be designed in accordance with the Georgia Storm Water Management Manual ([www.georgiastormwater.com](http://www.georgiastormwater.com)).

#### *Water Quality Treatment (WQ)*

Storm water runoff generated from a site needs to be adequately treated before discharge. Non-structural and appropriate structural measures can be selected for the site to achieve this treatment. The storm water controls need to be sized to capture and treat the prescribed water quality treatment volume, which is defined as the runoff volume resulting from the first 1.2 inches of rainfall from a site.

#### *Stream Channel Protection (CP)*

Stream channel protection should be provided by using all of the following three approaches:

1. 24-hour extended detention storage of the 1-year, 24-hour return frequency storm event
2. erosion prevention measures such as energy dissipation and velocity control
3. preservation of the applicable stream buffer

#### *Overbank Flood Protection and Extreme Flood Protection (DT)*

Downstream overbank flood protection and extreme flood protection are provided by controlling (detaining) the post-development peak discharge rate to the predevelopment rate for the 100-year, 24-hour return frequency storm event.

#### *Storm Water Ordinance Thresholds*

Roswell's storm water ordinance is applicable to new developments or redevelopments which result in at least 1,000 square feet of new or replaced impervious area.

- For development between 1,000 square feet and 5,000 square feet of new or replaced impervious area, water quality treatment is required
- For development with 5,000 square feet or more of new or replaced impervious area – water quality treatment, stream channel protection and overbank and extreme flood protection are required
- Individual single family homes not part of a subdivision

are generally not subject to the storm water ordinance unless there will be 5,000 square feet of new or replaced impervious area

#### *Best Management Practices*

The following practices are commonly used in the City of Roswell to help reach to goal of mirroring redevelopment hydrology:

##### Bioretention



Bioretention cells should be located in the low areas of the site. These features can be incorporated into landscaping and effectively remove pollutants from storm water and may satisfy water quality requirements for development.

##### Infiltration



Infiltration areas can be located on parking lots and drive-



ways, in landscaped areas and on drive surfaces. The surface allows storm water to infiltrate into the subsurface and feed the shallow groundwater system. Detention and channel protection storage can also be incorporated into infiltration systems. The use of conservative infiltration rates for design is required unless actual field-measured rates are available.

### Storm Water Ponds



Well-designed storm water ponds can successfully treat water quality and provide detention and channel protection storage into a single system when the drainage area is 10 acres or more. These systems are most effective when designed as an amenity to the development.

### Transportation

Excellent transportation is critical to a healthy and vibrant City and is a priority of the Roswell Department of Transportation.

Development projects must consider some general factors in maintaining and improving the City's transportation system, including:

- Safety for all users
- Functionality
- Mutual support and compatibility between transportation facilities and services and the adjacent land uses and associated activities they serve
- Accessibility for all people
- System connectivity

- Consistency with transportation plans and policies, and environmental regulations
- Cost effectiveness

Investments in transportation infrastructure should encourage commercial and subdivision projects that are sensitive to the local context while meeting the important needs of the people they serve. For more detailed information on requirements for transportation improvements, please reference the UDC, Article 11 or contact the Roswell Transportation Department at 770-594-6525.

### *Use of City Rights of Way*

Rights of Way are managed by the Roswell Department of Transportation (RDOT). Rights of Way are to be primarily used for public access, but may be used otherwise with City authorization. Persons desiring to use the right of way for these purposes should contact the RDOT Utility Coordinator at 770-594-6108 for consideration and approval of an encroachment permit according to City of Roswell Standard Construction Specifications.

### *Connectivity*

Connectivity affects how much transportation networks such as streets and walking and cycling paths connect people to their destinations. Good connectivity can provide easy access to destinations and can actually discourage vehicle use by making local trips easier and more pleasant by foot. You are encouraged to identify ways to provide connections for all modes of transportation, including pedestrian, within the City. The Transportation Department is available to help improve connectivity options for your project.

### Erosion and Sediment Control

Plans that are part of a LDP application must include detailed provisions for erosion, sedimentation and pollution control throughout all stages of development. Proper design, installation, and maintenance of best management practices are required for all land-disturbing activities. Article 12.6 of the UDC should be referenced for applicability and requirements for erosion and sediment control. The Manual for Erosion and Sediment Control

in Georgia published by the Georgia Soil and Water Conservation Commission ([www.gaswcc.georgia.gov](http://www.gaswcc.georgia.gov)) should be used as your design guide and resource.

### **Tree Protection**

Tree protection requirements are in place to:

- Provide standards for the preservation of trees as part of the land development process
- Protect trees during construction and land development whenever possible in order to enhance the quality of life within Roswell
- Protect specimen trees while providing for reasonable use of land
- Promote a healthy urban forest

If removal of trees greater than three (3) inches in diameter or “specimen trees” is anticipated as part of a commercial or residential LDP application, a Tree Removal Permit may be required. As part of the development plans, a tree survey, tree protection plan, and tree replacement plan should be submitted. Requirements for tree protection and compensation for trees removed are defined in Article 12.1 of the UDC.

### **Water Supply**

Approximately one-fifth of Roswell is served by drinking water supplied by the City. The remainder of the City receives drinking water supplied by Fulton County. The City service area is generally in the southwest portion of the City, including downtown Roswell, and serves approximately 5,500 customers. Please contact the Roswell Public Works/Environmental Department Water Division at 678-639-7565 to determine if your project is in the City of Roswell service area. You may also contact the Fulton County Department of Public Works at 770-640-3040.

As part of development review, plans are required to show the location of existing and proposed water mains, water service lines, valves, and fire hydrants. Proper construction details and specifications must also be included with the plans. Improvements must be appropriately sized for flow and pressure and must attempt to avoid and/or eliminate “dead ends” where possible. Roswell’s Standard

Construction Specifications contain all the requirements for water system improvements and should be consulted during plan development.

([www.roswellgov.com/StandardConstructionSpecs](http://www.roswellgov.com/StandardConstructionSpecs)).



### **Sanitation**

All commercial and multi-family residential developments and redevelopments are required to account for trash collection. The following are general guidelines for incorporating garbage facilities into a site plan:

#### *Requirements for Garbage Facilities*

For proposed commercial site improvements that meet or exceed 50% of the area of the total site, existing dumpsters are required to be brought up to standards as if they were a new installation. Cans for small commercial pick-up may be used in lieu of a commercial dumpster if it is determined to be appropriate for the volume and type of waste anticipated. Certain uses such as restaurants, food service facilities, and automobile service centers are required to have commercial dumpster service. The use of compactors is permitted, but they are not serviced by the City of Roswell.

#### *Site Placement*

Overhead space at the dumpster location must be clear of existing and new trees, overhead utilities, and structure overhangs that may interfere with servicing the dump-



sters. Dumpster location must not obstruct passageways in a way that creates a fire or safety hazard. Location must also allow for a sanitation truck to make necessary backing and turning maneuvers clear of obstructions and marked parking spaces.

#### *Infrastructure*

Dumpsters must be placed on a concrete pad with a drain and a connection to a sanitary sewer manhole. A hose bib with backflow preventer must be shown on the site plan within 50 feet of the dumpster pad. Please refer to Roswell's Construction Specification Standards for the drawing details at [www.roswellgov.com/ComDevDocs](http://www.roswellgov.com/ComDevDocs). The City of Roswell "Standard Dumpster Pad Detail" should be included on the drawings.

#### *Enclosure*

An enclosure is required on at least three sides of the dumpster pad. Gates are allowed and may be automated, but they need to be coordinated with the Roswell Public Works/Environmental Department Sanitation Division. Gates must have the capability to be locked in the open position.

#### **Public Safety**

Roswell's Fire and Police Departments are involved in the review of land development applications to ensure public safety. The Fire Department is responsible for reviewing proposed commercial and subdivision development plans for compliance with the International Fire Code (IFC). The sections of the IFC that are primarily applicable to site layout and design and should be consulted include:

- IFC, Appendix B - Fire-Flow Requirements for Buildings
- IFC, Appendix C - Fire Hydrant Locations and Distribution
- IFC, Appendix D - Fire Apparatus Access Roads

When a commercial or subdivision development is planned, consideration should also be given to issues involving site security. Factors such as building orientation and layout, perimeter fencing, landscape screening, site lighting, and access monitoring systems can detract or deter unwanted security concerns. The Roswell Police

Department is available to provide input on proposed developments regarding site security.

#### **Step-by-Step Process**

##### *Step 1: Pre-Application Meeting*

Prior to applying for a LDP, a Pre-Application Meeting is required. This is an initial meeting with City plans reviewers to discuss the proposed project and all applicable requirements. To schedule a Pre-Application Meeting with the Development Plan Reviewer, contact the Community Development Department Engineering Division at 770-594-6267.

##### *Step 2: Storm Water Concept Plan / Steep Slope Analysis*

Applicants seeking a LDP Permit must provide a Storm Water Concept Plan to the Engineering Division prior to LDP application. The plan is submitted to the Water Resources Engineer for approval and should describe the project's conceptual plan for management of storm water. General sizing and location of storm water facilities should be addressed. This concept plan may be submitted as a narrative description and/or a conceptual site plan.

Prior to LDP application, if a project contains any slope in excess of 25% within 500 feet of any state waters or stream, a Steep Slope and Erodible Soils Evaluation must be submitted and approved. Please reference the UDC, Article 12.6.2 for details regarding applicability and requirements for Steep Slope and Erodible Soils Evaluations.

##### *Step 3: Submit LDP Application*

It is the Applicant's responsibility to ensure that the submittal is complete. An incomplete submittal will not be reviewed. Rough preliminary drawings will be considered as an "incomplete" submittal and will not be processed. Plan review fees are required at the time of submittal.



#### Step 4: Development Plan Review

The Engineering Division distributes plans to the various City Departments. The Applicant is responsible for submitting to other external agencies as necessary. Allow two weeks for Initial Plan Review. When the review has been completed, the Engineering Division will return the plans with comments to the Applicant for corrections, if required.

Once approved, the Engineering Division will issue the Development Permit, which authorizes the Applicant to proceed with the Pre-Construction Meeting and Building Permitting Process.

#### Step 5: Pre-Construction Meeting

Once the plans have been approved, the contractor may schedule a Pre-Construction Meeting by contacting the Engineering Inspector. This meeting should be scheduled at least 24 hours in advance.

#### Step 6: Install Erosion & Sediment and Tree Protection Measures

Construction sites must maintain effective erosion and sediment (E&S) control measures such as silt fences and rock construction entrances. Once E&S and tree protection measures have been installed, the contractor should contact the Engineering Division to schedule the E&S inspection. If upon inspection the E&S and tree protection measures are found to be in compliance with the approved plan, the inspector will sign and issue the final Grading Permit.

#### Step 7: Site Development & Inspections

Site development may proceed. The Contractor should call for any required inspections at least 24 hours in advance. The Engineering Inspector will make regular inspections without advance notice to assure compliance with the approved E&S Control Plan and the Tree Protection Plan.

#### Step 8: Completion & Final Inspections

For a project to be considered complete for land development, the site must be stabilized (minimum of 70% ground cover over 100% of the site) and final approvals

must be received on all applicable inspections. Bonds including, but not limited to, Performance Bonds, Landscape Maintenance Bonds or other maintenance bonds, may be required. Construction of all dedicated improvements including, but not limited to, street improvements, sidewalks, sewer connections, grease traps, and dumpster pads must be completed and approved.



#### FAQs

##### -What is "land disturbance"?

Land disturbance is defined as any activity which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands within the state. This includes but is not limited to, clearing, dredging, grading, excavating, transporting, and filling of land. This does not include agricultural practices.

##### -Are Land Disturbance Permit requirements different for single family residences (SFR)?

Yes. A lot zoned for single family residence (SFR) (attached or detached) has different permit requirements for a LDP than all other project types (Non-SFR). Most single family land disturbance permits can be a Grading Permit. There are two exceptions: when the land-disturbing activity is one acre or more or when the lot is part of a Larger Common Plan of Development where the Developer's LDP has been closed.

##### -Are there any residential land disturbing activities that are exempt from LDP requirements?

Minor land-disturbing activities such as home gardens, individual home landscaping, repairs, maintenance work, fences, and other related activities which result in minor soil erosion are exempt.



-Can Building Permit Applications be submitted with the LDP Application?

Yes.

-How many sets of plans do I need to submit for review?

For a LDP, please submit seven (7) sets of plans and two (2) copies of the hydrology study and a digital PDF copy of plans.

For a Grading Permit, please submit three (3) sets of plans and one (1) copy of the hydrology study.

-Do I need a permit to remove a tree on my property?

A residential Tree Removal Permit is required for removal or impacts to specimen trees on any size lot. On one acre or more single family lots, removal of trees three (3) inches or greater in diameter at breast height requires a tree removal permit.

A Tree Removal Permit (Tree Survey, Tree Protection Plan, Tree Replacement Plan), if applicable, is required for all other property and development projects if removal of trees greater than three inches in diameter or "Specimen Trees" as defined in Article 12.1 of the UDC is anticipated.

For guidance, please call the City Arborist at 770-594-6293 prior to removing any trees.

-How much does a tree removal permit cost?

A residential tree removal permit is \$50 plus a \$25 application fee. A tree removal for all other property types is \$50 per acre (\$500 max) plus a \$25 application fee. Specimen tree recompense is handled on a case by case basis through the City Arborist.

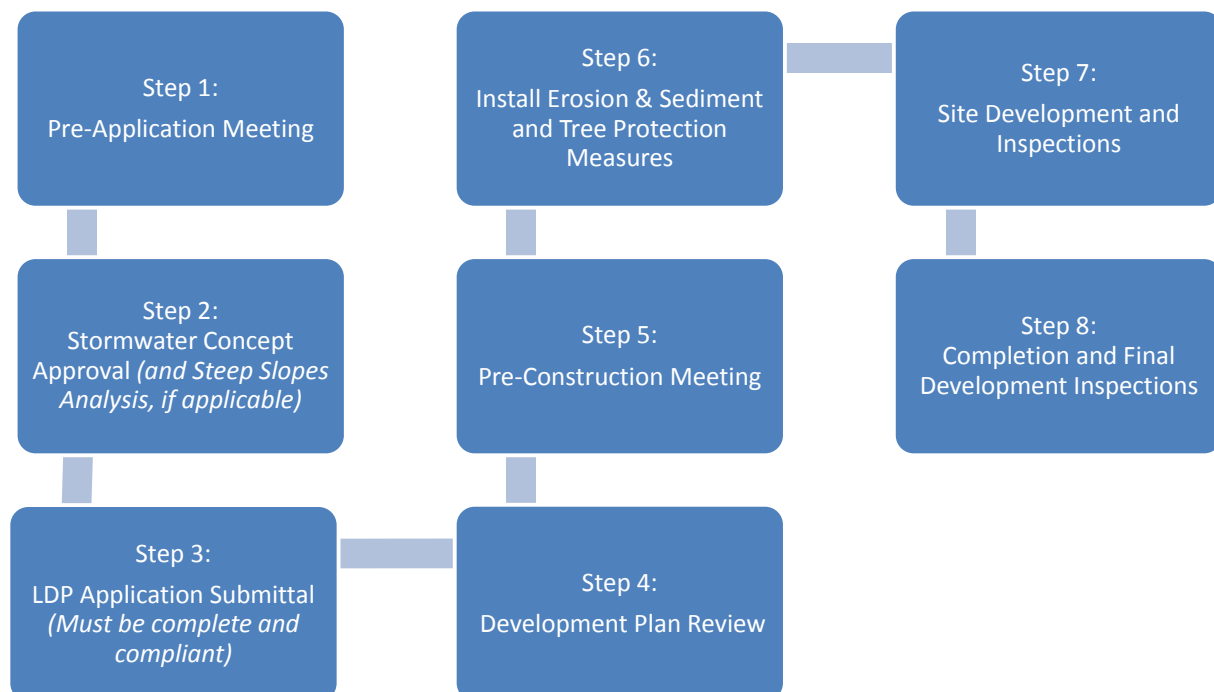
-Can I develop or build in the Chattahoochee River Corridor?

Please contact the Planning and Zoning Division for a consultation regarding any projects located in the Chattahoochee River Corridor. Projects which will disturb land, clear trees, and/or add impervious surfaces in the Corridor fall under the requirements of the Metropolitan River Protection Act (MRPA).

-What do I do after my development plan has been approved?

Once your development plan is approved, a pre-construction meeting is scheduled with the land development inspector by calling 770-594-6100. Upon paying applicable fees for the LDP and providing performance bonds (if required), the LDP is issued.

(LDP Application Review and Construction)





# BUILDING PERMITS & INSPECTIONS

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## BUILDING PERMITS & INSPECTIONS

The Building Permits & Inspections Division of the Community Development Department provides commercial and residential plan review for construction and building activities to ensure that all state and municipal code requirements are met for construction projects and related activities in the City.

City staff inspects these activities to protect the health, safety and welfare of the citizens by controlling the design, construction, use and occupancy, location, and maintenance of buildings and structures. Building and subcontractor permits are required prior to starting any construction work in the City, except work specifically exempt from requiring a permit.

### **Commercial Building Permits**

New construction and additions and alterations to existing structures used for nonresidential purposes require a commercial building permit. Multi-family residential projects, including duplexes, are also required to go through the commercial building permitting process. Application forms are available at [www.roswellgov.com/BuildingPermitResources](http://www.roswellgov.com/BuildingPermitResources).

### **Residential Building Permits**

A residential building permit is required for all new construction, additions and alterations of single-family structures. Permits are also required for the following:

- Deck/pool/spa
- Demolition
- Interior finish
- Remodeling
- Retaining wall
- Roof (not including repairs)
- Trades (mechanical, plumbing, and electrical)



Residential building plan review is ordinarily completed within one week of plan submission, provided that plans are complete and no problems arise that might require a resubmission. Upon review and approval of the building plans and payment of the required fee(s), a building permit is issued.

All new residential development to be constructed within the Special Flood Hazard Area shall be subject to specific building requirements.

Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months of being issued. Permits also become invalid for work suspended or abandoned for a period of six (6) months after the time the work is commenced.

Once all the final inspections and approvals have been obtained from the City, the owner or tenant must apply for a Certificate of Occupancy before a new structure is occupied.

### **Building Inspections**

Inspection requests received prior to 4:00 p.m. Monday through Friday will be scheduled for the next business day. Inspection requests received after 4:00 p.m. will be scheduled for the business day following the next business day. All inspections called in on Friday will be scheduled for the following Monday (excluding holidays).

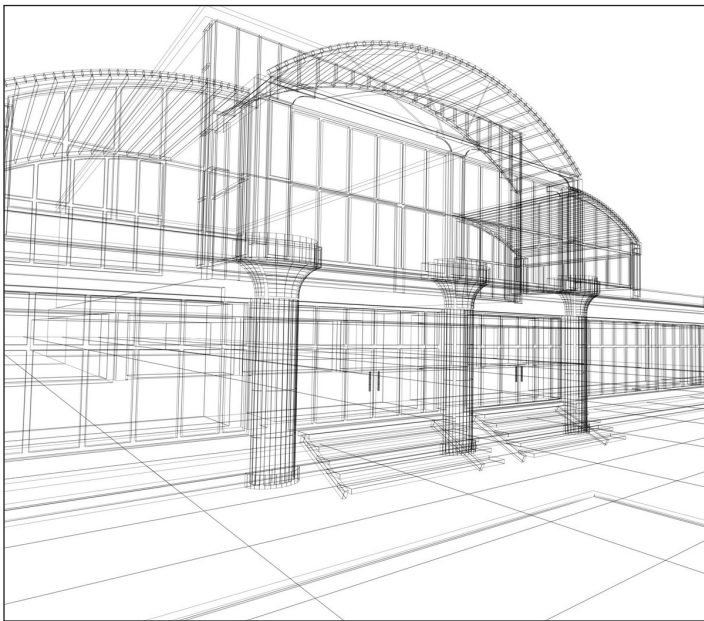
To schedule an inspection, please call the Building Inspection Line at 770-641-3784 or the Fire Inspection Line at 770-641-3730.

### **Step-by-Step Process**

#### **Step 1: Obtain Contractor License**

Building contractors who work on projects in Roswell must obtain and maintain a valid contractor's license and must show proof of certification before a Building Permit can be issued. The licensing requirement helps to ensure that contractors are knowledgeable and qualified to perform work according to the adopted building codes and good business practices.





### Step 2: Application Submittal

Complete information necessary for filing, including the application forms, checklists and fee schedule. These can be picked up at the Community Development Department or downloaded at [www.roswellgov.com](http://www.roswellgov.com).

All drawings should be to scale and of sufficient clarity and detail to indicate the nature and extent of the work proposed. Rough, preliminary drawings will be considered as an “incomplete” submittal. See the Building Permits Checklist for a list of building permit application requirements.

If your work includes food service, sewage pretreatment, a public swimming pool or a retail food store, you will need to have your plans approved by the proper Fulton County agencies for code compliance review prior to building permit application submission. For retail food stores, U.S. Department of Agriculture approval must be obtained. Plan review cannot begin until these approvals have been received.

After a permit application is processed, it can become void after six months if the fee is not paid or the permit is not picked up.

### Step 3: Building Plan Review

For one and two family projects, two site plans and a

building permit application must be submitted. Documentation and approval from other departments must be provided as stated previously. Commercial projects require three (3) complete sets of building construction drawings submitted to the Building Inspections Division for review. Each complete set of plans shall be bound together and must include all drawings applicable to the work to be done.

Commercial plans for review must include the following:

- Title page: Project name, street address & suite number, designer's name and address with telephone number, contact person and phone number
- Code analysis: List of current codes in effect, project occupancy type (single or mixed), height and area, type of construction, fire protection, separation requirements, occupant load with egress width calculations, sprinkler system, design information, etc.
- Complete drawings: Site plan, architectural, structural, electrical, plumbing, mechanical, sprinkler, low voltage, energy code compliance report, and others as applicable

Drawings shall be drawn to scale and be of sufficient clarity to indicate the nature and extent of the work proposed. Drawings shall show in detail that it will conform to the attached listing of building and technical codes and related City, county, state, federal laws, ordinances, or rules and regulations relating to building construction in effect at the time of permitting.

### Step 4: Issue Building Permit / Post Placard

After the drawings have been reviewed and approved, the permitting agent will notify the applicant that the permit has been processed and is available for pick up. Permit fees are determined following approval, and are calculated based on estimated construction value. See the City's requirements for Building Permits at [www.roswellgov.com](http://www.roswellgov.com).

One set of final approved building plans will be retained by the Building Inspections Unit and another by the Fire Marshal. The third set or job site drawings will be returned with the reviewer's notes attached. This set of drawings must be weather protected and readily accessible

for reference by inspectors on site throughout the period of construction.

The building permit yard placard must be posted at the front of the premises where the permitted work is to be done, accessible and readable from the public right-of-way. The placards should remain in place until all required final building and system inspections have been approved and signed off as ready for occupancy and use. The permit holder is responsible for maintaining the yard placard by protecting it from the weather. Damaged, lost or stolen permit yard placards must be replaced before further inspections can be made.

#### Step 5: Building Inspections

Building Inspections are required prior to concealment or covering of any work. Contact the Fire Marshal's Office for specific instructions about fire inspections.

#### *Mandatory Inspections*

The Building Inspections Division requires certain mandatory inspections. The following is a partial list of examples of mandatory inspections that may apply to your project:

- Footing
- Under slab
- Slab-prep
- Foundation wall
- Water / damp proofing
- Rough-In to include all trades
- Insulation
- Above ceiling
- Fire resistance rating
- Temp power meter release
- Gas line release
- Low voltage
- Water & sewer lateral
- Irrigation
- Fire sprinkler installation & test (FM)

Please contact the Building Inspections Division to confirm which inspections are required for your project.

#### *Third Party Inspections*

Sometimes construction conditions warrant the design and guidance of a professional engineer or architect on how to proceed with code compliant construction. The reporting engineer or architect is required to make such repair inspections as he/she deems necessary, but may not approve covering repairs or construction without written City approval.



#### *Inspection Approval*

Construction normally proceeds in steps as the various mandated inspections for code compliance are completed.

Contractors should not cover work before a previous step has been visually inspected and approved in writing by City inspectors. If the work has been concealed prior to inspection and approval, the contractor will be required to uncover the work for inspection.

As inspections are approved, results are posted on the yard placard and on an inspection slip left nearby. For the current status of a project, visually check your permit yard placard for signoffs. No further inspections or written releases of construction shall be made, nor shall a Certificate of Occupancy or Certificate of Completion be issued for any construction, until the permit holder or property owner demonstrates codes compliance to the satisfaction of the Building Official.

#### *Re-inspection Policy*

When an inspection fails, the permit holder must correct



the noted violations and recall the inspector when ready, but not before the next workday, unless so directed by the inspector. If the inspector deems a permit holder is negligent in preparing for an inspection, that inspection will be suspended and the permit holder will be required to schedule a meeting with the Building Official for instructions on how to resolve the inspection issues.

Inspectors will normally cite up to five (5) code violations per inspection before deeming a site “not ready” for inspection. When sites are clearly not ready for an inspection, the inspector will stop and issue an “inspection report” stating it is not ready for inspection.

Re-inspection fees must be paid prior to a further re-inspection.

#### Step 6: Final Inspection

To obtain a Certificate of Occupancy (CO) or Certificate of Completion (CC) at the end of construction, the permit holder must pass all building, subcontractor and departmental final inspections.

The permit holder is responsible for coordinating inspections with the City of Roswell Fire Marshal’s Office, the Engineering Division and the Building Inspections Unit of the Community Development Department. If applicable, the owner or developer will be required to post a Landscape Maintenance Bond.

In addition, the permit holder is responsible for obtaining final approvals and release documents from other governing authorities and agencies including: Fulton County Sewer, Back Flow Prevention, Grease Trap, Health Department, Georgia Department of Transportation, and the Georgia Department of Labor.

#### Step 7: Issue Certificates of Occupancy / Completion

Receiving the CO or CC is triggered automatically upon successful completion of the final building inspection.

### Application Submittal Requirements

#### Individual Residential Building Permit

- One (1) copy of the Building Permit Application
- Two (2) copies of the Site Plan including all structures, boundary line information, easements, right-of-way information and other improvements; drawn to scale 1 to 20.
- Tree Removal Permit application if trees are to be removed

#### Commercial Building Permit

- One (1) copy of the Commercial Building Permit application
- One (1) copy of the Tree Removal Permit application if trees are to be removed
- Three (3) complete sets of plans
- One (1) set of specifications
- Proof of business registration
- Proof of Contractor Licensing
- Georgia Energy Code Compliance Report

#### Trade Permits

- One (1) copy of appropriate Trade Permit application (Mechanical, Electrical, Plumbing, Low Voltage and Sprinkler Permits)
- Proof of business registration
- Proof of contractor certification
- Valid Georgia picture ID with personal signature

### FAQs

#### -When do I need a permit?

Anyone who desires to construct, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system which is regulated by the technical codes must obtain the required permit. Routine maintenance, such as painting, floor coverings, wallpaper and roof repair, does not require a permit.

Applicable permits may include:

- Residential Building Permit
- Commercial Building Permit
- Plumbing Permit
- Mechanical Systems / HVAC (Heating Ventilation and Air Conditioning)

- Electrical Permit / Temporary Electrical Permit
- Tree Removal Permit
- Grading Permit

-Do I need a permit to replace my water heater?

Yes. Water heaters are subject to the state plumbing and gas codes. The property owners must obtain a Plumbing Permit and schedule an inspection to ensure a safe installation. A tradesman contracted to perform the installation must be licensed by the state of Georgia.

-What if I want to replace my deck?

You will need to obtain a Building Permit to build a new deck or replace an existing deck. Submit your application with two copies of a site plan that shows the existing deck as well as the proposed structure. The site plan will be used to determine if the setback requirements have been met.

-What is necessary for a pool permit?

Contact Roswell's Building Permits & Inspections Division to request a packet of information specifically about pool construction, as the requirements for private pools and public pools are different. Property owners seeking to install a private pool must obtain a Building Permit and comply with the Standard Swimming Pool Code. A public pool requires plan approval and a Building Permit issued by the City as well as compliance with all Fulton County Health Department regulations. Approval stamps from Fulton County are required on the pool drawings prior to submission to the City of Roswell.

-Do I need a permit to move a house?

Yes. A House Moving Permit / Building Permit is required before moving a house in, out, or through the City. Be sure to include a map of the route, and notify Fire, Police, Transportation, and the utility companies.

-Can I request a same-day inspection?

No.

-Why can't I get a scheduled inspection time?

The inspection staff is limited, and the length of time an inspector might be on a job site varies, which makes it difficult to schedule set times for inspections.

-Do I need the insulation installed for my rough-in inspection?

No. A rough-in inspection of the framing, plumbing, electrical and mechanical elements of a project is performed prior to any concealment. Insulation is considered to be a visual obstruction and should not be installed prior to completion of the rough-in inspection.

-Do you accept pictures in lieu of inspections?

No.

-What are the requirements for windows with the model energy code?

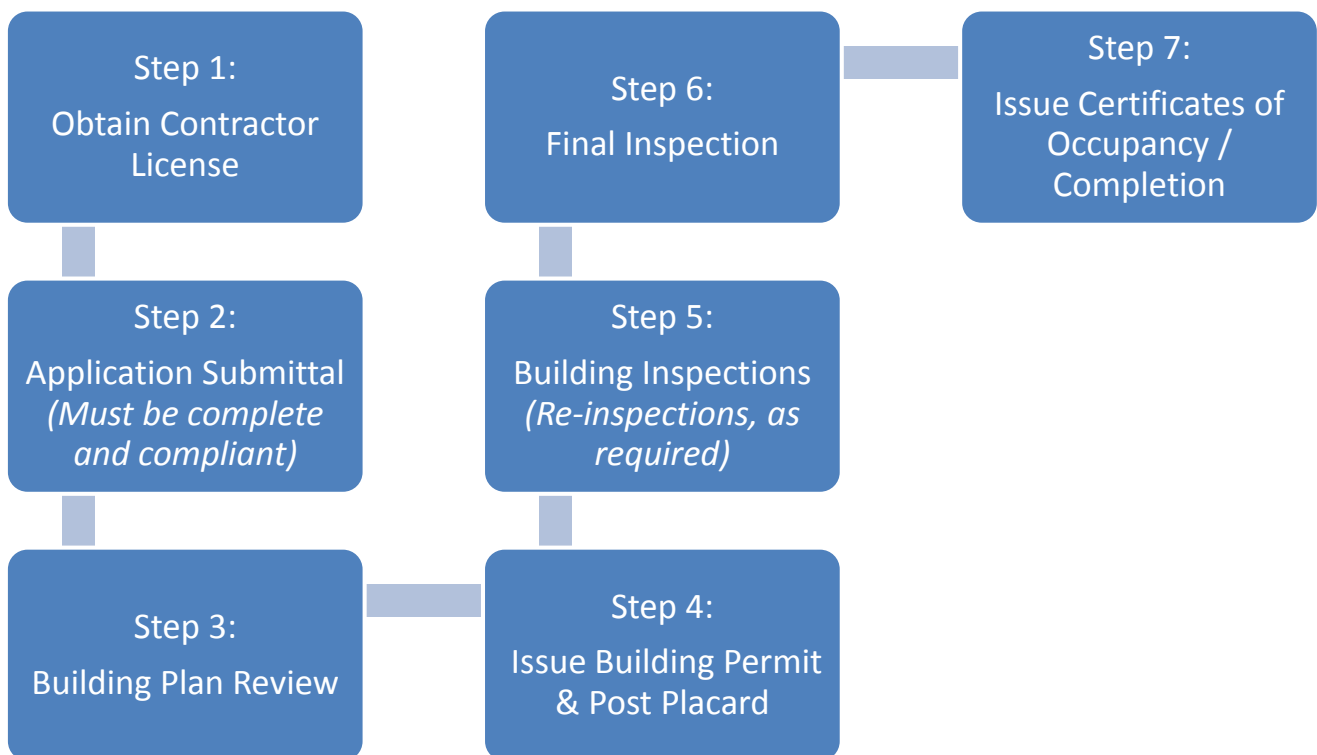
For new construction, windows are required to display the NFRC label with a U-factor of 0.65 or less and a SHGC not to exceed 0.40.

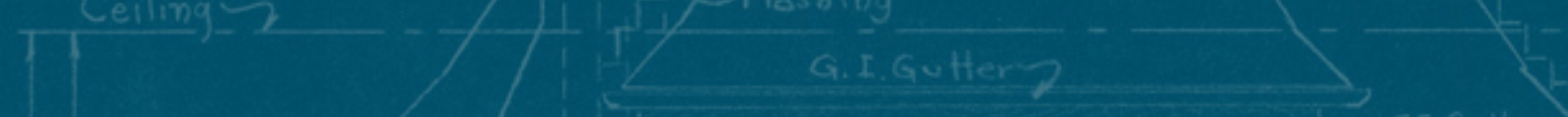
-How close can my mailbox be to a fire hydrant?

Fire hydrants must have a clearance of six (6) feet to the sides and three (3) feet to the rear. Mail boxes and other yard features must not encroach within this space.



**BUILDING PERMITS AND INSPECTIONS: PROCESS FLOW CHART**

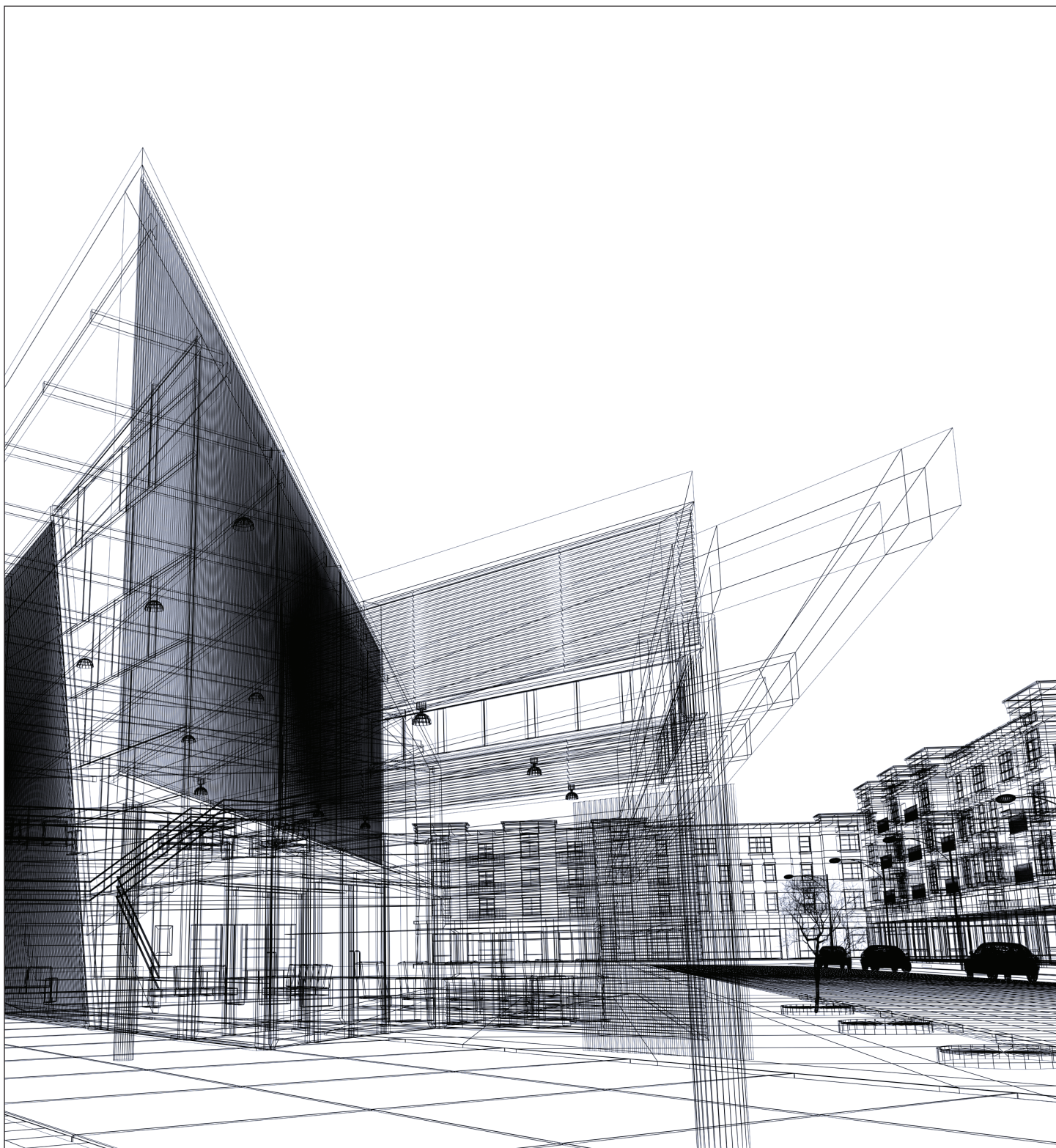






# HELPFUL INFORMATION

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## HELPFUL INFORMATION

In this section, several other resources are discussed that are available to assist with the land and building development process.

### **Geographic Information Systems (GIS) Maps**

Roswell's GIS Division is the central point for managing geographic information pertaining to the City. The GIS Division maintains a common set of computer-based maps covering the entire 39+ square mile geographic extent of the City. The base map data consists of more than 35,000 parcels plus streets, city limits, aerial photography, lakes, streams and land lots. Layers of information about zoning, FEMA flood data, parks, economic districts, schools and school districts, building footprints, land use, and utilities are managed.

Examples of maps available online include:

- Roswell Comprehensive Plan/2020 Land Use Map
- Roswell Zoning Map
- Roswell Topographical Map
- Roswell Water Resources Map
- Roswell FEMA Flood Plain Map
- Roswell Historic Properties Map and Sub-district Map
- Roswell Archaeological Map
- Roswell Master Sitting Plan for Cell Towers
- Roswell Base Map with Streets
- Plat Copies

### **Signs**

The Planning and Zoning Division is responsible for review and approval of sign permit applications.

Many developers and those interested in starting a business will be concerned with signs that require a Permanent Sign Permit. Permanent signs are made of durable materials such as masonry, wood, metal and plastic, and may be erected for more than ten (10) days.

Temporary signs such as banners, balloons or other temporary commercial signs will require a Temporary Sign Permit. Temporary signs are permitted in increments of ten (10) consecutive days for no more than a total of eighty (80) days per year. A new business may also obtain

a Temporary Sign Permit for a period of up to two (2) weeks to celebrate its grand opening.

For a complete listing of signs allowed in the City, including those signs which do not require a permit, please consult the Roswell UDC, Article 10.3, or speak with a Community Development staff planner. Sign permit application forms are available at the front desk of the Community Development Department or at [www.roswellgov.com/Signs](http://www.roswellgov.com/Signs).



### **Business Registration**

All businesses wishing to locate in Roswell must complete an application to register with the Business Registration Office and pay an annual occupation tax prior to opening. All home occupation and commercial businesses including individuals, partnerships and corporations that engage in any trade, occupation or profession in Roswell are required to register.

Application fees and requirements will vary depending on whether the business is home-based or whether it is a commercial establishment. Business registration information can be found at [www.roswellgov.com/BusinessRegistration](http://www.roswellgov.com/BusinessRegistration).



### **Public Art**

The Unified Development Code (UDC) Design Guidelines has a provision for Voluntary Guidelines for Public Art. The inclusion of public art in a development is voluntary in most districts. However, a meeting is required between the developer and the Roswell Arts Commission to discuss the potential for incorporating public art in the project. The Roswell Arts Commission asks that consideration be given to include original, decorative, and functional artwork.

For additional information or to schedule a meeting with the Roswell Arts Commission, please call 770-641-3705.

### **Code Enforcement**

The Code Enforcement Division focuses on compliance with most City codes and ordinances that may affect the City's quality of life, aesthetics, and welfare of citizens.

The objective of Code Enforcement is to obtain voluntary compliance. Prosecuting a code violation is the least efficient way to guarantee compliance. Education and guidance are the primary services rendered by Code Enforcement. Officers regularly work collaboratively with residents, neighborhood associations, businesses, non-profits, and other City Departments.

Code Enforcement deals with many issues, including ensuring that:

- Residential and commercial properties are properly maintained;
- Trash and debris are disposed of properly
- Junk vehicles are not illegally stored
- Signs are not illegally posted

The most common code enforcement concerns include:

- Garbage
- Nuisances
- Operating without a business license
- Streets and vehicles
- Signs and handbills
- Water usage

The Roswell Code Enforcement Division can be contacted at 770-594-6101.

### **Roswell Opportunity Zone**

The Roswell Opportunity Zone Job Tax Credit Program administered by the Georgia Department of Community Affairs offers the highest and most user-friendly job tax credit in the State. This program offers many features including:

- The designated area, or zone, is eligible for the maximum state job tax credit of \$3,500 per net new employee for five years starting the year of the hire. There are no restrictions on the type of jobs created.
- Any business that pays Georgia income tax is eligible.
- Only two or more net new jobs need to be created in any one year to be eligible (other programs require ten), and there is no upper limit on eligible jobs.
- If the company's state income tax liability is insufficient to absorb all of the credits the balance may be taken by retaining employee withholding taxes that would otherwise be paid to the state. This allows the credit to be "cashed out" quickly and easily. The amounts retained by the company from employees withholding are exempt by law from Georgia income tax and may not be subject to federal income tax, giving the company the full value of the credited dollars.

All the features of the Opportunity Zone Job Tax Credit are listed at [www.roswellgov.com/OpportunityZone](http://www.roswellgov.com/OpportunityZone).

### **City-Sponsored Boards, Commissions, and Organizations**

#### **Mayor and City Council**

The Mayor and City Council provide the vision and policy necessary to meet the needs of the citizens of Roswell. Council members are elected "at large" with post assignments rather than districts. Roswell's Mayor is the chief executive officer of the City and presides at City Council meetings. It is the duty of the City Council to set policy for City operations, set the millage rates for property taxes, approve budgets, pass ordinances, and hear and act on requests for rezoning and annexation.



Meetings: Second and fourth Monday of each month, 7:00 p.m., City Hall Council Chambers. Work Sessions are convened as needed. Fifth Monday meetings are an open public forum and offer an opportunity for citizens to address the Mayor and Council on any issue.

Members: Mayor, Six Councilmembers



#### Design Review Board (DRB)

The Design Review Board (DRB) reviews and ensures that development plans comply with the design and development policies established by the Comprehensive Plan and applicable UDC Design Guidelines. The DRB is responsible for both initial and final design reviews of aesthetics for all commercial development projects within the City. All projects being considered for Rezoning, Concurrent Variance, or Conditional Use are presented to the DRB for two reviews. The initial design plan review provides an opportunity for the applicant to discuss the aesthetics of the site design. At that initial review, the DRB will provide comments and suggestions to the applicant regarding acceptable design elements. The applicant is expected to incorporate the Board's recommendations prior to the second and final appearance before the DRB.

Single-family homes are exempt from review by the DRB.

The deadline for submittal is the first Tuesday of each month.

Meetings: 1st Tuesday of each month, 6:30 p.m., City Hall Council Chambers

Members: Seven

#### Historic Preservation Commission (HPC)

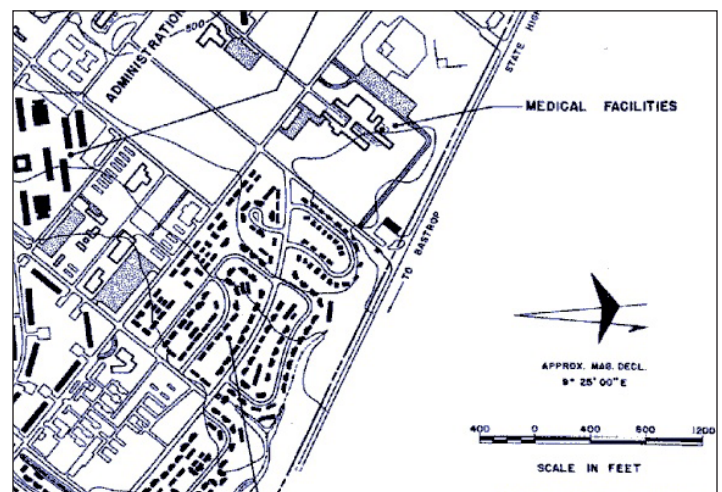
The Historic Preservation Commission (HPC) reviews all development and zoning requests located within the designated Historic District boundary of the City. Projects in the Historic District being considered for Rezoning, Concurrent Variance or Conditional Use Permits are presented to the HPC for two reviews of the aesthetics of the proposed project. The initial design plan review provides an opportunity for the applicant to discuss the aesthetics of the site design with the Board who will provide comments and suggestions to the applicant regarding acceptable design elements. The applicant is expected to incorporate the Board's recommendations prior to the second and final appearance before the HPC.

The deadline for submittal to the HPC is the first Tuesday of each month.

A HPC Certificate of Appropriateness is a document that allows a property owner to make a material change in appearance to a property, structure, site or work of art designated "historic" or "historic-obscured" on the Roswell Historic Properties Map. The Historic Preservation Commission must grant approval before such material changes may be undertaken. Examples of material changes may include alteration of architectural or site features, additions, excavation, or demolition. For more information, visit [www.roswellgov.com/HPC](http://www.roswellgov.com/HPC).

Meetings: 2nd Wednesday of each month, 6:00 p.m., City Hall Council Chambers

Members: Seven, with one ex-officio



### Roswell Planning Commission (PC)

The Roswell Planning Commission surveys and studies the existing conditions and probable future development of the area in order to plan for physical, social and economic growth. The Planning Commission provides input into the City's Comprehensive Plan; recommends changes to the Roswell Zoning Ordinance; considers subdivision of land and other land use regulations; reviews and makes recommendations for Rezoning, Concurrent Variance and Conditional Use Permits; and recommends capital improvements and financing strategies.

Meetings: 3rd Tuesday of each month, 7:00 p.m., City Hall Council Chambers

Members: Seven

### Board of Zoning Appeals (BZA)

The Board of Zoning Appeals (BZA) is authorized to hear appeals in matters related to zoning ordinances. The Board is required to follow procedures set forth by the City and State, and to evaluate the facts in each case. The BZA is authorized to approve variances related to zoning requirements of the UDC in Articles 1 through 10. Appeals of the BZA are through the Fulton County Superior Court in accordance with the UDC, Section 13.11.8.

Meetings: As-needed, 2nd Tuesday of each month, 7:00 p.m., City Hall Council Chambers

Members: Seven

### Roswell Downtown Development Authority (DDA)

The Roswell Downtown Development Authority (DDA) comprises seven members and was established to improve the economy of Roswell by coordinating public/private programs that promote the redevelopment and growth of Roswell's central business district. The DDA works to assure the long-term economic stability of downtown Roswell by maintaining the small town character of the district and supporting values that assure Roswell is a great place to live, work, play, invest and do business. Learn more about the DDA at [www.roswelldda.com](http://www.roswelldda.com).

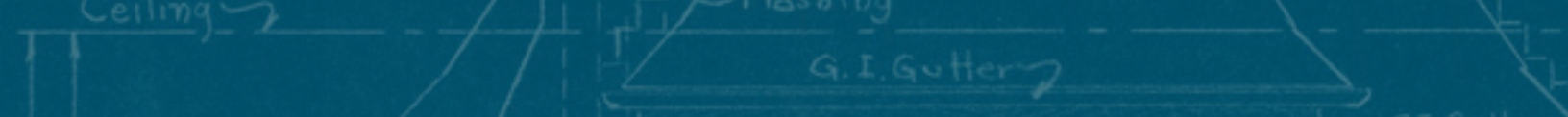
Meetings: 1st Tuesday of every month, 3:30 p.m., City Hall Room 220

Members: Seven

### Roswell Inc

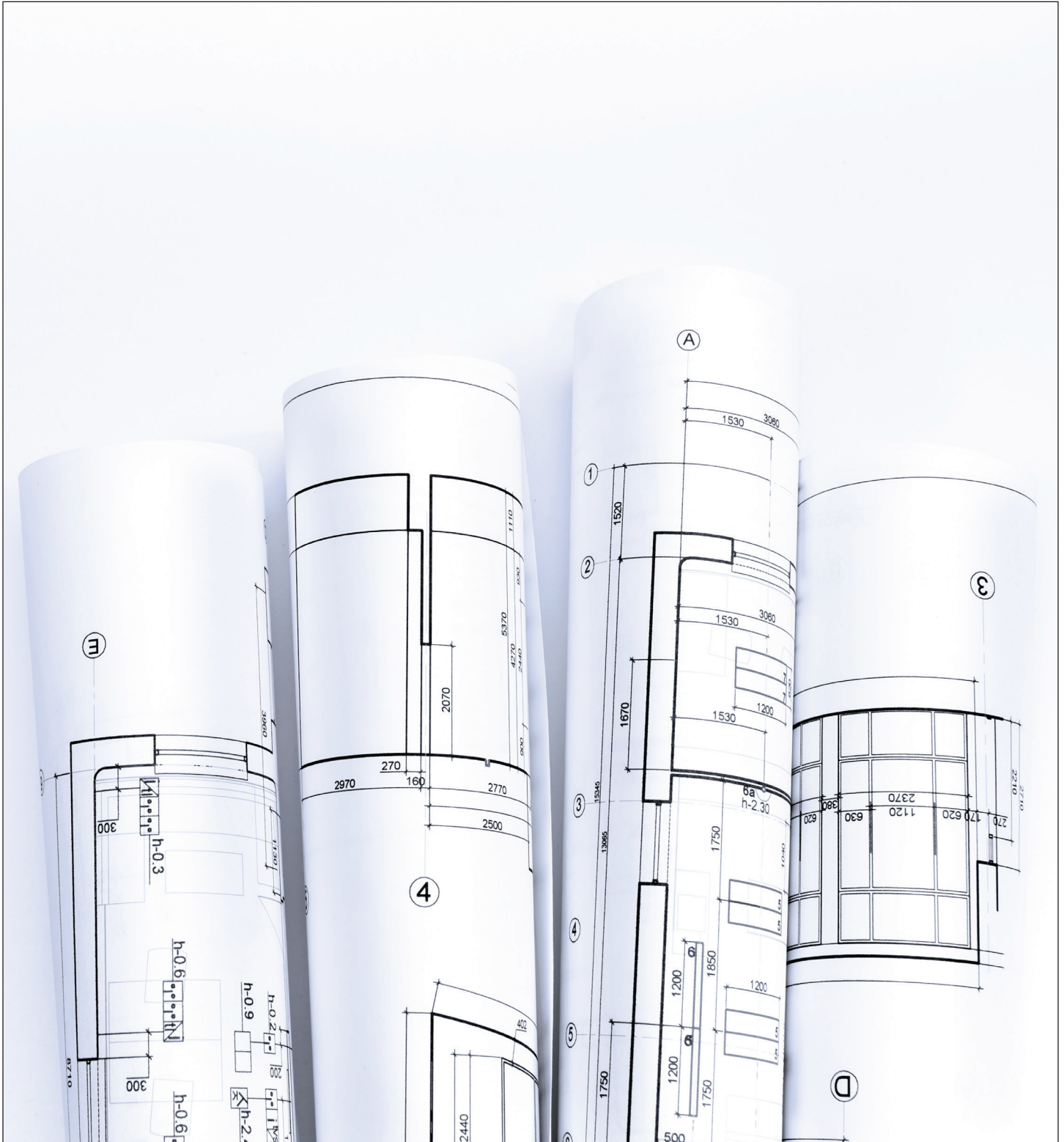
Roswell Inc is the economic development entity for the city. The City works hand-in-hand with Roswell Inc in a public/private partnership. Roswell Inc works closely with commercial property owners, business owners and developers to assure that all of our businesses are functioning at their highest and best use, contributing to the City's tax base and helping us achieve the City's economic development goals as identified in the Strategic Economic Development Plan (SEDP). In addition, Roswell Inc works to actively market the City, recruit new businesses, and help existing businesses thrive. Learn more about Roswell Inc at [www.roswellinc.org](http://www.roswellinc.org).







# GLOSSARY OF TERMS



## GLOSSARY OF TERMS

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### **Bioretention Areas**

Also called a “rain garden”, a bioretention area is a depression integrated into the landscape that captures runoff and allows water to infiltrate through the soil. These are features that can effectively remove pollutants from storm water and are used to satisfy water quality requirements for development.

### **Concurrent Variance**

A variance requested as part of a rezoning application.

### **Conditional Use**

A use that may be authorized when it is not “allowed by right” in a particular zoning district. For example, a single family home is allowed by right in the RS-18 Single-Family Residential zoning district. However, a church could only be allowed when a conditional use is granted. A separate application is required with the public hearing process similar to the rezoning process.

### **Final plat**

The legal instrument that creates lots, blocks and streets. Following the filing of a Final Plat, newly created lots in a subdivision may be sold individually. Final Plat approval is obtained from the Mayor and City Council.

### **Grading Permits**

Also referred to as a Minor Land Disturbance Permit (LDP). A grading permit may be required when a single-family residence (SFR) development meets one of the following criteria:

- Within or adjacent to a flood plain
- Within a City or State buffer
- Within 200 feet of perennial waters
- Disturbance in excess of 5,000 square-feet
- Proposed new or replaced impervious surfaces in excess of 5,000 square-feet

A grading permit may also be required for non-SFR projects where the proposed new or replaced impervious surface area is between 1,000 and 5,000 square feet and no building permit is required.

### **Land Disturbance**

Land disturbance is defined as any activity which may result in soil erosion from water or wind and the movement of those sediments into state waters or onto lands within the state. These includes, but is not limited to, clearing, dredging, grading, excavating, transporting, and filling of land. It does not include agricultural practices.

### **Plat**

A plat is a survey of land which identifies the boundaries of the property and any easements, flood zones, roadway and access rights-of-way. A recorded Final Plat is required for the subdivision of land into smaller lots where the purpose of the owner is to establish building lots, or to dedicate street rights-of-way, easements or parks.

### **Preliminary Plat**

A plan that provides a detailed layout of the subdivision with existing and proposed features. A Preliminary Plat is mutually beneficial to both the developer and the City in that it provides an opportunity for the developer to explore the feasibility of the project while allowing the City to provide initial direction on the availability of City services. Preliminary Plat approval is obtained from the Planning Commission.

### **Rezoning**

Changing the zoning classification of a property from one category to another. This involves a public hearing process and allows the applicant to develop the property to meet certain desired uses or dimensional standards.

### **Specimen Tree**


Any tree which qualifies for special consideration for conservation due to its size, type, condition, location or historical significance.

### **Subdivision**

The process through which land is divided into two or more buildable lots.

### **Variance**

An applicant-requested change to relax the dimensional standards of the Unified Development Code (UDC) for

The top of the page features a blue-tinted architectural drawing of a steel lintel. The drawing includes technical details such as a dimension of 3/4, the text 'STEEL LINTEL', and a reference to 'SEE PLAN'.

a specific property in order to permit construction in a manner otherwise prohibited. Such a request might seek to modify the strict terms of the height, area, placement, setback, yard, buffer, landscape strip, parking and loading or other regulations.

### **Unified Development Code**

A Unified Development Code (UDC) is a single (“unified”) tool that combines traditional zoning and subdivision regulations, along with other desired City regulations, such as design guidelines, sign regulations, and floodplain and storm water management, into one consistent document.

### **Zoning Confirmation Letter**

Provides verification that the current zoning and conditions are applicable to a property. The applicant must submit a survey and a legal description of the property to initiate the request. The Planning and Zoning staff will research the information and prepare the letter.



## Connect with Roswell on Social Media:

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[www.roswellgov.com/RoswellConnections](http://www.roswellgov.com/RoswellConnections)

[www.roswellgov.com/Nixle](http://www.roswellgov.com/Nixle)

## Development Guide

Created by Roswell's Community Relations Department

April 2015

City of Roswell

38 Hill Street

Roswell, GA 30075

[www.roswellgov.com](http://www.roswellgov.com)

Brick  
APPROVED GAL MET  
EVERY THIRD COURSE

Ceiling

Brick Gutter  
1/2 prol  
G.I. Gutter



### LEGEND

#### AIRFIELD PAVEMENTS

- EXISTING TO BE RETAINED
- EXISTING TO BE ABANDONED
- PROPOSED
- EXPANSIBILITY

#### STRUCTURES

- EXISTING PERMANENT
- EXISTING MOBILIZATION OR SEMI-PERMANENT
- EXISTING TEMPORARY TO BE RETAINED
- EXISTING TO BE ABANDONED
- PROPOSED

#### ROADS, PARKING & R.R.

- EXISTING TO BE RETAINED
- EXISTING TO BE ABANDONED
- PROPOSED ROAD
- PROPOSED PARKING