



Munis No. _____

MinuteTraq _____

FINAL PLAT APPLICATION

TYPE OF REQUEST :

- Preliminary Subdivision Plat
- Subdivision Final Plat
- Division/Combination Plat

Present Zoning _____

Proposed Use _____

Total Acreage _____

PROJECT

Name of Project

Property Address/Location Suite/Apt. # City State Zip Code

Land Lot District Section Property ID

APPLICANT/OWNER

Applicant

Company

Mailing Address Suite/Apt. # City State Zip Code

Phone Cell Phone Fax Phone E-mail

REPRESENTATIVE

Contact Name and Company (Owner's Agent or Attorney)

Contact Mailing Address Suite/Apt. # City State Zip Code

Phone Cell Phone Fax Phone E-mail

I hereby certify that all information provided herein is true and correct.

Applicant Signature: Property Owner or Owner's Representative

_____/_____/_____
Date

OFFICE USE Fee: \$ _____ Cash Check # _____ CC - Visa/ MC Date: ____/____/____

TYPE

PROJECT

APPLICANT

REPRESENTATIVE



Getting Your Plat Approved

Plat approval is required for all single-family subdivisions. A plat is a map of a specific area, such as a lot, subdivision or community, which is drawn by a surveyor and shows the location and boundary lines of individual properties together with improvements such as streets, buildings and water and sewer easements.

The Planning & Zoning staff will first review the **Preliminary Plat** application for completeness and compliance with the *Roswell Zoning Ordinance* and Subdivision Regulations. The request will then be scheduled for presentation at a Planning Commission meeting where you will have an opportunity to answer questions regarding the plat for the Commissioners. At the conclusion of the meeting, the Preliminary Plat may be “Approved” as Submitted, “Approved with Conditions”, or “Denied”. A public hearing is usually not required, with the exception that if a variance is requested to the land subdivision ordinance and/or Standard Construction Specifications, the Preliminary Plat must also be approved by the Mayor and City Council.

The **Final Subdivision Plat** is the instrument by which the City accepts public streets and utility easements. The Final Subdivision Plat Application is submitted subsequent to land disturbance and infrastructure installation, and is approved by the Roswell Planning Commission and Mayor and City Council during the regular Zoning meeting. Once a Final Plat is recorded, building permits may be issued.

A **Division Plat** refers to the division of land into parcels of five (5) acres or more, where no new streets are involved; or the division of land resulting in five (5) or fewer lots, provided that each lot abuts an existing public street, and no substantial alteration of existing utility installations is involved.

APPLICATION INSTRUCTIONS

1. Please read Chapter 19, Subdivisions of the *Roswell Code of Ordinances* (copy attached). This chapter covers the requirements and process for Plat submittal and approval.
2. Consult the **Plat Calendar**, the **Checklist of Requirements** and **Schedule of Fees** contained in this document. If you require assistance, you may contact a planner in the Planning & Zoning Division at (770) 641-3783.
3. Submit your completed Plat Application form to the Community Development Department located on the ground floor of Roswell City Hall, 38 Hill Street, Suite G - 30, Roswell, GA 30075. You must submit all required documents and fees by the filing deadline, which is typically 45 days prior to the Planning Commission or Council Meeting at which the Plat will be heard. This will assure adequate time for the Zoning Office to distribute the documents to the necessary departments and to the Planning Commissioners and Council members for review and comment prior to their meeting. Plat applications submitted without **ALL** of the required documents and fees cannot be processed.
4. For **Preliminary Plats** and **Final Plats**, you will need to submit 15 map sets, including one set of originals and other documents as required. Submit a **Traffic Impact Study** if required. For a Division Plat, you will need to submit 5 map sets, including one set of originals and other documents as required. Copies should be folded rather than rolled.



PLAT APPLICATION

Regulations for Naming Streets

The following conventions will be followed when naming streets within the City of Roswell:

1. Street names shall consist of a root name and a suffix designation such as "Street", "Avenue", "Road", "Circle", "Way" and so on. Root names shall consist of no more than 13 characters, including spaces and hyphens.
2. Directional prefixes, i.e. North, South, East, and West, and the prefixes "Old" or "New" shall not be used.
3. A proposed street that is obviously in alignment with another already existing and named street shall bear the name of such existing street, unless this requirement is waived by the Fire, Police and Public Works departments.
4. Except within the same development, no proposed street name shall duplicate (be spelled the same or be phonetically the same) as an existing street name within the City of Roswell, in the postal zone, or in the unincorporated areas in proximity to Roswell, regardless of the use of such suffix designations as "Street", "Avenue", or however otherwise designated. In the same subdivision, a root name shall not occur more than twice.
5. City streets shall not bear the name or names of living individuals.
6. Proposed names for private streets shall follow the same conventions as for public streets.
7. Obscene or otherwise unacceptable language, abbreviations, contractions or initials shall not be used. Names must respect the dignity of all races, religious and national origins, and comply with any pertinent civil laws.
8. Letters not occurring in the English alphabet and numerals shall not be used.
9. Continuous roadways shall not be subdivided into segments with different names.
10. All street root names and suffix designations are subject to the approval of the following City Departments: Community Development, Fire, Police/ 911 Center, Transportation and Environmental/ Public Works. The GIS Unit will be charged with soliciting comments from these departments, all of which will have five business days to respond. Once this time has elapsed, and all other criteria as listed above has been met, the street name will be officially designated and hereby incorporated into the City's Street Directory.



PLAT SUBMITTAL CHECKLIST OVERVIEW

	Preliminary	Final	Division
Completed application form: <input type="checkbox"/> Preliminary Subdivision Plat <input type="checkbox"/> Final Subdivision Plat <input type="checkbox"/> Division Plat	●	●	●
Submittal requirements: <input type="checkbox"/> Fifteen (15) Preliminary Plat map sets, signed by owner. One (1) set of originals of other documents as required. <input type="checkbox"/> Fifteen (15) Final Plat map sets including original, signed by owner and notarized. Final Plat shall be clearly and legibly drawn in permanent ink on plastic vellum sheets. One (1) set of originals of other documents as required. <input type="checkbox"/> Five (5) Division Plat map sets including original, black or blue line prints on a white background, and five (5) sets of other documents as required. Note: For Final Plat and Division Plat: Sheet size shall not exceed 36 x 42 inches; no smaller than 8.5 x 11 inches. Sheets larger than 17 x 22 are accepted with the provision that required reduction costs shall be charged to surveyor of record. Plans should be folded, not rolled.	● 15 Prelim Final	●	●
<input type="checkbox"/> Application fees. See Fee Schedule;	\$ ___	\$ ___	\$ ___
<input type="checkbox"/> Completed Orientation Meeting Form;	●	NA	NA
<input type="checkbox"/> Include details as required by the <i>Roswell Code of Ordinances</i> , Chapter 19 Subdivisions. Refer to the Plat Submittal Detail list for a <i>Roswell Comprehensive Plan</i> list of plat requirements.	●	●	●
<input type="checkbox"/> Follows City of Roswell protocol for street names. Refer to the Street Name Regulations Memo page contained with the Plat Application Form for details;	NA	●	NA
<input type="checkbox"/> Completed and approved Stormwater Management/BMP Facilities Covenant Form available from the Planning and Zoning Office. Required for Division Plat only if more than 3 lots;	NA	●	●
<input type="checkbox"/> Signed Indemnity Agreement Form available from the Planning and Zoning Office;	NA	●	NA
<input type="checkbox"/> Maintenance and/or Performance Bonds as required by the Engineering Division of the City of Roswell available from the Planning and Zoning Office;	NA	●	NA
<input type="checkbox"/> If the property is located within the Parkway Village District, provide a Landscape Plan, Landscape Performance Bond and/or Landscape Maintenance Bond prior to final acceptance by the City;	NA	●	NA
<input type="checkbox"/> Letter from applicable power company indicating all fees for service and points and light poles have been paid;	NA	●	NA



PLAT SUBMITTAL DETAILS			
	Preliminary	Final	Division
___ Name and address of owner of record;	●	●	●
___ Statement by the owner of record of the property that the entire ownership of the subdivider is included within the subject plat. This statement must be notarized on at least two (2) copies;	NA	NA	●
___ Accurate reference to the land lot system, State of Georgia, Fulton County;	●	●	●
___ Name and address of subdivider;	●	●	●
___ Proposed name of subdivision and its acreage;	●	●	●
___ Current zoning classification and conditions (when applicable);	●	●	●
___ Location of the tract including land lot and district;	●	●	●
___ North arrow;	●	●	●
___ Statement indicating the reference of bearings (magnetic true north grid north);	●	●	●
___ Statement indicating whether bearings are calculated from angles turned or taken from compass readings;	●	●	●
___ Graphic scale, and a scale in numeric ratio;	●	●	●
___ Date of the drawing of the plat;	●	●	●
___ Vicinity map showing location of subdivision;	●	●	●
___ Acreage of the entire tract to the nearest tenth of an acre, and the acreage contained within each lot or parcel as shown thereon;	●	●	●
___ A heavy outlined boundary of the tract shall be provided and all distances shall be indicated to the nearest tenth of a foot. All angles shall be indicated to the nearest minute, and the error of closure shall be stated, and shall not exceed one in five thousand (1/5000);	●	●	●
___ All municipal, county and land lot lines shall be shown;	●	●	●
___ Lot lines with dimensions to the nearest tenth of a foot and bearings to the nearest minute;	NA	●	●
___ Exact location of the public road adjacent to the tract and the centerline of the pavement;	●	●	●
___ Names of owners of record of adjoining land;	●	NA	NA



PLAT SUBMITTAL DETAILS

	Preliminary	Final	Division
Existing streets, utilities and easements on, adjacent to, and across from tract; All easements contiguous to or entering into any portion of the tract;	●	●	●
Other physical features such as streams, lakes, swampy areas, flood plains, wetlands and existing structures; all existing structures and water courses and impoundments;	●	●	●
Identify accurate location, material and description of monuments and markers found or placed;	NA	●	●
Proposed layout including streets, alleys, street names, lot lines with approximate dimensions, easements, land to be reserved or dedicated for public uses, and any land to be used for purposes other than single family dwellings;	●	●	●
Proposed street pavement and right-of-way width, cul-de-sac pavement and right-of-way radius, intersection pavement and right-of-way radius, all centerline curve data and tangent data shall be provided;	●	●	NA
Clearly identify existing and proposed right-of-way and existing and proposed roadway conditions along the entire roadway frontage;	●	●	●
Interior and exterior sidewalks (5' wide with 5' brevity strip) shall be labeled;	●	●	●
Square footage of each lot and lot line dimensions to the nearest one-tenth foot along with the bearings for said lines;	●	●	●
Location, dimension and purposes of easements and areas to be reserved for public use;	●	●	●
Street names, block numbers and lot numbers. Street addresses will be assigned by the City prior to recording;	●	●	NA
Provisions for water supply, sewage disposal and storm drainage;	●	●	●
Minimum lot size, minimum building front, side and rear yard setbacks and minimum lot width at building line noted; dimensions pursuant to the requirements of the applicable zoning district;	●	●	●
Irregular shaped lots shall show lot widths at the minimum building line;	●	●	●
Natural features within the proposed subdivision including drainage channels, bodies of water, wetlands, wooded areas and other significant features. On all water courses leaving the tract, the direction of flow shall be indicated, and for all water courses entering the tract, the direction and acreage of the drainage area above the point of entry shall be noted. Flood plains, wetlands and dam failure flood zones shall be outlined;	●	●	●



PLAT SUBMITTAL DETAILS

	Preliminary	Final	Division
___ Identify tree save areas and all Specimen Trees. Indicate which, if any, Specimen Trees are proposed to be removed;	●	●	NA
___ Location and results of percolation tests for lots which will not be served by a public or community sanitary sewage system, as required by the health department;	●	NA	NA
___ The plat shall show ground elevations at five (5) feet contour intervals based on sea level datum (or a datum plan approved by the City Engineer) and a tie to one or more benchmarks approved by the City Engineer;	●	NA	NA
___ Sight distance calculations must be shown. See the Engineering Division for methodology;	●	NA	NA
___ Tie four corners of the survey to two (2) GPS points approved by the City Engineer;	●	●	NA
___ "NOTE: The natural drains, branches, culverts and drainage structures show on this plat are necessary for drainage of the subdivision, and the City of Roswell will not be held responsible for overflow or erosion caused by them, or for extension of culverts shown. Pursuant to the 'Land Subdivision Ordinance of the City of Roswell', this plat was given final approval by the City of Roswell."	NA	NA	●
___ Include the following Drainage Notes releasing the City of Roswell from any and all liability: "DRAINAGE: The owner of record, on behalf of himself/herself/itself and all successors in interest, specifically release the City of Roswell from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, rivers or drainage features. Drainage easements are hereby established for the sole purpose of providing for the emergency protection of the free flow of surface or storm waters along all watercourses as established by a final plat. The City of Roswell may conduct emergency maintenance operations within this easement, where emergency conditions exist. Emergency maintenance shall include the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of the City of Roswell is potentially injurious to health, life, public property, public roads or utility systems. Such emergency maintenance, conducted for the common good, shall not be construed as constituting a continuing maintenance obligation on the part of the City of Roswell. The City reserves the right to seek reimbursement for expenses from the owner(s) of the property(ies) of the land that generated the conditions requiring the emergency service."	●	●	NA



PLAT SUBMITTAL DETAILS

	Preliminary	Final	Division
<p>____ FLOOD HAZARD NOTE: Portions of this property do ____ lie within a 100 year flood hazard zone as defined by the F.E.M.A. Flood Insurance Rate Map of the City of Roswell, Georgia, Community Panel Number _____, dated _____."</p>	NA	●	●
<p>____ "NOTE: No structure shall be located within forty (40) feet of an open drain";</p>	NA	●	●
<p>____ "NOTE: Disturbance of the 100 year flood plain is prohibited."</p>	NA	●	●
<p>____ Include a note indicating that water and sanitary sewer lines are dedicated to the appropriate agency as required;</p>	NA	●	NA
<p>____ Other required notes as necessary.</p>	●	NA	NA
<p>____ Certification note by the Fulton County Dept. of Health and Wellness that the plat and proposed water and sewerage facilities are acceptable: "Division Plat: Approval by the Fulton County Dept. of Health and Wellness," shall be affixed to the original tracing prior to acceptance by the Zoning Director of the City of Roswell. Contact an Environmental Health Services staff member at 404-730-7800.</p>	NA	●	●
<p>____ "CERTIFICATE OF OWNER: The owner of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey and dedicates to the use of the public forever, all streets, parks, drains, easements and public grounds thereon shown, which comprise a total of ____ acres, for the purposes therein expressed. "</p> <p>____ Subdivider _____ Date _____</p> <p>____ Owner _____ Date _____</p>	NA	●	NA
<p>____ "CERTIFICATE OF SURVEYOR/ENGINEER: It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property made by me or under my supervision; that all monuments show hereon actually exist or are marked as 'Future', and their locations, size, type and material are correctly shown; and that all engineering requirements of the 'Land Subdivision Ordinance of the City of Roswell' and the requirements of the 'Zoning Ordinance of the City of Roswell, Georgia' have been fully complied with."</p> <p>By: _____ Registered Civil Engineer No. _____</p> <p>Address: _____ Phone No: _____</p> <p>By: _____ Registered Georgia Land Surveyor No. _____</p> <p>Address: _____ Phone No: _____</p>	NA	●	●



FINAL PLAT 2015 CALENDAR

Final Plat finalized by meeting date below	Mayor and City Council Meeting
January 26, 2015	February 9, 2015
February 23, 2015	March 9, 2015
March 30, 2015	April 13, 2015
April 27, 2015	May 11, 2015
May 27, 2015*	June 8, 2015
June 29, 2015	July 13, 2015
July 27, 2015	August 10, 2015
August 31, 2015	September 14, 2015
September 28, 2015	October 12, 2015
October 26, 2015	November 9, 2015
November 30, 2015	December 14, 2015
December 28, 2015	January 11, 2016
January 25, 2016	February 8, 2016

Note

- It is mandatory that an orientation meeting be scheduled with the appropriate staff planner prior to the submittal of a plat application. It is highly recommended that all applicants meet with the City Transportation Department, Engineering Division, Fire Department, and Public Works Department prior to the submittal of plans.
- **Final plats must be complete and compliant, and all required materials accepted, two (2) weeks prior to the requested Mayor and City Council hearing. Final plats will not be placed on an agenda until the City Engineer has affixed their signature to the subject plat.**
- The Mayor and City Council meet in the City Council Chambers at 7:00 p.m. on the 2nd Monday of each month to review subdivision plats and related items.

**Indicates date change due to holiday*



CITY OF ROSWELL FEE SCHEDULE

City of Roswell applications and resources are available at the front desk of the Community Development Department, or can be downloaded at no charge from the City of Roswell web site at www.roswellgov.com. Fees are payable to the City of Roswell by cash, check or credit card (MasterCard/Visa).

Zoning	
_____ Application for Rezoning Base fee for first five (5) acres Additional for properties five (5) acres or more	\$1,000 \$100 per acre, max. \$5,000
_____ Application for Concurrent Variance Non-residential Residential Each Additional	\$350 for first \$250 for first \$50 each additional
_____ Application for Conditional Use Permit	\$500
_____ Application for Variance Non-residential Residential Each Additional	\$350 for first \$250 for first \$50 each additional
_____ Application for Administrative Variance	No Fee
_____ Application for Administrative Division/Combination Plat	\$50; \$9 per page Fulton County
_____ Application for Preliminary Plat	\$200 + \$10 per lot
_____ Application for Final Plat	\$100; \$9 per page Fulton County
_____ Application for Wireless Facility	\$1,000
_____ Parkway Village / Small Tract Status / Hardship	\$350
_____ Street Name Change	\$500
Design Review Board (DRB)	
_____ Application for Design Plan Review (Major -- Over \$50,000)	\$350
_____ Application for Design Plan Review (Major -- Less than \$50,000)	\$200
_____ Application for Design Plan Review	No Fee



(Minor -- Administrative without Board review)	
_____ Appeal (waived if appeal is successful)	\$100



Historic Preservation Commission (HPC)		
___	Application for Design Plan Review for new development (Major -- over 2,500 sq. ft.)	\$350
___	Application for Design Plan Review for new development (Major -- 700 to 2,500 sq. ft.)	\$200
___	Application for Design Plan Review for new development (Minor -- Less than 700 sq. ft.)	No Fee
___	Renovation (\$50,000 and more)	\$250
___	Renovation (\$5,000 to \$49,999)	\$200
___	Renovation (Less than \$5,000)	\$100
___	Demolition	\$450
___	Appeal (per party, waived if appeal is successful)	\$100
Ordinances and Development Guidelines		
___	<i>Roswell Zoning Ordinance</i> (also available online)	\$35 hard copy; \$5 on CD
___	<i>Roswell Code of Ordinances</i> (can be viewed at the City Clerk's office, the library, and online)	No Fee
___	Subdivision Ordinance & Standard Construction Specifications	\$20
___	<i>Parkway Village Design District Guidelines</i>	No Fee
___	<i>Garrison Hills Design District Guidelines</i>	No Fee
___	<i>Riverbanks Campus Guidelines</i>	No Fee
___	<i>Midtown Roswell District Guidelines</i>	No Fee
___	<i>Historic Properties Guidelines</i>	No Fee
Tree and Stream Protection		
___	Application for Tree Removal Permit. Per acre fee plus additional fees for Specimen Tree removal. See the application for specifics.	\$50 / acre not to exceed \$500 \$500/Specimen tree density unit
___	Stream Bank Exception Request	\$100
___	Tree and Stream Protection Brochure	



Land Disturbance Permits (Engineering Division)		
___	Application for Development Plan Review (1 acre or greater)	\$250
___	Application for Development Plan Review (Less than 1 acre)	\$50
___	Application for Land Disturbance Permit (Commercial Development). Fee based on estimated construction value as determined by Engineering Division	TBD
___	Land Disturbance Permit (Grading)	\$250 per acre
___	BMP (Best Management Practices) Stormwater Facilities Covenant	No Fee
___	Erosion and Sedimentation Control Bond	TBD
___	Right-Of-Way Dedication	No Fee
___	Maintenance Bond	TBD
___	Landscape Maintenance Bond	TBD
___	Steep Slope Variance Request	\$100
Building Permits & Inspections		
___	Application for Building Permit (per est. construction costs)	
	\$500,001 and above	\$1,660 + \$2 per addt'l \$1,000
	\$100,001 to \$500,000	\$460 + \$3 per addt'l \$1,000
	\$50,001 to \$100,000	\$260 + \$4 per addt'l \$1,000
	\$1,001 to \$50,000	\$25 + \$5 per addt'l \$1,000
	\$1,000 or less	\$25
	Plan check (additional)	½ Building Permit Fee
___	Application for Plumbing Permit	\$25
	Each Fixture	\$4
	Sewer Lateral	\$25
	Water Lateral	\$25
	Gas Line	\$25
	Lawn Irrigation System	\$25
___	Application for Mechanical Permit	\$25
	Refrigeration (AC), per unit 0 to 5 tons	\$25 + \$2 per ton over 5 tons
	Furnaces and Boilers, per unit 0 to 60,000 Btu; over 60,000	\$25 + \$2 per 25,000 Btu over 60,000 Btu
	Gas Line (Stand-alone - NC installed with Heating/AC)	\$25
	Commercial Hood System	\$25
	Commercial Hood Fire Suppression System (each)	\$5
	Unit, space, wall and duct heaters (each)	\$10



___	Application for Electrical Permit	\$25
	Per amp for panels including sub-panels	15 cents
	Per pole (circuit breakers)	\$1
	Temporary Power Pole minimum fee	\$25
	Low voltage fee	\$25
___	Plan Check equal to one half the Building Permit Fee	TBD
___	Re-inspection Fees – First time	\$50
	Second time	\$75
	Third time and each subsequent	\$100
___	House Moving Permit	\$100
___	Building Sprinkler System (fees same as for Building Permit)	See above
Business Registration		
___	Application for Home Occupation Tax Certificate Registration fee	\$100
___	Application/Renewal Commercial Occupation Tax Certificate: Registration fee for one (1) employee	\$100; Pawn Shop \$300
	Registration fee for each additional employee	\$5
	Administrative fee (not refundable)	\$50
___	Application /Renewal for Massage Occupation Tax Certificate: Registration fee	
	Registration fee for each additional employee (6 months)	\$100
	Administrative fee (not refundable)	\$5
	Regulatory fee (not refundable)	\$50
	Police fee (not refundable, payable to Roswell Police Dept.)	\$100
	GBI fee (not refundable, payable to Ga. Bureau of Investigation)	\$100 \$15
___	Application/Renewal Taxicab Occupation Tax Certificate: Registration fee for one (1) employee	\$100
	Administrative fee (not refundable)	\$50
	Individual permit fee per driver (payable to Roswell Police Dept.)	\$25
	Regulatory fee (not refundable, payable to Roswell Police Dept.)	\$300
___	Business Registration Change of Name and Address	No Fee
<p>Fees are payable to the City of Roswell except where otherwise noted. Registration fees are pro-rated at 50% after July 1st.</p>		



Sign Permits

___	Application for Monument/Ground/Free-Standing Sign Permit	\$125
___	Application for Wall Sign Permit	\$75
___	Application for Temporary Sign Permit	\$25
___	Application for Yard/Garage Sale Permit	No Fee

Maps Available From GIS

Most maps are available at no charge for download from the City of Roswell web site at www.roswellgov.com. Hard copies in color or black & white are available for purchase from the GIS Division. Standard maps are available in the sizes listed to the right. Preparation of custom maps is billed at cost plus an hourly rate.

Maps Available	Size	B/W Maps	Color Maps
___ Roswell Comprehensive Plan 2020/ Future Land Use Map	8.5x11	\$0.50 each	\$3.00 each
___ Roswell Zoning Map	11x17	\$1.25 each	\$6.00 each
___ Roswell Topographical Map	13x19	\$3.50 each	\$12.00 each
___ Roswell Water Resources Map	24x24	\$8.00 each	\$32.00 each
___ Roswell FEMA Map	36x36	\$18.00 each	\$72.00 each
___ Roswell Historic Properties Map	42x42	\$28.00 each	\$96.00 each
___ Roswell Historic Properties Sub-district Map	50x50	\$33.00 each	\$133.00 each
___ Roswell Archaeological Map	54x54	\$36.00 each	\$162.00 each
___ Roswell Master Siting Plan for Cell Towers	36x36 B/W Base Map copy		\$10.00 each
___ Roswell Base Map with streets		Large Plat copy	\$7.50 each
		Small Plat copy	\$5.00 each



**DEPARTMENT OF HEALTH AND WELLNESS
ENVIRONMENTAL HEALTH SERVICES**

**99 Jesse Hill Jr. Drive
Atlanta, Georgia 30303**

Telephone (404) 730-1301, Fax (404) 730-1462

April 27, 2007

City of Roswell
Community Development Department
ATTN: Kathleen Field
38 Hill Street, Suite G-30
Roswell, GA 30075

Fulton County Board of Health

Phoebe Bailey, PhD, Chair
Elizabeth Clark, MD
Lynne P. Meadows, RN, MS
Harrison Rogers, MD
Monica Ryan, BS
Khaatim S. El
Samantha P. Williams, PhD

Steven R. Katkowsky, MD, Director

Dear Ms. Field:

This letter is to inform your organization and/or office of the recent relocation of the Septic and Well Program office of the Fulton County Department of Health and Wellness, Environmental Health Services Division. All services for the Septic and Well Programs previously available at 141 Pryor Street, 2nd Floor, Suite 2085 in Atlanta, GA are now provided in the following locations:

For sites located North of I-20:

North District Office
3155 Royal Drive, Suite 150
Alpharetta, GA 30004
TEL: 404-332-1801

For sites located South of I-20:

Central/South District Office
99 Jesse Hill Jr. Drive, Suite 101
Atlanta, GA 30303
TEL: 404-730-1301

In addition, a staff person will be available at 141 Pryor Street, 2nd Floor, Suite 2085 in Atlanta, GA every Thursday from 1 P.M. to 5 P.M. to answer general questions and to sign final plats.

Any zoning information should be sent to:

Fulton County Department of Health and Wellness
Environmental Health Services
ATTN: Monica Robinson
99 Jesse Hill Jr. Drive, Suite 101
Atlanta, GA 30303

Please notify all of your staff, and inform your clients of the changes as you refer them to our offices for service. If you have any questions or concerns, please contact us.

Sincerely,


John Gormley
Deputy Director, Environmental Health Services