

City of Valdosta Land Development Regulations

Article 5 Development Permits

Section 302-44 Land Disturbance Permits

(A) Permit Required.

- (1) No person shall conduct any land-disturbing activity within the City without first obtaining a land disturbance permit from the City Engineering Department to perform such activity, unless the activity is otherwise exempt from the soil erosion and sedimentation control provisions in Chapter 306 of this LDR.
 - (a) In the event that the project is exempted from permit requirements under the provisions set forth in Section 306-1(h), the following guidelines shall apply.
 - i. Failure to design install and maintain proper BMP'S shall constitute a violation of Section 306-2(C).
 - ii. After the building permit is issued and prior to any land disturbance activity, all BMP'S shall be installed. Upon completion of installation, the City Engineer shall be called for inspection and shall have 24 hours to complete said inspection. If approved, the City Engineer shall place his or her stamp on the building permit. If rejected, no stamp shall be placed on the building permit.
 - iii. No other site or building inspections will be conducted unless the BMP'S are approved.
 - iv. In the event that deficiencies are found after approval, but during construction, a written notice shall be affixed to the permit. Owner shall have 24 hours to take corrective action.
 - v. Failure to make corrections after 24 hours may result in suspension of building inspections, and the issuance of a citation/court summons. Inspections may be suspended until the matter is resolved.
 - vi. Violation of these guidelines shall be handled in accordance with Sections 306-4 and 306-5.
 - (2) A land disturbance permit shall be issued to authorize all activities associated with development activity; including, but not limited to, clearing and grubbing, grading and the construction of such improvements as streets, surface parking areas and drives, stormwater drainage facilities, sidewalks, or other structures permanently placed on or in the property except for buildings, signs or other structures requiring the issuance of a building permit.

(B) Payment of Ad Valorem Taxes. A land disturbance permit shall not be issued unless the applicant provides a statement by the Lowndes County Tax Commissioner certifying that all ad valorem taxes levied against the property and due and owing have been paid.

(C) Procedures.

- (1) Application Requirements.
- (2) An application for a land disturbance permit shall be submitted to the Department and shall include:
 - (a) Application on the form furnished by the Engineering Department.
 - (b) Preliminary plat, as provided in Section 302-23 or site development plan as provided in Section 302-24, reflecting approval by the Department, as applicable.
 - (c) Natural resources plan, as provided in Section 302-23(C).

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- (d) A buffer plan demonstrating compliance with Chapter 328, Article 1, Buffers and Screening in conformance with Article 6 of this Chapter.
 - (e) A tree protection and replacement plan demonstrating compliance with Chapter 328, Article 2, Tree Protection and Replacement, in conformance with Article 6 of this Chapter.
 - (f) A traffic impact study, if required, as provided in Section 332-11.
 - (g) A traffic calming plan, if required, as provided in Section 332-10.
 - (h) The erosion and sedimentation control plan and supporting documentation required in Chapter 306.
 - (i) Stormwater management concept plan, permit application, and Stormwater Management Plan as provided in Chapter 310.
 - (j) DRI Review, if applicable, as provided in Section 302-21.
 - (k) The applicable civil design and construction drawings prepared in conformance with the Standards and Specifications.
 - (l) Payment of all land disturbance permit fees established by the Mayor and City Council.
- (3) Other Agency Approval. The applicant may be required by the Engineering Department to secure development approval from other agencies if they are affected by the development. Development approval may be required from but not limited to:
- (a) City of Valdosta Community Development Department.
 - (b) City of Valdosta Fire Department.
 - (c) City of Valdosta Utilities Department.
 - (d) Lowndes County Health Department.
 - (e) Georgia Department of Transportation.
 - (f) Georgia Department of Natural Resources.
 - (g) U.S. Army Corps of Engineers.
 - (h) U.S. Environmental Protection Agency.
- (4) Comments on Applications. Upon receipt of comments from other City departments, the Engineering Department shall indicate on a copy of the construction drawings, or in writing, all comments related to compliance with this Chapter, conditions of zoning approval, and other regulations under the purview of the City, as appropriate.
- (5) Forwarding of Comments. The Engineering Department shall forward to the applicant the City's review comments.
- (6) Compliance. The applicant shall be responsible for compliance with all codes, regulations and zoning requirements and for the satisfaction of all of the comments of the Engineering Department. The owner also shall be responsible for obtaining necessary approvals and permits from all other agencies affected by the project prior to issuance of the permit.
- (7) Disapproval.
- (a) If the applicant has had two or more violations of previous land disturbance permits, this Chapter, or Chapter 306, within the three years prior to filing of the application under consideration, the City Engineer may deny the permit.
 - (b) If a land disturbance permit is disapproved, the City Engineer shall notify the applicant within 45 working days of the date the application was submitted and provide notes or comments to indicate deficiencies.

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- (c) No development activity may take place on the subject parcel until the permit application is resubmitted to address deficiencies and approved by the Engineering Department.
 - (d) Resubmission of the land disturbance permit shall require payment of a resubmission fee.
- (8) Conditions of Approval. Minor changes, revision notes or additions to the plans may be made by the Engineering Department; if required for approval, notes shall be conditions of permit approval.

(D) Issuance of Land Disturbance Permit.

- (1) Following satisfaction of all comments from the City and receipt of applicable performance sureties, as well as approvals from all affected agencies, including the Soil and Water Conservation District, the Engineering Department shall schedule a pre-construction conference with the owner and other appropriate parties determined by the Engineering Department to discuss the terms of the permit. At the pre-construction conference the Engineering Department may issue the owner a land disturbance permit authorizing commencement of land-disturbance and other activities specified on the approved construction plans, specifications and documents.
- (2) The owner shall be responsible for compliance with the terms of the permit.
- (3) Distribution of Copies. Two signed copies of the approved plan shall be returned to the applicant; one of which shall be retained on site by the construction crew performing the activity. The applicant may request additional signed copies of the approved plan, provided they supply the unsigned additional copies.
- (4) Permits for Phased Developments. If the tract is to be developed in phases, then a separate development permit shall be required for each phase.
- (5) Suspension, Revocation or Modification of Permit. The land disturbance permit may be suspended, revoked or modified by the City as to all or any portion of the land affected by the plan, upon finding that the holder or their successor in title is not in compliance with the approved erosion and sediment control plan or is in violation of any provision of this LDR. A holder of a land disturbance permit shall notify any successor in title as to all or any portion of the land affected by the approved plan of the conditions contained in the development permit.

(E) Effect of Plan Approval.

- (1) Approval of a land disturbance permit by the Engineering Department shall not imply or transfer acceptance of responsibility for the application of the principles of engineering architecture, landscape architecture, or any other profession, from the professional, corporation or individual under whose hand or supervision the plans were prepared.
- (2) Approval of a land development or grading permit shall not be interpreted to relieve any owner of the responsibility of maintaining full compliance with all codes, ordinances and other regulations of the City.

(F) Issuance of Permits in Error. Any development permit issued in error or in contradiction to the provisions of this LDR shall be considered to have been null and void upon its issuance.

(G) Liability.

- (1) Liability Not Imposed. The approval of an erosion and sediment control plan or other plans under the provisions of this article, the issuance of a land disturbance permit, or the compliance with the provisions of the LDR shall not relieve any person from the responsibility for damage to any person or property, otherwise imposed by law or impose any liability upon the City of the Soil and Water Conservation Commission District for damage to any person or property.

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- (2) **Presumption of Violation Not Created.** The fact that any activity for which a land disturbance permit has been issued results in injury to the property of another shall neither constitute proof of, nor create a presumption of, a violation of the standards provided for in this Chapter or the terms of the permit.
- (3) **Violation of State Requirements Not Permitted.** No provision of this Chapter shall permit any person to violate the Georgia Erosion and Sedimentation Act of 1975, as amended, the Georgia Water Quality Control Act or rules and regulations promulgated and approved there under or pollute any water of the state as defined thereby.
- (H) **Expiration of Land Disturbance Permit.** A land disturbance permit shall expire if the development activity described in the permit is not begun within 180 calendar days from the date of issuance and continues to progress, or if the development activity described in the permit is suspended for a period of 180 calendar days.
- (I) **Renewal of Land Disturbance Permit.** Any land disturbance permit that has expired may be renewed by the Department within 180 calendar days of expiration with payment of appropriate fees. If a land disturbance permit has been expired for more than 180 calendar days, the applicant shall be required to apply for a new development permit under the development regulations applicable at the time of the new permit application.

Section 302-45 Flood Area Permit

- (A) **When Permit Required.** If development or construction is proposed within or affecting an area of special flood hazard, a flood area permit application shall be included with and reviewed along with a grading permit or land disturbance permit application.
- (B) **Application for Permit.** Application for a flood area permit shall be made to the City Engineer on forms furnished by them prior to any development activities and may include, but are not limited to, the following: plans in duplicate drawn to scale showing the nature, location, dimensions and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities and the location of the foregoing. Specifically, the following information is required:
 - (1) Elevation in relation to mean sea level of the proposed lowest floor, including basement, of all buildings.
 - (2) Elevation in relation to mean sea level to which any non-residential building will be flood proofed.
 - (3) Certificate from a registered professional engineer or architect that the non-residential flood-proofed building will meet the flood proofing criteria in Chapter 320.
 - (4) Description of the extent to which any watercourse will be altered or relocated as a result of proposed development and the manner in which the applicant will comply with stream buffers required in Article 4 of Chapter 310.
 - (5) Obtain and record the actual certified elevation, in relation to mean sea level, of the lowest floor, including the basement, of all new or substantially improved structures, as provided by a registered surveyor.
- (C) **Certification of Lowest Floor Elevation.** The applicant shall provide an affidavit signed by a Registered Land Surveyor that shall certify the lowest floor elevation level, and the record shall become a permanent part of the permit file.
- (D) **Distribution.** Copies of the approved site development permit and plans shall be distributed as follows:

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- (1) Two copies of each to be retained in the Department, one filed and one for the inspector.
 - (2) Two copies to be provided to the applicant.
- (E) Approved Plans. A copy of approved plans and permits shall be kept on the construction site at all times until final inspection has been made and approved.

Section 302-46 Building Permits

- (A) Applicability. It shall be unlawful to commence construction of any building or structure, including accessory buildings or structures and supplemental uses or structures; or to commence the moving or alteration of any building or structure until the Director has issued a building permit for such work.
- (B) Procedures. Building permits must be requested using an application available from the Department and shall be accompanied by the appropriate fee. Along with the application, building plans, when required by this Ordinance, must be reviewed and approved by the Director prior to issuing a permit.
- (1) If a plat, site plan, house or structure location plan has not been required, the applicant shall file with the building permit application a dimensioned sketch or to-scale plan signed by the owner or an authorized agent indicating:
 - (a) The size, shape and location of the lot to be built upon.
 - (b) The uses, shapes, sizes, heights and locations of the buildings or structures to be erected, demolished, altered or moved, and of any building already on the lot.
 - (c) Location of soil erosion and sedimentation control measures.
 - (d) Required buffers and tree protection compliance, as applicable.
 - (e) Any other information that may be essential for determining whether the provisions of this LDR will be observed.
 - (2) The requirements of paragraph (b)(1) of this Section may be waived by the Director in the case of minor modifications that do not involve new construction, structure design, or the addition of floor area or height to an existing structure, or the installation of mechanical plumbing or electrical equipment subject to building codes.
- (C) Standards of Review.
- (1) Issuance of a building permit for any principal building other than a single-family detached residence (and associated accessory structure) shall first require issuance of a Land Disturbance Permit for the building site, and the building permit shall be consistent with said Land Disturbance Permit.
 - (2) Building plans must be reviewed and approved by the Fire Chief, Community Development Department, City Engineer, and Utilities Department prior to permitting for all structures, except for one family residences or accessory structures. Building Plan approval shall expire after one year, after which re-review and approval by the Department shall be required prior to issuance of a building permit for the building or additional buildings.
 - (3) The Director shall further determine that either:
 - (a) All public improvements and installations in the development that are to be dedicated and are required for approval of the Certificate of Completion or Certificate of Occupancy under this Chapter have been completed in accordance with the appropriate specifications; or

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- (b) All of the stormwater management facilities, soil erosion and sedimentation control measures, water and sewer utilities, street base and curbing construction required for approval of the Certificate of Completion or Certificate of Occupancy have been properly installed and completed and, for those required public improvements not yet completed, within areas to be dedicated (grassing, pavement topping, required landscaping, sidewalks, etc.), a performance bond shall have been filed by the developer in accordance with the Development Performance and Maintenance Agreement as provided in Section 302-30.
- (D) Applicable Codes. Building permits for all structures or interior finishes shall be issued only after all required plans have been submitted and found to meet the applicable requirements of this LDR, the Standards and Specifications, the fire prevention codes and the various health, water, sewer and building codes of the City.
- (E) Sewage Disposal. For sites connected to public sewer, approval by the Utilities Department will be required before issuance of a building permit. These requirements shall apply to new construction as well as changes in use or renovations that alter the type or intensity of existing sewer disposal.
- (F) Single-family Dwellings.
- (1) A building permit for a single- family residence may be issued after the recording of a final plat or after the lot upon which the building is to be located has otherwise become a buildable lot of record.
 - (2) The approval of a structure location plan may be required prior to issuance of the building permit in cases when the size or inappropriate location of a building within the buildable area of a lot may have a deleterious effect on access, circulation, site drainage, or otherwise impact usability of adjacent property. Such requirement shall be noted and conditioned on the preliminary and final plat. For such lots a Certificate of Occupancy shall not be issued until conformance to the structure location plan has been field verified or shown on a certified foundation survey prepared by a registered land surveyor. See Section 302-66.
- (G) Issuance on Conforming Lots.
- (1) Building permits shall be issued only on conforming lots or non-conforming lots authorized in Section 302-20(A)(3), except under special circumstances limited to and as specifically described below:
 - (a) In single-family detached residential subdivisions, building permits for no more than two model home buildings on specific individual lots may be issued after approval of construction drawings and after the approval of the Fire Chief, the Health Department and subject to all limitations or requirements as may be established by the Director. No Certificate of Occupancy shall be issued for the model home until the final plat, including the model building lots, has been approved and recorded.
 - (b) In non-residential subdivisions, the Director may issue building permits on the basis of an approved preliminary plat and after a land disturbance permit, if applicable, has been approved reflecting the site development plan and construction drawings for specific buildings and associated site improvements. Issuance of any building permits shall be conditioned on the following:
 - i. Approval by the Fire Chief shall be required prior to issuance of any building permit, which may include approval of an acceptable access, fire hydrant location and water pressure.
 - ii. Approval by the Utilities Department for a building to be served by public water and sewer shall be required prior to issuance of any building permit.

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- iii. Construction of the required public improvements shall not proceed concurrently with construction of the buildings without approval of the Director and subject to development sureties as described in Section 302-30.
 - iv. No Certificate of Completion or Certificate of Occupancy shall be approved for any structure within the subdivision prior to recording of the final plat.
- (c) In fee-simple townhouse developments, a building permit may be issued on a buildable lot of record established for each building, (containing any number of dwelling units) through the recording of a final plat following completion of all required public improvements. Upon completion of the buildings, the final plat shall be revised to establish individual lots for the townhouse units, based on their actual locations, prior to issuance of Certificates of Occupancy.
- (H) Expiration of Building Permit.
- (1) Any building permit issued shall become invalid unless the work authorized by the permit has commenced within 180 calendar days of the date of issue and continues to progress, or if the work authorized by the permit is suspended for a period of 180 calendar days.
 - (2) After a building permit expires, no further work, construction or use shall be permitted on the premises prior to resubmission. Resubmission of a building permit application shall require a resubmission fee, re-review and approval of a building permit for continuation of the work.
- (I) Issuance of Permits in Error. Any building permit issued in error or in contradiction to the provisions of this LDR shall be considered to have been null and void upon its issuance.

Section 302-47 Driveway Permits

- (A) Application for Permit. Any person seeking to construct or reconstruct any curb cut or driveway on any City-maintained public street shall submit a permit application and drawing to the Department accompanied by a non-refundable fee, as determined from time to time by the Mayor and City Council.
- (B) Application Contents. The driveway permit application shall include the following information:
- (1) Name and address of the owner of the property on which the driveway is proposed to be located.
 - (2) Except for detached single-family residences, a set of detailed plans for the proposed driveway or curb cut.
 - (3) Except for detached single-family residences, estimated cost of the alteration.
 - (4) Relationship to driveways on the opposite side of the same street.
 - (5) Distance to the nearest intersection of driveway in each direction.
 - (6) Calculation of sight distance as proscribed in Section 332-3.
 - (7) Demonstration of adequate corner sight distances as proscribed in Section 332-5.
 - (8) Approval from Georgia Department of Transportation, if applicable.
 - (9) Payment of the applicable fee.
 - (10) All other information deemed necessary by the Director and/or City Engineer for the reasonable review of the proposed driveway connection.

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(C) Procedure for Review of Driveway Permit Applications.

- (1) Within 20 working days after the application has been submitted, the Director shall review the application and determine if it is complete.
- (2) If the Director determines that the application is not complete, he/she shall send the applicant a written statement specifying the deficiencies and shall take no further action until the deficiencies are remedied.
- (3) Within 30 working days after the official submittal of the complete application, the Director shall approve, approve with conditions or deny the application based upon the standards set forth in this Chapter. Notification of the decision shall be mailed to the applicant and filed with the Department.

(D) Issuance of Driveway Permit.

- (1) Following approval of an application, the Director shall issue a driveway permit that shall take effect on the date issued.
- (2) Any driveway permit issued in error or in contradiction to the provisions of this LDR shall be considered to have been null and void upon its issuance.

Section 302-48 Swimming Pool Permit

- (A) Issuance of a building permit for a swimming pool as an accessory use, whether to be issued at the same time as or subsequent to the permitting or construction of the principal use, shall first require conformance with this LDR, all other applicable ordinances and the safety standards of the Lowndes County Health Department.
- (B) Permits shall be valid for a period of 60 calendar days and may be renewed once for a 30-calendar day period.
- (C) Any such permit issued in error or in contradiction to the provisions of this LDR shall be considered to have been null and void upon its issuance.

Section 302-49 Relocated House Permit

Relocated houses shall require a conditional use permit in all residential districts, and shall be subject to approval at a public hearing by the Planning Commission and the Mayor and City Council.

(A) Inspections.

- (1) **Preliminary Inspection.** No building permit or application for a conditional use for a relocated house shall be approved until a complete inspection of the house is made by the Department prior to relocation. An application for relocated house inspection shall be completed on forms provided by the Department prior to the inspection being made. The Department inspection shall determine the compliance or the feasibility of compliance to all existing development codes and ordinances adopted by the Mayor and City Council. Depending upon the size, age, condition, or design of the house; the Director may require an inspection and report from a structural engineer to evaluate the suitability of the house for moving. The engineering inspection and report fee shall be paid by the applicant for the relocated house.
- (2) **Inspection Fee.** The applicable inspection fee shall be paid to the Department prior to the inspection being made.
- (3) **Performance Bond Required of Owner of Structure.** To ensure that the structure will meet all of city's building construction codes and that the renovation of the relocated structure is completed and ready for occupancy within 6 months from the date the building permit is issued, the owner of the relocated structure shall provide a \$10,000 performance bond or

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bank escrow letter of surety from a bank approved by the City of Valdosta, made payable to the City of Valdosta.

- (B) Building Permit. A building permit shall be obtained from the Department for a relocated house prior to the issuance of a Relocated House Permit.
- (C) Owner Certification. All applications for a relocated house permit shall be accompanied by a sworn affidavit that said applicant is the owner of the relocated structure and said owner shall obtain a Certificate of Occupancy to verify completion of all work, and that the structure is ready for habitation.
- (D) Route Approval.
- (1) Structures That Will Be Placed in the City of Valdosta. Prior to the issuance of a relocated house permit, the applicant must first submit and receive approval from the Georgia Department of Transportation regarding the proposed route. The applicant shall provide information concerning the name and address of the moving company; owner of the structure to be relocated; destination of the structure; type and size of structure; map of the proposed route; and insurance company. Said approval and information must be on forms furnished by the Department and shall be submitted to the Department. Structures to be moved shall not exceed 30 feet in width.
 - (2) Structures to be Moved Out of or Through the City of Valdosta. Prior to moving a pre-existing structure through the City, routes must be approved by the Georgia Department of Transportation and submitted to the City on forms provided by the Department. The applicant shall provide information concerning the name and address of the moving company; owner of the structure to be moved; destination of the structure; type and size of the structure; map of the proposed route; and insurance company. Structures to be moved shall not exceed 30 feet in width. Required police escort must be pre-arranged with the City of Valdosta Police Department 3 working days prior to moving the structure through the city. Move-through structures will be allowed only on state routes.
- (E) Licenses and Bonds Required of Moving Companies.
- (1) Licenses. Any firm or individual moving structures into, out of, or through, the City of Valdosta must obtain and shall provide proof of all required state licenses.
 - (2) Personal Injury and Property Damage Insurance Bond. Any firm or individual moving structures into, out of, or through, the City of Valdosta shall be required to retain insurance with a minimum \$25,000 for property damage and \$300,000 for personal injury. A copy of the insurance bond shall be provided to the Department.
 - (3) Performance Bond. A performance bond or surety bond in the amount of \$10,000 must be maintained by the moving company to enable the City of Valdosta to repair public and private property in the event that the moving company's insurance company fails to pay for necessary repairs.
- (F) Guarantee of Completion. No application for a building permit shall be approved until a performance bond or irrevocable bank escrow letter of surety shall first be posted with the Valdosta Mayor and City Council in the amount of \$10,000 as referred to in Section 302-49(E).
- (G) Time of Completion. All permits for relocated structures must be completed and in compliance with the LDR, including any applicable design guidelines, and all other codes and ordinances of the City of Valdosta within 6 calendar months from the date of granting of the building permit. In the event said structure is not in compliance and/or is not completed within the specified time limit, the Director shall notify, in writing, the surety bonding company giving specific causes of non-compliance or completion.

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Upon notification, the surety bonding company has 30 calendar days to correct said causes of non-compliance or non-completion. In the event of failure of the surety bonding company to correct causes of non-compliance or non-completion, said bond shall be forfeited and a notice to move said structure shall be issued to the owner immediately. Failure to move or demolish said structure within 10 days of this notice shall be deemed a violation of this section and shall be punishable in the small claims court or magistrate's court of the City of Valdosta.

- (H) Certification of Occupancy. A Certificate of Occupancy shall be issued upon final inspection of a structure and shall verify the completion requirements hereinabove set forth.
- (I) Extension of Completion Time. The Director may issue one extension of completion time for cause, not to exceed 30 calendar days beyond the original 6-month compliance/completion period. An extension of compliance/completion time shall be in writing and signed by the Director designating the reasons for granting the extension request. Permission for a greater extension of time may be granted only by the Mayor and City Council sitting in regular public session.

Section 302-50 Certificate of Completion or Certificate of Occupancy

- (A) Applicability. It shall be unlawful to use or occupy or permit the use or occupancy of any building, premises or structure that is hereafter created, erected, changed converted or wholly or partly altered or enlarged in its use or structure, until a Certificate of Completion (for non-occupied site or structures) or Certificate of Occupancy (for occupied structure) is issued by the Director.
- (B) Permanent Electric Power. Permanent electric power may not be supplied to any structure until a Certificate of Occupancy or Certificate of Completion, as applicable, shall have been issued and the power company contacted by the Director.
- (C) Temporary Certificates. A Temporary Certificate of Occupancy or Certificate of Completion may be issued for a period not to exceed 90 calendar days during alterations or partial occupancy of a building or structure pending its completion. A temporary certificate may include conditions and safeguards necessary to protect the safety of the occupants and the public.
- (D) Activities Requiring a Certificate. Certification shall be required for all of the following:
 - (1) A new building or structure.
 - (2) An addition to an existing building or structure or alteration of the interior of an existing building or structure.
 - (3) A building or structure or premise in which there is a change of use.
- (E) The Director shall issue a Certificate of Completion or a Certificate of Occupancy if the building is found to conform to the provisions of the building permit and this LDR and accurately reflect the statements made in the application for the building permit.
- (F) A record of all certificates shall be kept on file in the Department and copies shall be furnished, for a fee, on request to any person having a proprietary or tenancy interest in the building or land involved.

Section 302-51 Demolition Permit

- (A) Applicability. A demolition permit is required for any demolition or partial demolition of any building or structure located in the City of Valdosta that is larger than 500 square feet, or that is located closer than 5 feet from the nearest property line.

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- (B) Application Required. In order to obtain a demolition permit, the following information is required at the time of application:
- (1) A completed application as provided by the City of Valdosta.
 - (2) A site plan with the following information:
 - (a) A north indicator.
 - (b) The actual dimensions of the lot or lots drawn to a scale of 1" = 20' and drawn to the actual bearings of the lot(s).
 - (c) The actual location of all buildings or structures on the property in relation to the property lines.
 - (d) The street address or tax parcel identification number of the building(s) or structure(s) to be demolished.
 - (e) Erosion and sedimentation control plan, if applicable.
 - (3) Photographs (at least 3"x5") of all sides of the building(s) or structure(s) to be demolished.
 - (4) The owner's complete name, present mailing address and phone number.
 - (5) The contractor's complete name, present mailing address and phone number.
 - (6) A copy of a written release from all utility companies stating that such utilities to the building or structures being demolished have been properly terminated.
 - (7) A copy of an affidavit from a professional engineer certifying that the building or structure to be demolished does not contain asbestos or other hazardous materials.
 - (8) A copy of all written notices to the owner(s) of the properties adjoining the projected demolition site.
 - (9) If the property is subject to Section 238 (Historic Preservation) then a Certificate of Appropriateness shall be required prior to applying for a demolition permit. See Section 238-14(C).
 - (10) At the discretion of the Director of Engineering, depending on the nature of the demolition, some portions of the required information may not be required for permit application.
- (C) Application Approval
- (1) The application will be reviewed by the Building Inspector for completeness and compliance with this Section.
 - (2) The permit is not valid until the permit fee has been paid and the permit placard posted on the job site.
- (D) Posting of Permit The demolition permit shall be displayed on the site where it is plainly visible from the street and shall not be removed until demolition is completed.

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- (E) Required Inspection. Upon completion of demolition, the building inspector shall be notified and an inspection shall be made on site to assure all debris has been removed and the site is properly filled and safe.
- (F) Permit Voided. If work has not commenced within or is suspended for a period of 6 months from the issue date, the permit is invalid and voided.

Section 302-52 through Section 302-59

Reserved