



**City of Atlanta**  
**Department of Watershed Management**

Official Use Only

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|-----------------------|--|
| <i>Date Received</i>  |  |
| <i>Date of Review</i> |  |
| <i>Application No</i> |  |

## **Riparian Buffer Authorized Encroachment Certification of Public Notice**

Pursuant to Atlanta City Code § 74-310, a public notice and comment period is required as a condition for the grant of an authorized encroachment.

Complete the following sections to certify completion of public notice. You must return this form to the Technical Panel following the completion of the public notice and comment period for your application to receive further consideration. Submit this form and attachments to [TechnicalPanel@AtlantaGA.gov](mailto:TechnicalPanel@AtlantaGA.gov), or via U.S. Mail to:

City of Atlanta, Department of Watershed Management, Office of Site Development  
 55 Trinity Avenue, Suite 4400  
 Atlanta, Georgia 30303

**Part 1: Mail Notice to Adjoining Property Owners.** Notify all owners of real property adjoining the stream or wetland for a distance of 200 feet upstream and 500 feet downstream as measured from the property line contiguous to the stream or wetland. You may wish to use the City's GIS system to determine the appropriate landowners to notify: <http://gis.atlantaga.gov/>. When there are special circumstances that render application of the above rule problematic (e.g. a stream is piped or begins on the property), notify *at least* all property owners of adjoining lots, including the landowners on the opposite side of the stream or wetland. List the addresses subject to notice below:

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**Notice criteria for Parts 1 and 2:**

- **Notice must be sent using the attached form**
- **Notice must be postmarked the same day the sign is posted (see Part 3)**
- **Notice must contain a copy of the application**

Attach the following documents as proof of compliance:

- Copies of notification form sent to adjoining property owners
- Copies of certified mail return receipts

**Part 2: Mail Notice to NPU President.** Notify the president of the NPU (Neighborhood Planning Unit) for the subject property. A map of NPU boundaries is available at: [http://www.atlantaga.gov/government/planning/npu\\_system.aspx](http://www.atlantaga.gov/government/planning/npu_system.aspx) and contact information for NPU Presidents is available at the same link. Provide the following information:

NPU: \_\_\_\_\_ NPU President: \_\_\_\_\_

Attach the following documents as proof of compliance:

- Copy of notification form sent to NPU President
- Copy of certified mail return receipt

**Part 3: Post Signage on the Property.** Post one (1) sign adjacent to each street the property abuts, and post one (1) sign for every 600 feet of frontage. The sign(s) must be posted in a conspicuous place on the property so it (they) can be easily viewed from the street(s). You may use the attached sign template or you may make a sign that meets the requirements of § 74-310(b)(3) of the Atlanta City Code. The sign(s) must remain in place for 30 consecutive days.

**Instructions for using the sign template:**

- The sign must be printed on weatherproof sign stock by a professional printer (e.g. copy store, office supply store, or sign-printing store)
- The sign must be at least 24" x 18"
- The sign must be light-blue background with black letters
- The sign template must be scaled such that the letters "STREAM BUFFER ENCROACHMENT" are at least 3 inches tall
- The blanks on the sign should be filled-in by hand using grease pencil or waterproof marker
- The date on the sign must be at least 30 days from the date the sign is posted

Attach the following documents as proof of compliance:

- Date-stamped photograph of sign on Day 1
- Date-stamped photograph of sign on Day 30
- Sign Posting Dates: Posting: \_\_\_\_\_ Remove: \_\_\_\_\_  
(Date) (Date)

**Part 4: Certification.** I hereby certify that I have completed the public notification requirements set out in § 74-310 of the Atlanta City Code. I have fulfilled the requirements of Parts 1, 2, and 3 of this form and have provided the required documentation as an attachment hereto. I further certify that all information provided in this form and in the supporting documentation attached hereto is true and correct. I acknowledge that the omission or misrepresentation of a material fact may require an additional public notice period and may constitute grounds for denial of my application.

\_\_\_\_\_  
Property Owner or Authorized Agent of Property Owner

\_\_\_\_\_  
Date

**\*\*NOTICE TO POTENTIALLY AFFECTED  
PROPERTY OWNERS\*\***

**In accordance with § 74-310 of the Atlanta City Code, you are hereby notified that an application has been submitted for an Authorized Encroachment into the Riparian (Streambank or Wetland) Buffer for the following address:**

**Date of Notice:** \_\_\_\_\_

\_\_\_\_\_  
Name of Adjoining Property Owner

\_\_\_\_\_  
Address of Adjoining Property Owner

\_\_\_\_\_  
Address of Proposed Authorized Encroachment

\_\_\_\_\_  
Property Owner Name

Riparian Buffer Authorized Encroachment Application Number: \_\_\_\_\_

A copy of the application is enclosed.

The Riparian Buffer Technical Panel will review public comments before issuing a final determination on the application. You may submit written comments within 30 days of the date of this notice to [TechnicalPanel@AtlantaGA.gov](mailto:TechnicalPanel@AtlantaGA.gov), or via US Mail to:

Technical Panel  
City of Atlanta, Department of Watershed Management, Office of Site Development  
55 Trinity Avenue, Suite 4400  
Atlanta, Georgia 30303  
(404) 330-6249

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Phone

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Applicant's Email

## \*\*NOTICE TO NPU PRESIDENT\*\*

In accordance with § 74-310 of the Atlanta City Code, you are hereby notified that an application has been submitted for an Authorized Encroachment into the Riparian (Streambank or Wetland) Buffer for the following address:

**Date of Notice:** \_\_\_\_\_

\_\_\_\_\_  
NPU:

\_\_\_\_\_  
Name of NPU President

\_\_\_\_\_  
Address of NPU President

\_\_\_\_\_  
Address of Proposed Authorized Encroachment

\_\_\_\_\_  
Property Owner Name

Riparian Buffer Authorized Encroachment Application Number: \_\_\_\_\_

A copy of the application is enclosed.

The Riparian Buffer Technical Panel will review public comments before issuing a final determination on the application. You may submit written comments within 30 days of the date of this notice to [TechnicalPanel@AtlantaGA.gov](mailto:TechnicalPanel@AtlantaGA.gov), or via US Mail to:

Technical Panel  
City of Atlanta, Department of Watershed Management, Office of Site Development  
55 Trinity Avenue, Suite 4400  
Atlanta, Georgia 30303  
(404) 330-6249

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Phone

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Applicant's Email

# STREAM BUFFER ENCROACHMENT

Proposed at this site: \_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Description of encroachment]

APPLICATION NUMBER: \_\_\_\_\_

**PUBLIC REVIEW IS AVAILABLE AND COMMENTS MAY BE SENT TO:**

TECHNICAL PANEL, DEPARTMENT OF WATERSHED MANAGEMENT,  
SUITE 4400; CITY HALL,  
55 TRINITY AVENUE  
ATLANTA, GA 30303  
404-330-6249

or E-mail: [TechnicalPanel@AtlantaGA.gov](mailto:TechnicalPanel@AtlantaGA.gov)

COMMENTS SHOULD BE RECEIVED BEFORE: \_\_\_\_\_  
[Date Comment Period Ends]