



Official Use Only

<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, or via U.S. Mail to:

City of Atlanta, Department of Watershed Management, Office of Site
Development 55 Trinity Avenue, Suite 3400
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 <https://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 (you may attach pages):

The Notices for Parts 1 and 2 must:

- **Be sent using the attached form**
- **Be postmarked the same day the sign is posted (see Part 3)**
- **Contain a copy of the application**
- **Contain a statement that supporting documents including site plans can be viewed online at the City of Atlanta's Citizen Gateway https://aca-prod.accela.com/ATLANTA_GA/Default.aspx**

Attach the following documents as proof of compliance:

- Copies of notification form sent to adjoining property owners
- Copies of certified mail return receipts
- A map showing the properties notified by shading or cross-hatching the relevant parcels or lots

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: <https://www.atlantaga.gov/government/departments/city-planning/office-of-zoning-development/neighborhood-planning-unit-npu/> 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, or via US Mail to:

Technical Panel
City of Atlanta, Department of Watershed Management, Office of Site Development
55 Trinity Avenue, Suite 3400
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, or via US Mail to:

Technical Panel
City of Atlanta, Department of Watershed Management, Office of Site Development
55 Trinity Avenue, Suite 3400
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 3400; CITY HALL,
55 TRINITY AVENUE
ATLANTA, GA 30303
404-330-6249

or E-mail: TechnicalPanel@AtlantaGA.gov

COMMENTS SHOULD BE RECEIVED BEFORE: _____

[Date Comment Period Ends]