



Official Use Only	
Date Received	
Application No.	

Riparian Buffer Authorized Encroachment - Public Notice Form

Pursuant to Atlanta City Code § 74-310, public notice and public comment are 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 notifying the public
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. Send notice to 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 tools to determine the appropriate landowners to notify <https://gis.atlantaga.gov/>. When there are special circumstances that, in the sole discretion of the Technical Panel, 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 that received notice below (you may attach additional pages).

Attach the following documents as proof of compliance:

- Copies of notification form sent to upstream and downstream property owners; and
- A map showing the properties notified by shading or cross-hatching the relevant parcels or lots.

Part 2: Mail Notice to NPU Chairperson. Notify the Chairperson of the NPU (Neighborhood Planning Unit) for the subject property. A map of NPU boundaries and contact information for NPU officers is available at: <https://www.atlantaga.gov/government/departments/city-planning/office-of-zoningdevelopment/neighborhood-planning-unit-npu/>. Provide the following information:

NPU

NPU: _____ Chairperson: _____

Attach the following documents as proof of compliance:

- Copy of notification form sent to NPU Chairperson

The Notices for Parts 1 and 2 must:

- **Be sent using the form attached to this document;**
- **Be postmarked within 14 days from the date the application was submitted; (see Part 3)**
- **Contain a copy of the application and all relevant documentation; and**
- **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**

Part 3: State of Georgia 25-foot Riparian Buffer. If work is proposed within twenty-five feet (25') of the stream as measured in accordance with § 74-303, a stream buffer variance from the State of Georgia Department of Natural Resources Environmental Protection Division (EPD) is mandatory. Include the application for, or the approved variance in the notice sent pursuant to Parts 1 and 2.

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

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 Buffer (Streambank or Wetland) for the following address:

Date of Notice: _____

Name of Notified Property Owner: _____

Address of Notified Property Owner: _____

Address of Proposed
Authorized Encroachment: _____

Applicant Property Owner Name: _____

Riparian Buffer Authorized
Encroachment Application Number: _____

A copy of the application is enclosed. 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.

The Riparian Buffer Technical Panel will consider public comments before issuing a final determination on the application. You may present your comments in person by attending meeting(s) at which the Technical Panel considers the application (see <https://www.atlantawatershed.org/stream-buffer-technical-board-2/> for the meeting schedule), or you may submit written comments during the pendency of the application 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

Applicant's Name

Applicant's Phone

Applicant's Address

Applicant's Email

****NOTICE TO NPU CHAIRPERSON****

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 Buffer (Streambank or Wetland) for the following address:

Date of Notice: _____

NPU: _____

Name of NPU Chairperson: _____

Address of NPU Chairperson: _____

Address of Proposed
Authorized Encroachment: _____

Riparian Buffer Authorized
Encroachment Application Number: _____

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