

BUILDING PERMIT APPLICATION

TOWNS COUNTY BUILDING DEPARTMENT
48 RIVER STREET, SUITE I
HIAWASSEE, GA 30546
706 896-0894
Fax: 706-896-0513

THIS APPLICATION IS REQUIRED ON ALL BUILDING, RENOVATIONS,
ADDITIONALS AND DECKS OR PORCHES.

Please fill out every question for approval and compliance for a building permit.
This application requires you to follow the State Soil and Erosion Control
Guidelines.

Date: _____

Name: _____

Owners Mailing Address: _____

Telephone no. : _____

Physical Address of Construction location- (911 address)

Directions to location: _____

Type of Construction: _____ # of bedrooms: _____

of Baths: _____ Estimated Project cost:\$ _____

Residential _____ Residential Spec _____ Commercial _____
Additions _____ Renovation _____ # Decks _____
Porches _____ Garage/Carport _____
Living Space: _____ sq ft.
Septic Permit # _____
Basemt Unf. Sq ft: _____ Attach Gar Sq Ft _____ Porches _____
Map reference, (as on Plat of Property):
Map _____ Land Lot _____ District _____ Lot Number _____

REQUIREMENTS FOR A BUILDING PERMIT:

1. Recorded Plat of Property, and copy of Deed
2. Sketch drawing on plat for structure.
3. Septic Permit. Environmental health 706-896-8873
4. Blue Prints or scale drawing with dimensions for sq ft.
5. Set backs marked on plat.
6. 50 ft buffer on all cold water streams, Ga. Environmental Protection (E.P.D.) from all state water.
7. Post 911 Numbers- 911 Mapping- Marty Roberts 706-896-5792
Or 706-994-7484
8. Culvert Permit signed off by Road Department 706-896-2276

Does building meet height limitations of 35 feet or 3 stories whichever is less?

Yes _____ No _____

Do you have blue prints? Yes _____ No _____ If not, a sketched
Drawing with dimensions is required.

Flood Plain? Yes _____ No _____

Do you know your set backs, from road right of way, and/or property line?

20 ft in rear of line

20 ft in front of line

10 feet on sides of line

Do you meet county set backs? Yes _____ No _____

If your lot on Lake Chatuge? Yes _____ No _____

(If Yes, 50 ft from 1926) county requirements.

If your property in City of Hiawassee? Yes _____ No _____

If your property in City of Young Harris? Yes _____ No _____

If your property in the County? Yes _____ No _____

Does this lot require the 50 ft stream buffer set back, required by state of Georgia. EPD? Yes _____ No _____ (50 ft buffer from banks of all State waters.)

Does Mountain Protection Ordinance Apply? Yes _____ No _____

(Property above 2200 ft elevation is in Mountain Protection Ordinance, and must comply with Mountain Protection Act. Requires 1 acre of property, with minimal number of tree removal).

Does this property border any of the United States Forest Service property?

Yes _____ No _____

A plat or diagram must show how the property intersects with the County road and what, if any, culverts must be installed to protect the connecting county road. Also, if you are connecting to a State highway, you must obtain a Georgia D.O.T. Permit.

Will provisions be made for the escape of sediment from the sight by installation of erosion control measures and practices prior to, or concurrent with, land disturbing activities such as silt fences, rip rap, or hay bales?

Yes _____ No _____

Does your driveway need a culvert? Yes _____ No _____
Driveways leading to country roads will have to go through the Towns County Road Department, reference size of culvert.

Will a variance from E.P.D. be required from 50 ft buffer, creek or trout stream?
Yes _____ No _____

Please read and initial the following:

1. I understand that the Towns County Building Inspector may inspect the permitted project at any reasonable time to ensure compliance with your issued permit. _____
2. I understand that per O.C.G.A. 48-5-264-1 the Towns County Appraisal staff will be visiting my property within the year of my permit for data collection. _____

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT.

DATE: _____

SIGNATURE: _____

PROPERTY OWNER: _____

APPROVAL _____

DISAPPROVAL _____

REASON FOR DISAPPROVAL _____

Georgia Department of Natural Resources

Mountain District Office 16 Center Road Cartersville, Georgia 30121
Remit Correspondence To: Noel Holcomb, Commissioner

Post Office Box 3250 Environmental Protection Division
Cartersville, Georgia 30120 Carol A. Couch, Ph.D., Director
PHONE: (770) 387-4900

FAX: (770) 387-4906

Towns County Erosion Control and Compliance Procedures and Questions

The National Pollutant Discharge Elimination System- Stormwater Discharges Associated with Construction Activity (Permit) requires that a Notice of Intent and Erosion and Sedimentation Control Plan (Plan) be submitted to this office fourteen days prior to the initiation of land disturbance for projects with disturbance greater than/equal to one (1) acre. The Permit requires that the Plan, copies of NOI, and fee payment return receipt be onsite at all times. The Erosion and Sedimentation Act requires that all land disturbance projects within two hundred feet of state waters have an erosion and sedimentation plan regardless of size. Upon inspections, the GA EPD requires that Best Management Practices be followed at all construction projects.

Please note that under O.C.G.A. 12-7-6 (b)(15) and Section IV of the General National Pollutant Discharge Elimination System (NPDES) Permit for Storm Water discharges, it is unlawful to conduct land disturbing activities within 25 feet of the banks of State Waters deemed non-cold waters by Georgia Department of Natural Resources Rules for Water Quality Control 391-3-6-.03 (body of Lake Chatuge equal to and below the normal full pool elevation) without a variance from the Director of Georgia's Environmental Protection Division.

O.C.G.A. 12-7-6 (b)(16) and Section IV of the Permit makes it unlawful to conduct land disturbing activities within 50 feet of the banks of State Waters deemed cold water streams by Georgia Department of Natural Resources Rules for Water Quality Control 391-3-6-.03 (all streams, creeks, rivers, etc. in Towns County) without a variance from the Director of Georgia's Environmental Protection Division.

I encourage anyone with questions regarding the identification of state waters to contact me at 770-387-4900. I am also available to answer any questions regarding erosion and sedimentation control issues in Towns County.

Matt Sherwood
Environmental Specialist

GA Environmental Protection Division

TOWNS COUNTY
CULVERT INSTALLATION
APPLICATION, SITE REVIEW, AND PERMIT

This application is being made by _____ for permission to install a driveway culvert at the property listed below. This property adjoins a county-owned or county-maintained road.

Property location: _____

Residential Sub-division Lot # _____ Tract _____ County owned or maintained road is paved? Yes No
Applicant is: Owner Contractor Phone #s _____

The following requirements must be met:

- 1. A Driveway permit may be obtained at no charge from the Commissioner's office to be approved by the Road Department before any culvert installation begins.
2. A dig permit must be obtained from the Utility Protection Center at (800) 282-7411 before any culvert installation begins. Call a minimum of 3 days before work begins. (all underground utilities will be located at NO CHARGE i.e. electric, phone, sewer, water, gas and television cable)
3. This application must be pre-approved by the Georgia Department of Transportation yes no
4. Adequate Sight Distance Each Direction: yes no
5. The culvert must be metal, a minimum of 15" in diameter by 30' in length*. The culvert must be located in line with the existing ditch: however culverts must be a minimum of 4 feet from the driving surface of the county road. If upon inspection, the County determines that these minimum dimensions are not suitable the following are required: *(a variance may be granted by the road dept. according to the terrain and construction of the road)
6. Each construction access entrance must be graded and covered with gravel for a minimum of 50' from the county road. The gravel must be in place before the drive can be used to access the property and before culvert or building construction begins.
7. The driveway must be constructed so that no water, silt, or debris is carried onto road. This requires that the driveway be sloped away from the county road for a minimum of four (4) feet measured from the intersection of the county road and the driveway (see attached diagram).
8. During construction, the existing ditch line must be maintained as to not interfere with normal water flow.
9. The location of the proposed culvert must be marked so that the county road department can perform a pertinent site inspection.
10. Any required paving must be permitted and inspected by the Towns County Road Department and completed within twelve (12) months.

Additional comments and criteria:

I hereby certify that I will comply with all requirements for installation of this culvert.

Applicant's Signature: _____
Date: _____

PERMIT

Proposed culvert installation has been reviewed and approved by Towns County Road Dept.

Signature: _____ Permit Date: _____
Road Dept. Superintendent

This permit is issued subject to Applicant complying with all listed conditions. The Road Department must be contacted at 706 896-2276 after culvert installation is completed to schedule an inspection.

**Towns County
E-911 Address Application**

Current Mailing Address:

Full Name: _____
Current Mailing Address: _____
City, State, Zip: _____
Home Phone #: _____
Cell Phone #: _____

Information Needed for Address:

Reason for new E-911 address: _____

Where is the property located for new address: Hiawassee, Young Harris or City Limits?

Road the driveway connects with: _____

Is the driveway roughed in? Yes or No

In order to be eligible for a 911 address, you must have a driveway roughed in. **NO EXCEPTIONS!**

Please provide land lot or parcel number if you have it _____

By signing this application, you are agreeing that you understand there may be a 10 day waiting period on receiving a 911 address if all requirements are met, and that all information is valid and true.

Signature of Property Owner

Date Applied

New Address

Mapping Personnel

Date Assigned

Towns County E-911 Mapping
Marty Roberts, Mapping Director
1100 Jack Dayton Circle
Young Harris, GA 30582
Telephone: 706-896-5792 or Fax: 706-896-4705
