

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Agenda

Tuesday, September 19, 2023 ♦ 6:00 PM

Putnam County Administration Building – Room 203

### Opening

1. Welcome - Call to Order
2. Approval of Agenda
3. Invocation - Pastor James Smith, Wesley Chapel United Methodist Church
4. Pledge of Allegiance (DB)
5. Special Presentation - Gatewood Baseball Proclamation

### Regular Business Meeting

6. Public Comments
7. Consent Agenda
  - a. Approval of Minutes - September 1, 2023 Regular Meeting (staff-CC)
  - b. Approval of Minutes - September 1, 2023 Executive Session (staff-CC)
  - c. Authorization for Vice-Chairman to sign letter of support for Oconee Valley Healthcare (BS)
  - d. Authorization for Chairman to sign GDOT FY2025 Section 5311 Program Grant Application (staff-Transit)
8. Approval of Lease Agreements for Convenience Centers
  - a. Brown's Chapel - Marie Lewis & Holt Spivey
  - b. Glades - Charles Pinkerton
  - c. Rabbit Skip - Billy Resseau
  - d. Wards Chapel - Holt Spivey
9. Authorization for staff to schedule a Public Hearing on proposed changes to the Putnam County Code of Ordinances - Chapters 28 (Development Regulations), 32 (Fire Protection and Prevention), and 66 (Zoning) (staff-CA)
10. Authorize the payment of \$500,000 to the Defined Benefit pension plan and authorize the Vice Chairman to sign the Resolution reducing the county's unfunded pension liability (staff-CM)

### Reports/Announcements

11. County Manager Report
12. County Attorney Report
13. Commissioner Announcements

### Executive Session

14. Enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel, Litigation, or Real Estate
15. Reopen meeting following Executive Session
16. Authorize Chairman to sign Affidavit concerning the subject matter of the closed portion of the meeting
17. Action, if any, resulting from the Executive Session

### Closing

18. Adjournment

The Board of Commissioners reserves the right to continue the meeting to another time and place in the event the number of people in attendance at the meeting, including the Board of Commissioners, staff, and members of the public exceeds the legal limits. The meeting cannot be closed to the public except by a majority vote of a quorum present for the meeting. The board can vote to go into an executive session on a legally exempt matter during a public meeting even if not advertised or listed on the agenda. Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities are required to contact the ADA Compliance Officer, at least three business days in advance of the meeting at 706-485-2776 to allow the County to make reasonable accommodations for those persons.

**File Attachments for Item:**

## 7. Consent Agenda

- a. Approval of Minutes - September 1, 2023 Regular Meeting (staff-CC)
- b. Approval of Minutes - September 1, 2023 Executive Session (staff-CC)
- c. Authorization for Vice-Chairman to sign letter of support for Oconee Valley Healthcare (BS)
- d. Authorization for Chairman to sign GDOT FY2025 Section 5311 Program Grant Application (staff-Transit)

# PUTNAM COUNTY BOARD OF COMMISSIONERS



117 Putnam Drive, Suite A ♦ Eatonton, GA 31024

## Minutes

Friday, September 1, 2023 ♦ 10:00 AM

Putnam County Administration Building – Room 203

The Putnam County Board of Commissioners met on Friday, September 1, 2023 at approximately 10:00 AM in the Putnam County Administration Building, 117 Putnam Drive, Room 203, Eatonton, Georgia.

### *PRESENT*

- Chairman Bill Sharp
- Commissioner Gary McElhenney
- Commissioner Daniel Brown
- Commissioner Jeff Wooten

### *STAFF PRESENT*

- County Attorney Adam Nelson
- County Manager Paul Van Haute
- County Clerk Lynn Butterworth
- Deputy County Clerk Donna Todd

### **Opening**

1. Welcome - Call to Order

Chairman Sharp called the meeting to order at approximately 10:00 a.m. (Copy of agenda made a part of the minutes on minute book page \_\_\_\_\_.)

2. Approval of Agenda

County Attorney Nelson requested to move agenda item #13 “Discussion and possible action on 112 Gloria Drive” to after an Executive Session.

**Motion to approve the Agenda as amended moving agenda item #13 to after an Executive Session.**

**Motion made by Commissioner Brown, Seconded by Commissioner Wooten.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**

3. Invocation

Pastor Jeff Birch, Lake Oconee Presbyterian Church, gave the invocation.

4. Pledge of Allegiance (BS)

Chairman Sharp led the Pledge of Allegiance.

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**Mill Rate Public Hearing**

5. Presentation of Proposed 2023 Mill Rate (staff-CM & Fin)

County Manager Van Haute reviewed the proposed mill rates of 6.400 mills for the incorporated and unincorporated county maintenance and operation and .400 mills for the Special Service District.

6. Comments from the Public

Mr. Steve Hersey commented that a tax increase above the rollback rate is excessive and requested that the mill rate be set at the rollback rate.

Mr. Billy Webster objected to the mill rate increase and expressed disappointment in the budget vote. He also commented that money should be left in a fund balance in the Special Service District.

7. Comments from Commissioners and/or Staff

None

**Code of Ordinances Public Hearing**

8. Proposed adoption of changes to the Putnam County Code of Ordinances - Chapters 22 (Businesses), 66 (Zoning), and Appendix D (Short Term Vacation Rental)

Attorney Nelson introduced this item and advised that after several months of study this is an attempt to establish revisions and changes to the ordinances and that a lot of this information has been provided in public hearings. This process has involved a lot of compromises and conversations and the document being considered is a culmination in compromise. He further commented that there have been allocations that the ordinance was drafted in violation and advised that he was not aware of any violations of Georgia law in the formation or draft; in contrary there were at least five work sessions to discuss the proposed ordinances and his office has been drafting a working document in various formats. The document does not become an ordinance until it is approved by a vote of the Board of Commissioners. He advised that everything took place in a public setting.

Mr. Chuck Ross, an attorney for three STR clients, commented that the proposed amendments would not pass constitutional muster: Section 22-122 (f) of the new ordinance refers to license and the old ordinance refers to certificate; grandfathering could be revoked for violations; cannot do the overlay districts created in Section 22-122 as this creates an equal protection clause in overlay sector 2 and creates two separate classes of property owners.

Mr. Steve Hersey commented that he opposes the ordinance in its present form; wants no increase in the number of STRs; should prohibit use if owner loses STR status; resents single family districts being divided into the haves and the have nots; need to delete the overlay sector sections; and he objects to changes being made without adequate input from the third district.

Mr. Steven Jones, the attorney for The Go Group, commented that all pending applications should be allowed to be included and not in the maximum cap number.

Mr. Ben Chastain expressed appreciation for the efforts of the commission and all involved in this divisive issue and commented that he would like the ability to do short term rentals from time to time. He proposed to remove the maximum cap but limit how many STRs each individual can have; that Section 22-123 (c) and (d) are inconsistent; and that enforceability of someone being on site within one hour is not reasonable.

Mr. Spencer Hoynes submitted a handout concerning R-1R with evidence that it was in the ordinances at one time to not allow short term rentals and commented that licenses issued in R-1R should not be valid.

Mr. Ken Colson of PMI Properties commented in support of short term rentals but not in favor of limiting the number of guests; head counts should be based on the size of the property and allow during the day a 25% overage for guests of the family.

Mr. Robert Bailey spoke in opposition to short term rentals in neighborhoods saying there is no benefit to the residents. He commented that the ordinance is written okay but needs a section concerning the homeowners associations.

Ms. Kathy Wardlaw commented on the different agenda wording for items five and eight. She also read a letter from the Attorney General’s office and commented that recent actions of the board have been unprofessional and unethical. She requested that all short term rental discussions and decisions be tabled until the investigation is complete and District three is represented. She further commented that all commission votes should be held up until they are cleared of all wrongdoing.

Ms. Deb Mallinson commented that short term rentals were permitted illegally in R-1R, and the moratorium should be extended until District three has a commissioner because that district has the most short term rentals. She also asked that the cost of administering short term rentals be discussed publicly and suggested a \$1000 application fee and \$500 inspection fee. She requested the total number in Sector 2 be lowered from 400 to 250 and that the maximum occupancy should not allow grandfathering. She commented that she does not want Putnam County to be a vacation destination.

Ms. Peggy Blalock signed in to speak but passed her turn.

Mr. Charles Patten commented that the majority of residents are against short term rentals.

Ms. Peyton McHann signed in to speak but passed her turn.

Mr. Steven Howard questioned the purpose of the three overlay zones and requested an accurate count of how many short term rentals exist today, how many are pending and how many were issued during the moratorium. He recommended the number of licenses in Sector 2 should be 200 not 400, that quiet hours be changed to 9pm to 9am and to raise the fees. He advised “don't do what is permissible but do what is right” and protect the quality of life in neighborhoods.

Ms. Carol Langendorfer commented that she emailed the commissioners but didn't receive any responses and that she is concerned about District three not being represented; moratorium should continue until a representative is elected. She also commented that people have more renters than allowed all the time, that house parties need to be avoided, that vehicles should be limited to one per two people.

Mr. Don Hill expressed concerns about short term rentals, the letter from the Attorney General's office, no District three representative, the fees and infrastructure impact. He also thanked the commissioners for being here and providing leadership.

Mr. Mike Depetrillo commented on the Attorney General letter and asked the board to either admit or deny. He requested that homeowners' associations be referenced in the ordinance and to suspend action until District three is represented.

Ms. Marian Zerkus commented that she is not opposed to all short term rentals, but they should be limited and tightly controlled. She also commented on not having enough code enforcement personnel and that increases in the number of short term rentals should not be on the lakes but other areas of the county. She requested a moratorium on lake properties, a definition of bedrooms, and to not allow buses on properties.

Ms. Ellen Wallace commented on short term rental problems near her residence, economic development needed but shouldn't reduce the economic value of homes and the need for District three to have a representative.

Ms. Leigh Ann Carter and Mr. Jon Carter signed in to speak but passed their turn.

Mr. Dennis Ewasiuk commented on a number of short term rentals around his home that have too many cars in the driveways all the time, and the need for District three to have a representative.

Commissioner Brown requested a five minute break.  
Meeting recessed at approximately 11:00 a.m.  
Meeting reconvened at approximately 11:07 a.m.

Attorney Nelson reviewed some of the issues brought up during the comment period and addressed the Attorney General letter. He explained that no changes to the short term rental ordinance have been made to date and that today is the first day that changes can be made. He advised that the county would respond to the allegations in the Attorney General letter.

**Motion to adopt the proposed changes to the Putnam County Code of Ordinances as shown in the meeting packet with the following change to Section 22-122 (c) (ii): change from 400 total licenses to 350 total licenses and terminate the moratorium on new short term vacation rental applications and direct staff to include in the STR application packet a list of known home owners associations that prohibit short term rentals and in addition it is the responsibility of the home owners associations that prohibit short term rentals to notify the County Clerk in writing to be added to the list.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**  
(Copy of ordinances and handout made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

**Regular Business Meeting**

9. Public Comments

Mr. Steve Hersey commented on the resignation of former commissioner Alan Foster, saying that he was an advocate for the third district, was single handedly responsible for the creation of R-1R and the Harmony Community Center, that he served with Alan on the Board of Commissioners and respected his views, and that his resignation is a loss for the third district. He thanked him for his service.

Ms. Kathy Wardlaw signed in to speak but passed her turn.

Ms. Pat Ward commented on improving the portion of Dennis Station Road that she lives on.

10. Consent Agenda

- a. Approval of Minutes - August 15, 2023 Regular Meeting (staff-CC)
- b. Approval of Minutes - August 25, 2023 Called Meeting (staff-CC)
- c. Authorization for Chairman to sign GDOT FTA 5311 - FY2024 Transit Operating, Small and Large Capital, and Mobility Management Contract (staff-Transit)

**Motion to approve the Consent Agenda.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Brown.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**  
(Copy of contract made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

11. Discussion and possible action on Fire Department boat houses (staff-Fire)  
 Fire Chief McClain commented on recent projects and announced that September 15 is the proposed completion date for the new Fire/EMS/Coroner Station with a scheduled move in date in October. He advised that January 2022 approved fire engine purchase is in production now and the fire boats approved back in December of 2021 should be delivered next week. He commented that the support from the commissioners has been amazing. He is requesting funding for boat houses to protect the new boats, one on Lake Sinclair and one on Lake Oconee. He explained that he initially looked at stick built boat houses, but they were cost prohibitive. The DNR model is a floating dock and boat house and would be the best, most effective way to go. He advised that he has worked with Georgia Power throughout the process, and they approve the projects. The Lake Oconee boat house will be near the Putnam County Sheriff's boat house and the Lake Sinclair boat house will be next to Sheriff/DNR boat house at the county line.

**Motion to provide funding to the Fire Department to purchase two boat houses, one on Lake Oconee and one on Lake Sinclair with funding from SPLOST.**

**Motion made by Commissioner Wooten, Seconded by Commissioner McElhenney.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**

12. Setting of Qualifying Fees for 2023 Special Election (staff-Finance)

**Motion to set the quality fee for the 2023 Special Election for District Three at \$234.00.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**

13. Discussion and possible action on 112 Gloria Drive (staff-CM & CA)

Moved this item until after the Executive Session.

14. Ratification of the Board of Education Mill Rate and Authorization for Chairman to sign Tax Levy Resolution (staff-CM & Finance)

Mr. Steve Hersey commented that the Board of Education proposed rate is below the roll back rate and asked why the Board of Commissioners can't do the same. He advised that the Board of Education is required to send 5 mils to the state for equalization grants and only 6.25 mills stay local, which is less than the BOC rate.

**Motion to ratify the Board of Education mill rate and authorize the Chairman to sign the Tax Levy Resolution.**

**Motion made by Commissioner Brown, Seconded by Commissioner Wooten.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**

(Copy of resolution made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)



15. Authorization for Chairman to sign Resolution setting 2023 Mill Rate for Incorporated and Unincorporated County Maintenance and Operation (staff-CM & Finance)

**Motion to authorize the Chairman to sign the Resolution setting the 2023 Mill Rate for Incorporated and Unincorporated County Maintenance and Operation.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Brown.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**  
(Copy of resolution made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

16. Authorization for Chairman to sign Resolution setting 2023 Mill Rate for Special Service District (staff-CM & Finance)

Mr. Steve Hersey commented that the Special Service District is the entire unincorporated area of Putnam County, but it provides 90% of the total tax digest and will make the unincorporated residents pay 6.8 mills total. He asked for the Finance Director to do a calculation on the rollback rate for the unincorporated area and requested a public hearing for the SSD in the future.

**Motion to authorize the Chairman to sign the Resolution setting the 2023 Mill Rate for the Special Service District.**

**Motion made by Commissioner Wooten, Seconded by Commissioner Brown.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**  
(Copy of resolution made a part of the minutes on minute book pages \_\_\_\_\_ to \_\_\_\_\_.)

**Reports/Announcements**

17. County Manager Report

No report.

18. County Attorney Report

No report but requested an Executive Session to discuss real estate.

19. Commissioner Announcements

Commissioner McElhenney: none

Commissioner Brown: thanked County Manager Van Haute for great job on the Jimmy Davis Park parking lot. He also commented on the DOT counting cars all over the county and asked if the county would have access to that data. County Manager Van Haute advised that we would.

Commissioner Wooten: none

Chairman Sharp: reminded everyone that Monday, September 11<sup>th</sup> is the anniversary of the 9-11 tragedy and that there will be a memorial service at the Veterans Wall of Honor.

20. Enter Executive Session as allowed by O.C.G.A. 50-14-4 for Personnel, Litigation, or Real Estate

**Motion to enter Executive Session as allowed by O.C.G.A. 50-14-4 for Real Estate.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**

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Meeting closed at approximately 12:14 p.m.

21. Reopen meeting following Executive Session

**Motion to reopen the meeting following Executive Session.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Wooten.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**

Meeting reconvened at approximately 12:51 p.m.

22. Authorize Chairman to sign Affidavit concerning the subject matter of the closed portion of the meeting

**Motion to authorize the Chairman to sign the Affidavit concerning the subject matter of the closed portion of the meeting.**

**Motion made by Commissioner Wooten, Seconded by Commissioner Brown.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**

(Copy of affidavit made a part of the minutes on minute book page \_\_\_\_\_.)

23. Action, if any, resulting from the Executive Session

**Motion, pursuant to O.C.G.A. 36-9-3(h), to sell .0602 acres of land, a portion of an unopened section of the county road system, as reflected on a plat filed at the Putnam County Superior Court Clerk’s office in Plat Book 24, Page 126, for the sum of \$662.20 to Betty S. Harris and to authorize the chairman to execute legal documents necessary to complete the same.**

**Motion made by Commissioner Brown, Seconded by Commissioner Wooten.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**

(Copy of legal document made a part of the minutes on minute book page \_\_\_\_\_.)

**Closing**

20. Adjournment

**Motion to adjourn the meeting.**

**Motion made by Commissioner McElhenney, Seconded by Commissioner Brown.**

**Voting Yea: Commissioner McElhenney, Commissioner Brown, Commissioner Wooten**

Meeting adjourned at approximately 12:55 p.m.

ATTEST:

Lynn Butterworth  
County Clerk

B. W. “Bill” Sharp  
Chairman

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# PUTNAM COUNTY BOARD OF COMMISSIONERS



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Office of the County Clerk  
117 Putnam Drive, Suite A ♦ Eatonton, GA 31024  
706-485-5826 (main office) ♦ 706-485-1877 (direct line) ♦ 706-923-2345 (fax)  
[lbutterworth@putnamcountyga.us](mailto:lbutterworth@putnamcountyga.us) ♦ [www.putnamcountyga.us](http://www.putnamcountyga.us)

The draft minutes of the September 1, 2023 Executive Session are available for Commissioner review in the Clerk's office.



**DISTRICT ONE:**  
**GARY McELHENNEY**

**DISTRICT TWO:**  
**DANIEL W. BROWN**

**CHAIRMAN:**  
**B.W. "BILL" SHARP**

**DISTRICT THREE:**  
**ALAN FOSTER**

**DISTRICT FOUR:**  
**JEFFREY G. WOOTEN, SR.**

September 19, 2023

Reverend Dr. Avis Williams  
Board Chair  
Oconee Valley Healthcare, Inc.  
803 South Main Street  
Greensboro, GA 30642

Subject: Letter of Support- Oconee Valley Healthcare, Inc.

Dear Reverend Williams,

On behalf of the Putnam County Board of Commissioners, I am writing this letter in support of your upcoming Service Area Competition (SAC) grant application to the U.S. Department of Health and Human Resources and Services Administration (HRSA).

Putnam County is conveniently situated between Oconee Valley Healthcare's main locations which are in nearby Greensboro and Milledgeville. This gives our citizens easy access to their services. They also provide much needed medical services at our local nursing home, Eatonton Health & Rehab.

Oconee Valley Healthcare, Inc. (OVH) has established itself as a critical and integral access point for health care services in Georgia. OVH has significantly improved the lives of thousands in its service area and continues to expand to help provide those services and new services to those cared for in your health center locations. With this grant, Oconee Valley Healthcare's growth will continue and will enable them to offer more programs and services to its vast service area.

The Putnam County Board of Commissioners fully support the continuation of funding through HRSA for Oconee Valley Healthcare. We see this as a crucial need for our community and its citizens.

Sincerely,

Daniel W. Brown  
Vice Chairman



FEDERAL TRANSIT ADMINISTRATION  
**FY 2025 GRANT APPLICATION**  
**SECTION 5311 PROGRAM**  
FORMULA FUNDS FOR RURAL TRANSIT

APPLICATION DUE  
**SEPTEMBER 30, 2023**

*This is a fillable form. Please use Adobe Acrobat Reader to complete this application. You may use the tab button to navigate between fillable form fields. Only the Transmittal Letter and Authorizing Resolution should be printed and returned as a scanned application attachment. All other application components should be completed and returned electronically.*

**APPLICANT**

PUTNAM COUNTY TRANSIT

Transit Agency Name

BILL SHARP, CHAIRMAN

Authorized Representative  
(Name & Title)

Date Submitted

**GDOT**

GDOT District Project Manager Signature

Date Received

## FY 2025 Section 5311 Grant Application Checklist

### To be completed by APPLICANT:

Name/Description of Item	Completed (Yes/No)
Part A: Contract Authorization Tracking System (CATS) Profile Form	Yes
Part B: Transmittal Letter	Yes
Part C: Authorizing Resolution	Yes
Part D: FTA-Funded Assets/State of Good Repair	Yes
Part E: Sources of Local Matching Funds and Three-Year Budget Trends	Yes
Part F: Third Party Operators	Yes
Part G: Public Notice & Private Enterprise Coordination	Yes
Part H: FTA Title VI Data Collection, Reporting, and Economic Impacts	Yes
Part I: Certification of No Intent to Charter Service	Yes
Part J: Drug-Free Workplace and Drug Alcohol Program	Yes
Part K: Drug-Free Workplace Act Certification for Public and Private Entities	Yes
Part L: Certification of Equivalent Access for Persons with Disabilities	Yes
Part M: FTA Civil Rights Assurance	Yes
Part N: Debarment and Suspension	Yes
Part O: Disadvantaged Business Enterprise (DBE) Semi-Annual Reporting	Yes
Part P: Lobbying Restrictions	Yes
Part Q: FTA Certifications and Assurances	Yes
Part R: Americans with Disabilities Act (ADA) Checklist	Yes
Part S: Financial Certifications	No
Part T: Equal Employment Opportunity Questionnaire	Yes
Part U: TAMP Accountable Executive Form	Yes
Part V: Grant Expenditures Form	Yes
Part W: Agency Inventory	Yes

### To be completed by GDOT Staff:

\_\_\_\_\_  
Reviewed By Date

\_\_\_\_\_  
GDOT Project Manager Date

\_\_\_\_\_  
Transit Program Manager Date

\_\_\_\_\_  
Assistant Division Director - Intermodal Division Date

# Part A: Contract Authorization Tracking System (CATS) Profile Form

SUBRECIPIENT ORGANIZATION INFORMATION				
Organization Official Name <small>(as it appears in W9 Tax form)</small>		Physical Address		Mailing Address (if different)
Putnam County Board of Commissioners		117 Putnam Drive, Suite A Eatonton, GA. 31024		
Charging Indirect Costs:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO		
Approved ICR Plan:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO		
De minimis Cost Rate:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO		
Agency EIN (Tax ID):				
SAM Identification: MRB2SWMGPKY9		SAM ID EXP. Date (mm/dd/yyyy): 08/29/2024		
DUNS Number: 010112084				
eVerify Number: 49222		eVerify Date (mm/dd/yyyy): 10/17/2010		
SUBRECIPIENT CONTRACT PERSONNEL in ORDER of APPROVAL <small>(EXCLUDE THIRD PARTY OPERATORS)</small>				
Contract Reviewer <small>(if applicable)</small>	Name: Dianne Pounds			
	Title: Transit Director			
	Phone: 706-485-6355			
	Email: dpounds@putnamcountyga.us			
Attorney (if applicable)	Name:			
	Title:			
	Phone:			
	Email:			
Executor #1 <small>(must have the organization's seal affixed or write the word seal next to signature when signing contract)</small>	Name: Bill Sharp			
	Title: Chairman			
	Phone: 706-485-5826			
	Email: bsharp@putnamcountyga.us			
Executor #2 (if applicable) <small>"must have the organization's seal affixed or write the word seal next to the signature when signing contract"</small>	Name:			
	Title:			
	Phone:			
	Email:			
Attestor / Witness	Name: Lynn Butterworth			
	Title: County Clerk			
	Phone: 706-485-5826			
	Email: lbutterworth@putnamcountyga.us			
Notary <small>(must be separate from attestor and have a valid Notary Seal)</small>	Name: Stephanie McMullen			
	Title: Administrative Assistant			
	Phone: 706-485-5826			
	Email: smcmullen@putnamcountyga.us			

1. Does the Applicant Organization employ 100 or more employees?

Yes  No

2. Do you use one or more Third Party Operators (TPO) that have 100 or more employees? If yes, please state the name of the company(ies), the TPO manager in responsible charge of your service, and their number of employees.

Yes  No

Company Name: \_\_\_\_\_

TPO Manager: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

3. Does your organization currently operate public transportation services using FTA Section 5311 funding?

Yes  No

4. FY 2025 Section 5311 application requests include: (check all that apply)

- Operating
- Capital - Vehicles
- Capital - Small Equipment
- Mobility Management



## Part B: Transmittal Letter

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The following page includes a sample transmittal letter with fillable fields. Once all fields are complete, Applicants must electronically submit the transmittal letter on the Applicant Organization's letterhead and include the signature of the Authorized Official with the complete application package.

Please note that the Transmittal Letter and/or Authorized Official MAY NOT be submitted to GDOT from a Third-Party Operator (TPO) on the TPO's letterhead.

Date

Patricia Smith, Ph.D.  
Transit Program Delivery Manager  
Division of Intermodal  
Georgia Department of Transportation  
600 W. Peachtree Street  
Atlanta, Georgia 30308

Ms. Smith, Ph.D.:

**Putnam County Board of** is applying for an FTA Section 5311 grant to aid in the operation of the **Putnam County Transit** for FY 2025 in the amount of **\$ 394,636.00** as detailed in the table below. The financial assistance requested for this project has been reviewed and approved by the local transportation planning process and is identified in the State Transportation Improvement Program (STIP).

	Federal Share	State Share	Local Share	Total
Operating Assistance	\$ 138,068.00		\$ 138,068.00	\$ 276,136.00
Large Capital	\$ 94,800.00	\$ 11,850.00	\$ 11,850.00	\$ 118,500.00
Small Capital	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mobility Management	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 232,868.00	\$ 11,850.00	\$ 149,918.00	\$ 394,636.00

Local operating assistance will be provided by **Putnam County Board of Commission**.

Local share of Large Capital Purchases will be provided by **Putnam County Board of Commis**.

Local share of Small Capital Purchases will be provided by **N/A**.

Local share of Mobility Management will be provided by **N/A**.

The Applicant certifies sufficient financial capacity exists to carry out the proposed projects listed above for a minimum of 90 days in the event of delays in the receipt of federal funds or execution of a contract. The applicant certifies the local match is from an eligible source of funds.

The applicant certifies all of the information contained in this funding application is correct and the applicant has the legal, financial, technical, and managerial capacity to carry out the proposed project and maintain the

project property. If you have questions about this request for funding, please contact

at  or .

\_\_\_\_\_  
Signature

Name of Authorized Official

Title of Authorized Official

## Part C: Authorizing Resolution

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The following two pages include an authorizing resolution that must be enacted by the governing body of the Applicant Organization and signed by the Chair of the County Commission, Mayor, or the head of the governing body as appropriate. Please complete the fillable fields on the resolution, then print and sign the designated fields. The authorizing resolution must be properly witnessed and notarized, including the date the notary's commission expires. The resolution should also be stamped with the notary seal as well as the seal of the county commission, city, or appropriate applicant jurisdiction. The certificate of the attesting officer must also be completed. A scanned copy of the completed, signed, and notarized Authorizing Resolution should be submitted as an attachment with the full application package.

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, AND GEORGIA DEPARTMENT OF TRANSPORTATION, FOR A GRANT UNDER TITLE 49 U.S.C., SECTION 5311.**

**WHEREAS**, the Federal Transit Administration and the Georgia Department of Transportation are authorized to make grants to non-urbanized (rural) areas for mass transportation projects; and

**WHEREAS**, the contract for financial assistance will impose certain obligations upon Applicant, including the provision of the local share of project costs; and

**WHEREAS**, it is required by the United States Department of Transportation and the Georgia Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

**WHEREAS**, it is the goal of the Applicant that Minority Business Enterprise (Disadvantaged Business Enterprise and Women's Business Enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW THEREFORE, BE IT RESOLVED BY BOARD OF COMMISSIONERS OF  
DUTNAM COUNTY hereinafter referred to as the "Applicant",

1. That the Designated Official Chairman, hereinafter referred to as the "Official, is authorized to execute and file an application on behalf of the Applicant, a City/County government with the Georgia Department of Transportation, to aid in the purchase of bus transit vehicles and/or the planning, development, and construction of bus transit-related facilities pursuant to Section 5311 of the Federal Transit Act.
2. That the Official is authorized to execute and file such application and assurances, or any other document required by the U.S. Department of Transportation and the Georgia Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That the Official is authorized to execute and file all other standard assurances, or any other document required by the Georgia Department of Transportation or the U.S. Department of Transportation in connection with the application for public transportation assistance.
4. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Georgia Department of Transportation.
5. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs as applicable.

- 6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 9040.1G, FTA Certifications and Assurances for Federal Assistance 2023 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan.
- 7. That the applicant has or will have available in the General Fund the required non-federal funds to meet local share requirements for this grant application.

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Signature of Authorized Official

**Bill Sharp, Chairman**

Name and Title of Authorized Official

Signed, sealed, and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 2023 in the presence of

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Notary Public/Notary Seal

**CERTIFICATE**

The undersigned duly qualified and acting **County Clerk** of

**BOARD OF**  (Title of Certifying/Attesting Official) (Applicant's Legal Name) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on

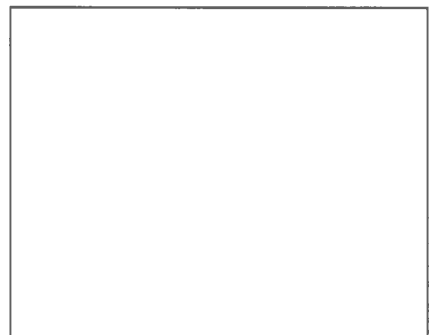
\_\_\_\_\_, 2023.

**Lynn Butterworth**

Name of Certifying/Attesting Officer

**County Clerk**

Title of Certifying/Attesting Officer





## Part E: Sources of Local Matching Funds and Three-Year Budget Trends

Please list ALL sources of local matching funds, including the amounts for each. The use of purchase of service (POS) contracts with the Georgia Department of Human Services (DHS) and other similar entities should also be shown, along with the source of the POS revenues.

For budgeting purposes, all POS revenues must be deducted from the total transit operating expenses (as defined by FTA) as "program revenue" to arrive at the net Section 5311 transit operating expenses each month. The funding share of the net operating expenses is then calculated at 50% federal funds and 50% local funds.

Please note that other FTA funds, including Section 5310, 5316, and 5317 funds, are not eligible sources of local match funds. Local match funds must be traceable back to the source of origination (from a specific local governmental entity) and can be used only once as a local match source for a federal grant

### E-1: Purchase of Service Contracts

List all POS contracts in the table below. Include contracting agency/office, the contract start and end dates, contract amounts, cost per unit of service, and anticipated annual trips.

**Table 3: List of POS Contracts**

POS Contracting Agency/Office	Contract Start Date	Contract End Date	Total Contract Amount	Cost per Unit of Transit Service	Anticipated Annual Trips
<b>Total of All POS Contracts</b>			\$ 0.00		0.00



## E-2: Sources of Local Matching Funding

Please list all sources of local matching funds in the table below.

**Table 4: Sources of Local Matching Funds**

Local Funding Source	Amount
Local Government General Revenues	\$ 197,318.00
Estimated NEMT Revenues (DCH Brokers)	
POS Contracts (total from Table 3 above)	
Other Local Fund Source (please specify, add rows for addition sources as needed)	
<b>Total Local Matching Funds</b>	<b>\$ 197,318.00</b>

## E-3: Three-Year Operating Budget Trend (FY 2023 - FY 2025)

Please complete Table 5 with federal and local operating funding from FY 2032 through FY 2025. **Only operating funds should be used to populate the table below.**

Actual FY 2023 funding levels should be extrapolated from your agency’s Final Reimbursement Form from July 2023. FY 2024 funding levels should be extrapolated from the budget submitted by your agency for FY 2024. Proposed FY 2025 funding levels should be extrapolated from the budget submitted with this application.

**Table 5: Three-Year Operating Budget Trend**

FY 2023 - Actual		FY 2024 - Current Year Budget		Proposed FY 2025	
Federal Funds	\$ 143,600.00	Federal Funds	\$ 287,857.00	Federal Funds	\$ 197,318.00
Local Funds (Total including general fund and POS revenues)	\$ 143,600.00	Local Funds (Total including general fund and POS revenues)	\$ 287,857.00	Local Funds (Total including general fund and POS revenues)	\$ 197,318.00
<b>Total</b>	<b>\$ 287,200.00</b>	<b>Total</b>	<b>\$ 575,714.00</b>	<b>Total</b>	<b>\$ 394,636.00</b>

## Part F: Third-Party Operators

---

Please check one (1) of the boxes below to indicate whether your agency employs a third-party operator (TPO). If your agency employs one or more TPOs, you must attach a copy of all TPO contracts to this application.

***TPO contracts must include a maximum amount or "Not to exceed" amount for proposed transit operations in FY 2025.***

1. Does this applicant Agency employ a Third-Party Operator?

This Agency employs a TPO and a copy of the TPO contract(s) is attached.

This Agency does not employ a TPO.

**\*\*\*A copy of all TPO contracts must be attached to this application. \*\*\***

## Part G: Public Notice & Private Enterprise Coordination

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The Applicant Organization MUST publish the public notice, on the following page, one time in the local government's legal newspaper, and have a 15-day comment period that concludes PRIOR to September 30, 2023.

This is required to make private transportation service providers aware of the Applicant's grant application. The original legal ad and notarized publisher's affidavit from the newspaper must be included in your grant application.

The "Private Enterprise Coordination Certification" (see Part H-1) must be completed and included in the Applicant's completed grant application. Applicants must indicate if no response is received within the fifteen (15) days. If there is a response to the Public Notice, the Applicant must include the responses in Certification form.

The Applicant Organization MUST publish the following notice one time in the local government's legal newspaper and have a 15-day comment period that concludes PRIOR to September 30, 2023. This is required to make private transportation service providers aware of the Applicant's grant application. The original legal ad and notarized publisher's affidavit from the newspaper must be included in your grant application.

## Public Notice

Putnam County Board of Commissioners is applying for funding assistance under Title 49 U.S.C. Section 5311 of the Federal Transit Act pertaining to rural areas.

Putnam County Board of Commissioners will offer general public transportation to all citizens of Putnam County for any worthwhile purpose, including but not limited to shopping, medical treatment, social services, and other purposes.

Putnam County Board of Commissioners solicits private sector input and participation to assure that private for-profit transportation operators have a fair and timely opportunity to participate in the development of this program.

Putnam County Board of Commissioners also solicits comments and concerns from the general population on local rural public transportation services.

Putnam County Board of Commissioners also solicits comments and concerns from the elderly, low-income, and disabled population and their representatives to assure that issues relating to the disabled are addressed in the service design proposed during the planning process.

Interested persons are invited to request that a public hearing be held to discuss the services being offered or development of the application.

Written comments, requests for a public hearing, and/or written notice of intent by private for-profit transportation operators to provide or participate in any or all of the above services should be submitted no later than fifteen (15) days from the date of this publication to:

**Commission Chairman/Mayor/Chief Executive of Applicant Organization:**  
Bill Sharp

**Address/City/State/Zip Code of Applicant:**  
117 Putnam Dr. Eatonton, Georgia 31024

**Phone Number of Applicant:** 706-485-5826

If no response is received within the fifteen (15) days, Putnam County Board of Commissioners will proceed with the application to the Georgia Department of Transportation.

### G-1: No Response to Public Notice Private Enterprise Coordination Certification

The Applicant Organization's County Commission Chair, Mayor, or Authorized Executive must complete the certification below, sign, and date this form. The Applicant must also attach a Notice and Affidavit from the newspaper or letter sent to private transportation providers. For paper application submissions, these attachments should be inserted after this page.

This form, the original legal ad appearing in the local newspaper, and a notarized publisher's affidavit from the newspaper must be included in this Section 5311 grant application.

Advertisement run in the  edition of the .

Indicate whether Applicant received a response to the public notice within 15 days:

- No response received
- Response(s) received

If one or more responses were received, please complete the table below with a list of private transportation providers operating in the service area, including a contact person, address, and phone number.

Private Transportation Provider	Point of Contact	Phone Number	Address

Date of Notification(s) Requesting Public Hearing (if any): \_\_\_\_\_

Last day for private transportation providers to request the public hearing: \_\_\_\_\_

The Applicant Organization,  will annually review existing service and any proposed service changes to determine the feasibility of private providers providing the public service. An annual review will be scheduled, and a review format will be developed to carry out this task. Private transportation service providers will be notified and their interest in the service provision will be assessed. Private transportation service providers will be invited to attend and be a part of the annual review process.

\_\_\_\_\_  
Signature

Name and Title of Authorized Official

\_\_\_\_\_  
Date

# The Eatonton Messenger

100 N. Jefferson Ave., P.O. Box 4027 - Eatonton, Georgia 31024-4027 - msgr@msgr.com



## Lake Oconee News

### AFFIDAVIT OF PUBLISHER

#### NOTICE OF OPPORTUNITY FOR A PUBLIC HEARING

#### PRIVATE ENTERPRISE COORDINATION RURAL PUBLIC TRANSPORTATION PROGRAM

#### TITLE 49 U.S.C. SECTION 5311

August 17, 2023

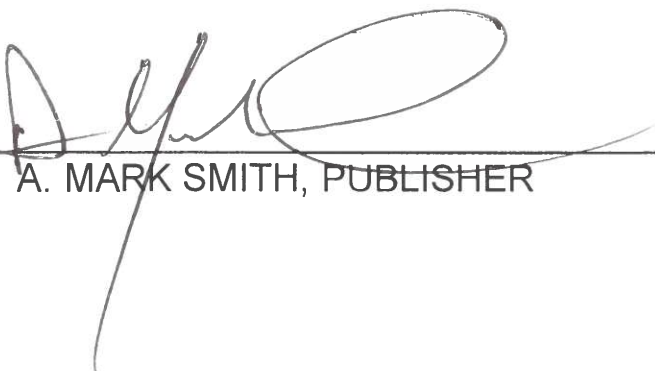
STATE OF GEORGIA  
COUNTY OF PUTNAM

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED, OFFICER, DULY AUTHORIZED TO ADMINISTER OATHS IN SAID STATE AND COUNTY, Georgia/Putnam, WHO, HAVING BEEN DULY SWORN, DEPOSES AND SAYS ON OATH THAT HE/SHE IS PUBLISHER OF The Eatonton Messenger, THAT AS SUCH, HE/SHE IS AUTHORIZED TO MAKE THIS AFFIDAVIT, AND THAT THE ATTACHED NOTICE WAS PUBLISHED IN The Eatonton Messenger LEGAL ORGAN OF PUTNAM COUNTY, GEORGIA AND LOCAL NEWSPAPER OF GENERAL CIRCULATION IN PUTNAM COUNTY, GEORGIA, ON

08-17

THIS 17 DAY OF August, 2023



  
A. MARK SMITH, PUBLISHER

SWORN TO AND SUBSCRIBED BEFORE ME THIS 17 DAY OF August, 2023

Becky Meyer  
NOTARY PUBLIC

MY COMMISSION EXPIRES:  
Notary Public, Putnam County, Georgia  
My Commission Expires March 31, 2025

**NOTICE OF OPPORTUNITY FOR A PUBLIC HEARING  
PRIVATE ENTERPRISE COORDINATION  
RURAL PUBLIC TRANSPORTATION PROGRAM**

Putnam County is applying for funding assistance under Title 49 U.S.C. Section 5311 of the Federal Transit Act pertaining to rural areas.

Putnam County Transit will offer general public transportation to all citizens of Putnam County for any worthwhile purpose, including but not limited to shopping, medical treatment, social services, and other purposes.

Putnam County Transit solicits private sector input and participation to assure that private for-profit transportation operators have a fair and timely opportunity to participate in the development of this program.

Putnam County Transit also solicits comments and concerns from the general population on local rural public transportation services.

Putnam County Transit also solicits comments and concerns from the elderly, low-income, and disabled population and their representatives to assure that issues relating to the disabled are addressed in the service design proposed during the planning process.

Interested persons are invited to request that a public hearing be held to discuss the services being offered or development of the application.

Written comments, requests for a public hearing, and/or written notice of intent by private for-profit transportation operators to provide or participate in any or all of the above services should be submitted on later than fifteen (15) days from the date of this publication to:

Chairman Bill Sharp  
Putnam County Board of Commissioners  
117 Putnam Drive, Suite A  
Eatonton, Georgia 31024  
(706)-485-5826

If no response is received within the fifteen (15) days BOC will proceed with the application to the Georgia Department of Transportation.

**NOTICE OF OPPORTUNITY FOR A PUBLIC HEARING  
PRIVATE ENTERPRISE COORDINATION  
RURAL PUBLIC TRANSPORTATION PROGRAM**

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(706)-485-5826

If no response is received within the fifteen (15) days, BOC will proceed with the application to the Georgia Department of Transportation.



## Part H: FTA Title VI Data Collection, Reporting, and Economic Impacts

*The Applicant Organization must complete the following sections pertaining to its Title VI Program activities.*

### H-1: General Reporting

1. List any Title VI-related lawsuits or complaints filed pertaining to the Applicant Organization's Section 5311 program.

N/A
-----

2. Has your organization applied for any other federal financial assistance for transportation?

Yes       No

If "Yes," what kind of financial assistance and from which source?

3. In the last three years, has any Civil Rights/Title VI Compliance Review Activity been conducted at your organization?

Yes       No

## H-2: Title VI Monitoring Procedures/Monthly Vehicle Reports

GDOT requires the following monthly reporting in order to meet FTA National Transit Database requirements. Accurate completion of the following information is critical to continued Section 5311 grant eligibility. Subrecipients must provide this data monthly, including data on population of your service area, percentage of trips made by minority population (compared to the total); types of services provided; days and hours of operation; number and type of vehicles in operation; number/percentage of wheelchair-equipped vehicles' total seating capacity; service area; total monthly ridership; transit costs by hour, mile, etc.; number of trips by trip purpose; quality of service; etc. Please seek technical assistance from your District Project Manager, if you have any questions regarding the definitions or completion of these data.

The Applicant Organization agrees to provide this data on a monthly basis in a format designated by GDOT.

\_\_\_\_\_  
Signature

**Bill Sharp**

Name of Authorized Official

**Chairman**

Title of Authorized Official

\_\_\_\_\_  
Date

### H-3: Performance and Quality of Service

#### Level of Service

Complete the table below with the requested information regarding Applicant Organization’s transit service and area. Please use <https://www.census.gov/quickfacts/fact/table> to obtain information for population and minority percentage.

**Table 6: Level of Service Data**

<b>Total Population</b>	22,984.00
<b>Percent Minority</b>	3,600.00%
<b>Type of Service</b>	Demand Response
<b>Days/Hours of Operation</b>	Monday-Friday 8:00a.m.-4:00p.m.
<b>Number of Vehicles</b>	3.00
<b>Number of Wheelchair Equipped Vehicles</b>	3.00
<b>Total Seating Capacity</b>	24.00

#### Performance and Quality of Service

Complete the table below with the Applicant Organization trip data from FY 2023. Suggested calculation methods are included in the parenthesis.

**Table 7: Performance Data**

<b>Annual Trip Total</b>	11,853.00
<b>Average Trips per Month</b> <i>(Total trips divided by 12)</i>	988.00
<b>Annual Trips Serving Minority Populations</b> <i>(Annual trip total less trips by Caucasian riders)</i>	2,104.00
<b>Percentage of Trips Serving Minority Populations</b> <i>(Trips serving minority populations divided by total annual trips, multiplied by 100)</i>	1,800.00%

Complete the table below with trip purpose data from the Applicant Organization's records for FY 2023.

**Table 8: Trip Counts by Purpose**

	<b>Trip Count</b>
Medical	1587
Employment	1278
Nutrition	678
Social/Recreation	1507
Education	7
Shopping/Personal	6796
<b>Total</b>	<b>11853</b>

**Transit Cost Analysis**

The table below is used to complete the transit cost analysis for this application. The table includes embedded formulas to calculate the cost per hour, cost per one-way passenger trips, and cost per mile. Applicants should enter data into the orange cells ONLY. Once the requested data is entered, the remaining fields should update automatically using the embedded formulas.

The Applicant Organization should use the FEDERAL SHARE, LOCAL SHARE, and TOTAL line items from its FY 2023 Final Reimbursement Form.

**Table 9: Transit Cost Analysis**

Total Annual Trip Count	Federally Allocated Funds Spent in FY 2023	Locally Allocated Funds Spent in FY 2023	Total Funds Spent in FY 2023	Annual Revenue Service Hours in FY 2023	Annual Miles in Revenue Service in FY 2023
11853	\$ 143,600.00	\$ 143,600.00	\$ 287,200.00	4491	92022
Cost Per Hour	\$ 31.98	\$ 31.98	\$ 63.95		
Cost Per One- Way Passenger Trips (OWPT)	\$ 12.12	\$ 12.12	\$ 24.23		
Cost Per Mile	\$ 1.56	\$ 1.56	\$ 3.12		
Number of Revenue Vehicles in FY 2023	3		Farebox Revenue in FY 2023	\$ 24,000.00	
Cost Per Vehicle	\$ 95,733.33		Farebox Revenue Per Trip	\$ 2.02	

**H-4: Economic Impacts**

**Transportation System and Services**

Applicant Organization should describe its current Section 5311 transit system in the text boxes below.

1. Service area (e.g., Countywide, city only, multi-county. Specify and all counties and municipalities served):

Putnam, Greene, Baldwin

2. Methods used to communicate transit system information to the public. (Check all that apply):

- Word of Mouth
- Newsletters
- Newspaper
- TV/Radio
- Community Events
- Public Meetings
- Social Media
- County Website
- Government Buildings
- Other:

3. Trends in the number of public transit riders over the past three years. Please use data from the Natural Transit Database reports for FY 2021 and FY 2023: [The National Transit Database \(NTD\) | FTA \(dot.gov\)](https://www.ntd.dot.gov/)

FY 2021 - Number of OWPTs	FY 2022 - Number of OWPTs	FY 2023 - Number of OWPTs
9892	11414	24000

4. Please explain any significant drops or increases in ridership over the past three years (e.g., new POS contact, reduced service area):

There has been a significant increase in ridership, transporting riders into other counties for medical app

5. Period of time Applicant Organization has provided transit service:

38 years

6. Describe how transit services are delivered (i.e. by a third-party operator, by county staff, a combination of county and TPO staff, etc.):

- County Staff
- Third Party Operator (TPO)
- Combination County Staff and TPO
- Other: \_\_\_\_\_

7. Optional - New Starts Only: If Applicant Organization is applying for a NEW public transportation service, describe the area to be served, transit needs to be met, public outreach activities conducted, and overall organization for planning and delivering transit services. Please include all agencies/entities providing key transit-related activities, including vehicle operations, vehicle maintenance, operations reporting capabilities, etc.

N/A

**Service Area Details**

**Table 10: Service Area Details**

<b>Funding Sources</b>	<b>Total OWPT Provided in the Past 12 Months, by Source</b>	<b>Rates Charged per OWPT, by Source</b>
<b>5311</b>	11,853 General Public	\$ 2.00
<b>DHS</b>		
DFAC		
Aging		
DBHDD		
NEMT - Medicaid		
GVRA		
<b>DCH</b>		
<b>Other (specify)</b>	General Public	\$ 5.00
	General Public	\$ 8.00

**\*\*\*Please insert a copy of the current fare sheet for the 5311 transit agency that shows fares charged for one-way passenger trips for all types of fares charged.\*\*\***

## Location and Cost of Trips Outside of Putnam County

### All local fares \$2.00 one-way trip

St. Mary Good Samaritan Hospital 5401 Lake Oconee Parkway Greensboro, Ga	\$5.00
Tender Care Clinic 803 S. Main St. Greensboro, Ga.	\$8.00
Cowles Clinic Center 1000 Cowles Clinic Way Greensboro, Ga.	\$5.00
<b>***Trips 10 miles or more over the County line</b>	<b>\$8.00</b>
River Edge 60 W 22 Hwy. Milledgeville, Ga.	\$8.00
Oconee Regional Medical Center 821 N Cobb St. Milledgeville, Ga.	\$8.00
Oconee Dialysis Center 1301 N. Columbia Milledgeville, Ga.	\$8.00
Da Vita Milledgeville Dialysis 404 S. Wayne St. Milledgeville, Ga.	\$8.00

Please feel free to contact Putnam County Transit if you have a medical need that is not shown on this list.

**\*We will not schedule same day appointments outside of Putnam County\***



**Statement of Public Benefits**

List Applicant Organization’s three most important focus areas in the communities it serves for FY 2023. Describe the role transit plays in those focus areas (jobs, medical, etc.).

**Focus Area #1**

Medical- ensure our clients they will be able to meet their appointment time and a return trip.

**Focus Area #2**

Employment- its very important for people to arrive on their job on time, so we ask them to be ready for pickup at least thirty minutes in advance.

**Focus Area #3**

Shopping/ Personal-clients sometimes never knows when they may have to go the store for a loaf of bread or something to cook for breakfast, lunch or dinner. We make sure they get to groceries stores. The client may call the same day but we'll prepare our schedule base on availability of assurance.

What specific actions are the Applicant Organization taking to increase ridership, especially among under-served populations (Veterans, transitioning services, etc.)?

Putnam County Transit is increasing ridership by word of mouth and handling out brochures. Businesses are helping out by referring us to their customers, since their isn't a taxi service in small town Putnam County,

**Project Coordination**

Describe how the FTA-funded services detailed in this grant application will be coordinated with social service agencies and private transportation providers in the Applicant Organization’s service area. Descriptions should include, but not be limited to, coordination with DCH, DHS, employer contracts, and on-the-job training (OJT) programs. Provide detailed information on existing coordinated services and any planned coordination activities.

**\*\*\*For New Government Entity Applicants Only - Service Initiation and Delivery:** If Applicant Organization is a NEW applicant for FTA Section 5311 funding, please describe your plan for initiating the service, including major phases and milestone dates for launching the new service and any other public or private sector partners participating in the launch of the new service).

N/A

## Part I: Certification of No Intent to Charter Service

---

The Applicant Organization must provide the certification shown below and include the signature of the Authorized Official.

The Applicant Organization,  certifies that it does not intend to and will not provide charter service with Federal Transit Administration funded equipment and facilities or provide any exclusive service during the operating period of this application.

The Applicant also certifies that conveyance of government officials shall not exceed 80 hours in a given year and such services must also be reported to the Federal Transit Administration.

---

Signature

Name of Authorized Official

Title of Authorized Official

---

Date

## Part J: Drug-Free Workplace and Drug and Alcohol Program

*Applicant Organizations that are current Section 5311 funding recipients must complete the following certification. New (or first time) Applicant Organizations may not sign this certification until their program has been approved by GDOT.*

I,  (Name and Title of Authorized Official),  
certify that  and its contractors, as required, for the Section Rural Public  
Transportation Program has established and implemented an alcohol misuse prevention program and anti-  
drug abuse program in accordance with the terms of 49 CFR Part 40 and Part 655. I further certify that the  
employee training conducted under this part meets the requirements of 49 CFR Part 40 and Part 655.

\_\_\_\_\_  
Signature of Authorized Official

Printed Name of Authorized Official

Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part K: Drug-Free Workplace Act Certification for Public and Private Entities

*Applicant Organizations must complete the following certification and include the signature of the Authorized Official.*

The Putnam County Transit certifies that it will provide a drug-free workplace as specified in U.S. Department of Transportation's (DOT) rule, 49 CFR Part 40 and 655, which describes required procedures for conducting workplace drug and alcohol testing for FTA programs, including:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  
- B. Establishing an ongoing drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The Applicant's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and, the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  
- C. Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (A);
  
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant or cooperative agreement, the employee will abide by the terms of the statement; and notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  
- E. Notifying the Federal agency in writing, within ten calendar days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every project officer or other designee on whose project activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant or cooperative agreement;
  
- F. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (D), with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

Putnam County Transit

Name of Applicant Organization

Bill Sharp

Name of Authorized Official

117 Putnam Drive, Suite A  
Estater, CA 91024

Address

\_\_\_\_\_  
Signature of Authorized Official

Bill Sharp

Printed Name of Authorized Official

Chairman

Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part L: Certification of Equivalent Access for Persons with Disabilities

*Applicant Organization is required to sign this certification only if the organization is requesting the purchase of a vehicle without disability access features (i.e. wheelchair lift) as required in 49 CFR Part 38).*

**Putnam County Transit** certifies that all our vehicles are purchased with disability access features.

*Fill out the form below if the agency is requesting the purchase of vehicles without disability features.*

I hereby certify that when viewed in its entirety, the demand-responsive transportation program of **Putnam County Transit** provides disabled persons with access equal to that afforded to any other person in terms of the following criteria:

- Response time,
- Fares (demand response system cannot charge higher fare for wheelchair boarding),
- Geographic area of service,
- Hours and days of service,
- Restrictions based on trip purpose,
- Availability of information and reservations capabilities, and
- Constraints on capacity or service availability.

Public Demand Response Agencies: In accordance with 49 CFR 37.77, public funded entities operating demand responsive systems for the general public which receive financial assistance under Section 18 of the Federal Transit Act must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Public entities receiving FTA funds under any other section of the FTA Act must file the certification with the appropriate FTA regional office.

Certified this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Signature of Authorized Official

**Bill Sharp**

Printed Name of Authorized Official

**Chairman**

Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part M: FTA Civil Rights Assurance

*Applicant Organization must complete the following certification and include the signature of the Authorized Official.*

Putnam County Transit hereby certifies that, as a condition of receiving Federal financial assistance under the Federal Transit Act, the organization will ensure that:

- No person on the basis of race, color, or national origin, will be subjected to discrimination in the level and quality of transportation services and transit related benefits.
- Putnam County Transit will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1B and in compliance with the Department of Transportation’s Title VI regulation, 49 CFR Part 21.7(a).
- Putnam County Transit will make it known to the public that those persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The Applicant/Recipient assures that it will comply with the following laws and regulations so that no person in the United States will be denied the benefits of, or otherwise be subjected to discrimination in any U.S. DOT or FTA funded program or activity (particularly in the level and quality of transportation services and transportation-related benefits) on the basis of race, color, national origin, religion, sex, disability, or age):

- Federal transit laws, specifically 49 U.S.C. 5332, as amended by MAP-21 (prohibiting discrimination on the basis of race, color, religion, national origin, sex, disability, or age, and in employment or business opportunity),
- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d,
- The Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, et seq.,
- The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. 12101 et seq.,
- U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964,” 49 CFR part 21.7(a),
- U.S. DOT regulations, specifically 49 CFR parts 27, 37, 38, and 39, and
- Any other applicable Federal statutes that may be signed into law or Federal regulations that may be promulgated,

As required by 49 CFR 21.7:



- It will comply with Federal guidance implementing Federal nondiscrimination laws and regulations, except to the extent FTA determines otherwise in writing, with 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR Part 21 in the manner it conducts each Project, undertakes property acquisitions, and operates its Project facilities, including: its entire facilities and its facilities operated in connection with its Project. This assurance applies to your Applicant/Recipient's entire Project and to all parts of its facilities, including the facilities it operates to implement its Project,
- It will promptly take the necessary actions to carry out this assurance, including: notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA, and submitting information about its compliance with these provisions to U.S. DOT or FTA upon their request,
- If it transfers FTA funded real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination: (1) while the property is used for the purpose that the Federal funding is extended, and (2) while the property is used for another purpose involving the provision of similar services or benefits,
- It will make any changes in its Title VI implementing procedures as U.S. DOT or FTA may request to comply with Title VI of the Civil Rights Act, 42 U.S.C. 2000d, U.S. DOT regulations, 49 CFR part 21, and Federal transit laws, 49 U.S.C. 5332, as amended by MAP-21,
- It will comply with Federal guidance issued to implement Federal nondiscrimination requirements, except as FTA determines otherwise in writing,
- It will extend the requirements of 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 to each Third Party Participant, including: (1) Any Subrecipient, (2) Any Transferee, (3) Any Third Party Contractor or Subcontractor at any tier, (4) Any Successor in Interest, (5) Any Lessee, or (6) Any other Third Party Participant in its Project,
- It will include adequate provisions to extend the requirements of 49 U.S.C. 5332, as amended by MAP-21, 42 U.S.C. 2000d, and 49 CFR part 21 to each third party agreement, including: (1) Each subagreement, (2) Each property transfer agreement, (3) Each third party contract or subcontract at any tier, (4) Each lease, or (5) Each participation agreement, and

As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR part 27, specifically 49 CFR 27.9, and consistent with 49 U.S.C. 5307(c)(1)(D)(iii), as amended by MAP-21, the Applicant/Recipient assures that:

1. It will comply with the following prohibitions against discrimination on the basis of disability, which are a condition of approval or extension of any FTA funding awarded to: (1) Construct any facility, (2) Obtain any rolling stock or other equipment, (3) Undertake studies, (4) Conduct research, or (5) Participate in or obtain any benefit from any FTA administered program, and
2. In any program or activity receiving or benefiting from Federal funding that U.S. DOT administers, no otherwise qualified people with a disability will, because of their disability, be:
  1. Excluded from participation,

- 2. Denied benefits, or
- 3. Otherwise subjected to discrimination.

The United States has a right to seek judicial enforcement of any matter arising under Title VI of the Civil Rights Act, 42 U.S.C. 2000d, U.S. DOT regulations, 49 CFR Part 21, and this assurance.

The assurances made will remain in effect as long as: (1) Federal funding is extended to your Project, (2) Project property is used for a purpose for which the Federal funding is extended, (3) Project property is used for a purpose involving the provision of similar services or benefits, or (4) Ownership or possession is retained of its Project property.

The person whose signature appears below is authorized to sign this assurance on behalf of the recipient.

\_\_\_\_\_  
Signature of Authorized Official

**Bill Sharp**

Printed Name of Authorized Official

**Chairman**

Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part N: Debarment and Suspension

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*If the Applicant Organization is requesting funding exceeding \$25,000, the Applicant must provide the following certification, including the signature of the Authorized Official.*

### N-1: Non-Procurement Suspension and Debarment

U.S. DOT regulations, "Non-procurement Suspension and Debarment," 2 CFR Part 1200, which adopts and supplements the provisions of U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," 2 CFR part 180, permit certifications to assure the Applicant/Recipient acknowledges that:

The Applicant/Recipient certifies to the best of its knowledge and belief that, it, its principals, and first tier sub-recipients:

- a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded, or disqualified.
- b. Have not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction, violation of any Federal or State antitrust statute, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property.
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding Section A of this certification.
- d. Have not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this certification.
- e. Will promptly provide any information to the FTA if at a later time any information contradicts the statements of subparagraphs above, and
- f. Will treat each lower tier contract or lower tier subcontract under the Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it equals or exceeds \$25,000, is for audit services, or requires the consent of a Federal official.
- g. Will require that each covered lower tier contractor and subcontractor comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and assure that each lower tier participant in the Project is not presently declared by any Federal department or agency to be:
  - Debarred from participation in the federally funded project,
  - Suspended from participation in the federally funded project,
  - Proposed for debarment from participation in the federally funded project,
  - Declared ineligible to participate in the federally funded project,
  - Voluntarily excluded from participation in the federally funded project, or
  - Disqualified from participation in the federally funded Project.

The Applicant/Recipient will promptly provide a written explanation to GDOT if it or any of its principals, including any of its first-tier sub-recipients or lower tier participants, is unable to certify to the preceding statements in this certification.

\_\_\_\_\_  
 Signature of Authorized Official  
 Bill Sharp, Chairman  
 Name & Title of Authorized Official

\_\_\_\_\_  
Date

**N-2: SAM Certification**

*GDOT subrecipients must verify they are current within the Federal government’s System for Awards Management (SAM) before a contract can be extended. More information can be found on the SAM website: <https://www.sam.gov/SAM/pages/public/index.jsf>*

Please attach a copy of the Applicant Organization’s SAM certification when submitting the application package.



# COUNTY OF PUTNAM

Unique Entity ID <b>MRB2SWMGPKY9</b>	CAGE / NCAGE <b>3PKT1</b>	Purpose of Registration <b>Federal Assistance Awards Only</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Aug 29, 2024</b>	
Physical Address <b>117 Putnam DR STE A Eatonton, Georgia 31024-6871 United States</b>	Mailing Address <b>117 Putnam Drive Eatonton, Georgia 31024-1043 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>Putnam County</b>	Division Number <b>(blank)</b>
Congressional District <b>Georgia 10</b>	State / Country of Incorporation <b>(blank) / (blank)</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Sep 1, 2023</b>	Submission Date <b>Aug 30, 2023</b>	Initial Registration Date <b>Jan 12, 2004</b>
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## Entity Dates

Entity Start Date <b>Dec 10, 1807</b>	Fiscal Year End Close Date <b>Sep 30</b>
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## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
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## Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

**No**

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

**Not Selected**

## Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

**No**

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

**Not Selected**

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

**Not Selected**

**Exclusion Summary**

Active Exclusions Records?

No

**SAM Search Authorization**

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

**Entity Types**

**Business Types**

Entity Structure <b>U.S. Government Entity</b>	Entity Type <b>US Local Government</b>	Organization Factors <b>(blank)</b>
Profit Structure <b>(blank)</b>		

**Socio-Economic Types**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Government Types**

**U.S. Local Government  
County**

**Financial Information**

Accepts Credit Card Payments <b>Yes</b>	Debt Subject To Offset <b>No</b>
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EFT Indicator <b>0000</b>	CAGE Code <b>3PKT1</b>
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**Electronic Funds Transfer**

Account Type <b>Checking</b>	Routing Number <b>****0557</b>	Lock Box Number <b>31024</b>
Financial Institution <b>FARMERS &amp; MERCHANTS BANK</b>	Account Number <b>****57</b>	

**Automated Clearing House**

Phone (U.S.) <b>7064851879</b>	Email <b>(blank)</b>	Phone (non-U.S.) <b>(blank)</b>
Fax <b>(blank)</b>		

**Remittance Address**

**Board of Commissioners of Putnam County  
117 Putnam Drive  
Eatonton, Georgia 31024  
United States**

**Taxpayer Information**

EIN <b>****0878</b>	Type of Tax <b>Applicable Federal Tax</b>	Taxpayer Name <b>BOARD OF COMMISSIONERS OF PUTNAM COUNTY</b>
Tax Year (Most Recent Tax Year) <b>2022</b>	Name/Title of Individual Executing Consent <b>Finance Director</b>	TIN Consent Date <b>Aug 30, 2023</b>
Address <b>117 Putnam Drive Eatonton, Georgia 31024</b>	Signature <b>Linda Cook</b>	

**Points of Contact**

**Accounts Receivable POC**

🔗  
LINDA COOK, Finance Director  
lcook@putnamcountyga.us  
7064851879

**Electronic Business**

🔗 LINDA COOK, Finance Director  
lcook@putnamcountyga.us  
7064851879  
117 Putnam Drive  
Eatonton, Georgia 31024  
United States

**Government Business**

🔗 LINDA COOK, Finance Director  
lcook@putnamcountyga.us  
7064851879  
117 Putnam Drive  
Eatonton, Georgia 31024  
United States

**Service Classifications**

**NAICS Codes**

Primary	NAICS Codes	NAICS Title

**Size Metrics**

**IGT Size Metrics**

Annual Revenue (from all IGTs)  
(blank)

**Worldwide**

Annual Receipts (in accordance with 13 CFR 121) (blank)	Number of Employees (in accordance with 13 CFR 121) (blank)
--	--

**Location**

Annual Receipts (in accordance with 13 CFR 121) (blank)	Number of Employees (in accordance with 13 CFR 121) (blank)
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**Industry-Specific**

Barrels Capacity (blank)	Megawatt Hours (blank)	Total Assets (blank)
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**Electronic Data Interchange (EDI) Information**

This entity did not enter the EDI information

**Disaster Response**

This entity does not appear in the disaster response registry.



## Part O: Disadvantaged Business Enterprise (DBE) Semi-Annual Reporting

The Applicant Organization must complete the following certification that it will provide the required semi-annual DBE reports to GDOT on May 1st and November 1st of each year.

As FTA Subrecipient GDOT has set a DBE FTA goal of 6.02% goal attainment for FY 2022-FY 2025. All subrecipients engaging in Third-party procurements for FTA Transit contracts should make Good Faith efforts to solicit certified DBE's as listed in the GDOT UCP Directory. Would you like to be included in the GDOT FTA goal of 6.02% Good Faith Effort for participation of DBE's in 3rd party contract opportunities, in lieu of having to prepare individual DBE goals?

Yes  No

The Applicant, , will provide the required FTA Semi-Annual Disadvantaged Business Enterprise (DBE) Program Report, referred to as the Uniform Report of DBE Commitments/Award and Payments, which is a requirement of 49 CFR Part 26. The semi-annual DBE report is a spreadsheet that captures a detailed breakdown of DBE participation in the Georgia Department of Transportation's DBE program.

\_\_\_\_\_  
Signature of Authorized Official

Name of Authorized Official

Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part P: Lobbying Restrictions

*The lobbying requirements apply to all contracts and subcontracts of \$100,000 or more at any tier under a Federal grant. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this agreement, the payor must complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.*

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature of Authorized Official

**Bill Sharp**

Name of Authorized Official

**Chairman**

Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part Q: FTA Certifications and Assurances

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*As part of this grant application package, all applicants must attach a signed copy of the most recent available FTA Certifications and Assurances (FY 2023) included as the following two pages.*

The full FTA FY 2023 Certifications and Assurances document is available at:

[FY2023 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements \(dot.gov\)](#)

- The FTA FY 2023 Certifications and Assurances sheet listing all of the relevant documents should be marked with a check mark (✓) showing that ALL categories numbered 01 through 18 are being certified by your organization OR indicate which of the categories are applicable.
- Original signatures must be placed on the FTA Fiscal Year 2023 Certifications and Assurances page, which includes the “Affirmation of Applicant” and “Affirmation of the Applicant’s Attorney.”

## Federal Fiscal Year 2023 Certifications and Assurances for FTA Assistance Programs

Name of Applicant:

**The Applicant agrees to comply with applicable provisions of Categories 01 - 21.** ✓

OR

**The Applicant agrees to comply with applicable provisions of the Categories it has selected:**

Category	Description
1	Certifications and Assurances Required of Every Applicant
2	Public Transportation Agency Safety Plans
3	Tax Liability and Felony Convictions
4	Lobbying
5	Private Sector Protections
6	Transit Asset Management Plan
7	Rolling Stock Buy America Reviews and Bus Testing
8	Urbanized Area Formula Grants Program
9	Formula Grants for Rural Areas
10	Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program
11	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs
12	Enhanced Mobility of Seniors and Individuals with Disabilities Programs
13	State of Good Repair Grants
14	Infrastructure Finance Programs
15	Alcohol and Controlled Substances Testing
16	Rail Safety Training and Oversight
17	Demand Response Service
18	Interest and Financing Costs
19	Cybersecurity Certification for Rail Rolling Stock Operations
20	Tribal Transit Programs
21	Emergency Relief Program

## Federal Fiscal Year 2023 FTA Certifications and Assurances Signature Page

Required of all Applicants for federal assistance to be awarded by FTA in FY 2025.

### AFFIRMATION OF APPLICANT

Name of Applicant:

Name and Relationship of the Authorized Representative:

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2025, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2025.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Relationship of the Authorized Representative:

**AFFIRMATION OF APPLICANT’S ATTORNEY**

For:

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Attorney for Applicant:

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant’s Attorney pertaining to the Applicant’s legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney’s signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.*

*Text in italic is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

**CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

**1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant’s registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget’s standard form 424B “Assurances—Non-Construction Programs”. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM’s Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
  - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.



- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
  - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
  - (3) Using forced labor in the performance of the award or subawards under the award.

**1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

**1.4. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.**

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**1.6. American Rescue Plan Act Funding.**

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA’s state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).*

*This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.*

*This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C.*

*§ 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.*

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider’s Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

**CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2023, Pub. L. 117-328, div. E, tit. VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT*

*Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

**CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant’s lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.*

**4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

**5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

**5.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA’s school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
  - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

**CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 CFR Part 625.



**CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.****7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

**7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

**CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant’s transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

**CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act’s Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

*If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).*

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient’s plan to address the impact of the transition to zero emission vehicles on the applicant’s current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

**CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

**CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA’s State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant’s most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.

If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

**CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

**CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

**CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

**CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

**CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

**CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).**

*Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.*

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
  - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost



- Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
- (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
- (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
  - (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
  - (2) Category 06 (Transit Asset Management Plan),
  - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
  - (4) Category 09 (Formula Grants for Rural Areas),
  - (5) Category 15 (Alcohol and Controlled Substances Testing), and
  - (6) Category 17 (Demand Responsive Service).

**CATEGORY 21. EMERGENCY RELIEF PROGRAM.**

*An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.*

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

**FEDERAL FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: \_\_\_\_\_

The Applicant certifies to the applicable provisions of all categories: *(check here)* \_\_\_\_\_.

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

Certifications and Assurances

Fiscal Year 2023

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

\_\_\_\_\_

13 State of Good Repair Grants

\_\_\_\_\_

14 Infrastructure Finance Programs

\_\_\_\_\_

15 Alcohol and Controlled Substances Testing

\_\_\_\_\_

16 Rail Safety Training and Oversight

\_\_\_\_\_

17 Demand Responsive Service

\_\_\_\_\_

18 Interest and Financing Costs

\_\_\_\_\_

19 Cybersecurity Certification for Rail Rolling Stock and Operations

\_\_\_\_\_

20 Tribal Transit Programs

\_\_\_\_\_

21 Emergency Relief Program

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: \_\_\_\_\_

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

Certifications and Assurances

Fiscal Year 2023

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): \_\_\_\_\_

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name \_\_\_\_\_ Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

## Part R: Americans with Disabilities Act Checklist

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Please fill out the below checklist. This must be signed by the authorized Transit ADA Representative for your system.

### Is our Section 5311 Rural Transit System Compliant with the Americans with Disabilities Act (ADA)?

- We offer curb to curb service for ADA passengers, as needed.
- We do not charge passengers for no-shows. Our No-Show Policy suspension never exceeds 30 days.
  - Cancellations made with less than 1-2 hours prior to pick-up can be considered no-shows.
  - Our written No-Show policy for suspensions (if have one) is based on the percentage that a passenger rides overall, not on monthly occurrences.
  - Have we documented any ADA complaints from public transit system users?
- Do we have enough wheelchair lift-equipped vehicles to meet our demand<sup>1</sup>?
- During peak times when/if our capacity cannot meet demand, disabled passengers are not denied service more often than non-disabled passengers?
- Our drivers test the wheelchair lifts before starting service each day.
- Our system accepts all types of wheelchairs for transport if wheelchair and passenger combined do not exceed the weight capacity of the lift and fits on the lift platform.<sup>1</sup>
- When we have a wheelchair lift failure, the repairs are completed quickly (within five days) so that our service to disabled passengers is not disrupted.
- We offer the same service to disabled and non-disabled passengers as described below:
  - We have the same hours of operation for services for disabled and non-disabled persons.
  - We have the same reservation time requirements, such as 24-hour notice, etc. for all passengers.
  - We do not charge a higher fare for ADA passengers as for other passengers.
  - Our disabled passengers are permitted to travel to all places that our non-disabled passengers can go.
- We allow service animals on the buses if they are assisting the passenger.

- We allow passengers to travel with their portable oxygen supply.
- We do not require disabled passengers to sit in designated seats if they do not wish to do so.
- We allow passengers to bring their mobility aids on the buses such as crutches, canes, walkers, etc.).
- Our drivers are trained to assist disabled passengers.
- Our drivers are familiar with the 800 lb. or 1,000 lb. weight limit of the wheelchair lifts and that all types of wheelchairs must be accommodated (scooters, etc.), unless weight capacity is exceeded.
- Passengers who have difficulty using stairs are allowed to stand and ride up the lift as standees.
- Our drivers properly use the wheelchair securement systems on our vehicles.
- Smoking is prohibited on our vehicles.
- We have ADA-standard operating procedures, and all of our employees are trained and familiar with them.

*<sup>1</sup>ADA rule provides that transit operators must carry a wheelchair and occupant if the lift and vehicle can physically accommodate them, unless doing so is inconsistent with legitimate safety requirements. "Legitimate safety requirements" include such circumstances as a mobility device of such size that it would block an aisle or would interfere with the safe evacuation of passengers in an emergency, or weight exceeds lift capacity.*

\_\_\_\_\_  
Signature of Authorized Official

**Bill Sharp**

Printed Name of Authorized Official

**Chairman**

Printed Title of Authorized Official

\_\_\_\_\_  
Date

## Part T: Equal Employment Opportunity Questionnaire

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The FTA Master Agreement requires all applicants, recipients, subrecipients, and contractors receiving funding to comply with applicable Federal civil rights laws and regulations and to follow applicable Federal guidance. FTA applicants, recipients, subrecipients, and contractors who meet both of the following threshold requirements must implement the EEO Program elements (FTA C 4704.1A Chapter 2.2).

This requirement applies to state-administered programs covered by Federal Transit Laws and FTA Master Agreement funding categories under 5310 - Enhanced Mobility of Seniors and Individuals with Disabilities; 5311 - Rural formula grants for Rural Areas; 5339 - Bus and Bus facilities; 5307 - Urbanized Area formula grants; and 5303, 5304, and 5305 - Metropolitan and Statewide Planning funds.

All FTA applicants, recipients, subrecipients, and contractors who do not meet the EEO Program threshold are not required to submit an EEO Program. However, they are still required to comply with all Equal Employment Opportunity statutes and regulations.

A recipient is required to submit a full or abbreviated EEO Program based on the number of its transit-related employees and whether it reaches a monetary threshold. Transit-related employees include temporary, full-time, or part-time employees.

- Employs 100 or more transit-related employees (requires a full EEO Program)
- Employs 50 or more transit-related employees; (requires an abbreviated EEO program)

And:

- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

**Example:** If 'ABC Transit' is a direct subrecipient and has 22 employees, it does not meet the threshold. If 'ABC Transit' subcontracts with a *Third-Party Operator* each entity is considered separately. If 'ABC Transit' with 22 employees, contracts with two agencies, one with 25 employees, and one with 52 employees (i.e.  $22+25=52$ ), then *ABC Transit* would not be required to have an EEO Program, but the contracted agency with 52 employees would be required to develop and submit to 'ABC Transit' an abbreviated EEO Program.

### EEO Program Components (Full EEO Program)

- Statement of Policy
- Dissemination
- Designation of Personnel Responsibility
- Utilization Analysis
- Goals and Timetables
- Assessment of Employment Practices
- Monitoring and Reporting

### Abbreviated EEO Program Components

- Statement of Policy
- Dissemination Plan
- Designation of Personnel Responsibility
- Assessment of Employee Practices
- Monitoring and Reporting Plan

Please complete all fields annually and submit to GDOT Transit Department.

Legal Name of Applicant: Putnam County Transit

Organization Type: MPO  Transit Agency  Third-Party Contractor

1. How many transit-related employees do you have in your organization? 8

(A transit-related employee is an employee of an FTA applicant, recipient, or subrecipient who is involved in an aspect of an agency's mass transit operation funded by FTA. For example, a city planner involved in planning bus routes would be counted, but a city planner involved in land use would not be counted)

2. How much did your organization receive in capital or operating assistance the previous federal fiscal year?

\$ 104,937.00

3. How much did your organization receive in planning assistance the previous federal fiscal year?

\$ 0.00

4. Has your agency submitted a full EEO Program/or abbreviated program to GDOT based on the thresholds noted?

Yes  No

5. If yes, what is the date of your last submission? \_\_\_\_\_

6. Do you contract out any of your transit services?

Yes  No

If yes,

a. What is the name of the agency(ies)? \_\_\_\_\_

b. How much did the agency receive in capital or operating assistance?

\$ \_\_\_\_\_

c. How many transit employees does the agency have? \_\_\_\_\_

d. Did the contracting agency submit an EEO Program to you?

Yes  No

If yes, what is the date of their last EEO Program submission? \_\_\_\_\_

I certify that the foregoing is true and correct.

Signature: Dianne Pounds

Title: Transit Director

Date: 9/13/2023



## Part U: TAMP Participant Accountable Executive Approval Form

GDOT GROUP TRANSIT ASSET MANAGEMENT (TAM) PLAN

### FY 2023 TAM PERFORMANCE TARGETS

As the Accountable Executive for the below-named Participant in the Group Transit Asset Management (TAM) Plan sponsored by the Georgia Department of Transportation (GDOT), I hereby approve the enclosed FY 2023 TAM Performance Targets (dated 9/08/20) on behalf of the Participant transit provider organization.

Participant Organization Name:

Transit Provider Name (if different):

FTA Program Subgroup (check all that apply)

5311 Rural                       5307 Urban

Did the Accountable Executive change from the FY 2024 name AE?

Yes                       No

Name of Accountable Executive:

Signature of Accountable Executive: \_\_\_\_\_

Title:

Date: \_\_\_\_\_

Enclosure

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific instructions on page 3.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Putnam County Board of Commissioners**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► **County Government**

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.  
**117 Putnam Drive**

**6** City, state, and ZIP code  
**Eatonton, GA 31024**

**7** List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

			-						
--	--	--	---	--	--	--	--	--	--

or

**Employer identification number**

5	8	-	6	0	0	0	8	7	8
---	---	---	---	---	---	---	---	---	---

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person ► *Linda Cook* Date ► *9-12-23*

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**File Attachments for Item:**

- 8. Approval of Lease Agreements for Convenience Centers
  - a. Brown's Chapel - Marie Lewis & Holt Spivey
  - b. Glades - Charles Pinkerton
  - c. Rabbit Skip - Billy Resseau
  - d. Wards Chapel - Holt Spivey

LEASE AGREEMENT

This Lease is made this 19th day of September, 2023, by and between Marie Lewis and Holt Spivey, (Lessor) and Putnam County (Lessee).

The property is located on Browns Chapel Road, Eatonton GA, identified as Browns Chapel Recycle Center.

The Lessee shall have the property beginning on the 1st day of October 2023, and ending on the 30th day of September 2026, unless sooner terminated as agreed upon by Lessee and Lessor. Lessee shall have the option to renew the Lease, at the discretion of the Lessor for another one-year period or any portion thereof. If the Lessor should sell the property, and Lessee does not purchase the property, the Lease shall remain in effect and the purchaser of the property shall be bound by the terms and conditions of this Lease. Rental shall be due upon signing of this Lease in the amount of \$2,500 per year, beginning the 5th of October 2023.

Lessee shall pay any utility bills associated with use of this property. Lessor shall pay any county property taxes on the property.

The property shall be used specifically as a convenience/recycling center only and for no other purpose whatsoever. Property shall not be used for illegal purposes, nor in any manner to create a nuisance or trespass.

Lessor hereby gives Lessee exclusive control of property and shall be under no obligation to inspect property. Lessee accepts property "as is".

This writing contains the entire agreement of the parties involved. This agreement may be modified only by another writing executed by both involved parties.

This agreement shall insure to the benefit of and bind all parties hereto and their heirs, legatees, devisees, administrators, trustees, executors, successors, and assigns.

UNOFFICIAL WITNESS

Holt Spivey
LESSOR - Holt Spivey

ADDRESS: 342 Wards Chapel Road
Eatonton, GA 31024

Marie M. Lewis
LESSOR - Marie Lewis

ADDRESS: 2400 The By Way
Morrow, GA 30260

NOTARY PUBLIC

PUTNAM COUNTY CHAIRMAN

# LEASE AGREEMENT

This Lease is made this 19th day of September, 2023, by and between Charles Pinkerton, (Lessor) and Putnam County (Lessee). The property is located at Highway 300 @ Highway 142, Eatonton GA, identified as Glades Recycle Center.

The Lessee shall have the property beginning on the 1<sup>st</sup> day of October 2023, and ending on the 30<sup>th</sup> day of September 2026, unless sooner terminated as agreed upon by Lessee and Lessor. Lessee shall have the option to renew the Lease, at the discretion of the Lessor for another one-year period or any portion thereof. If the Lessor should sell the property, and Lessee does not purchase the property, the Lease shall remain in effect and the purchaser of the property shall be bound by the terms and conditions of this Lease. Rental shall be due upon signing of this Lease in the amount of \$2,500 per year, beginning the 5<sup>th</sup> of October 2023.

Lessee shall pay any utility bills associated with use of this property. Lessor shall pay any county property taxes on the property.

The property shall be used specifically as a convenience/recycling center only and for no other purpose whatsoever. Property shall not be used for illegal purposes, nor in any manner to create a nuisance or trespass.

Lessor hereby gives Lessee exclusive control of property and shall be under no obligation to inspect property. Lessee accepts property "as is".

This writing contains the entire agreement of the parties involved. This agreement may be modified only by another writing executed by both involved parties.

This agreement shall insure to the benefit of and bind all parties hereto and their heirs, legatees, devisees, administrators, trustees, executors, successors, and assigns.

\_\_\_\_\_  
UNOFFICIAL WITNESS

*Charles Pinkerton*  
\_\_\_\_\_  
LESSOR

ADDRESS: 1104 Hodges Way  
Stone Mountain, GA 30087

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
PUTNAM COUNTY CHAIRMAN

LEASE AGREEMENT

This Lease is made this 19th day of September, 2023, by and between Billy Resseau, (Lessor) and Putnam County (Lessee). The property is located at Highway 129 & Rabbit Skip Road, Eatonton GA, identified as Rabbit Skip Recycle Center.

The Lessee shall have the property beginning on the 1<sup>st</sup> day of October 2023, and ending on the 30<sup>th</sup> day of September 2026, unless sooner terminated as agreed upon by Lessee and Lessor. Lessee shall have the option to renew the Lease, at the discretion of the Lessor for another one-year period or any portion thereof. If the Lessor should sell the property, and Lessee does not purchase the property, the Lease shall remain in effect and the purchaser of the property shall be bound by the terms and conditions of this Lease. Rental shall be due upon signing of this Lease in the amount of \$2,500 per year, beginning the 5<sup>th</sup> of October 2023.

Lessee shall pay any utility bills associated with use of this property. Lessor shall pay any county property taxes on the property.

The property shall be used specifically as a convenience/recycling center only and for no other purpose whatsoever. Property shall not be used for illegal purposes, nor in any manner to create a nuisance or trespass.

Lessor hereby gives Lessee exclusive control of property and shall be under no obligation to inspect property. Lessee accepts property "as is".

This writing contains the entire agreement of the parties involved. This agreement may be modified only by another writing executed by both involved parties.

This agreement shall insure to the benefit of and bind all parties hereto and their heirs, legatees, devisees, administrators, trustees, executors, successors, and assigns.

\_\_\_\_\_  
UNOFFICIAL WITNESS

Billy Resseau  
LESSOR

ADDRESS: 107 Candler Court  
Eatonton GA, 31024

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
PUTNAM COUNTY CHAIRMAN

LEASE AGREEMENT

This Lease is made this 19th day of September, 2023 by and between Holt Spivey, (Lessor) and Putnam County (Lessee). The property is located at 345 Wards Chapel Road, Eatonton GA, identified as Wards Chapel Recycle Center.

The Lessee shall have the property beginning on the 1st day of October 2023, and ending on the 30th day of September 2024, unless sooner terminated as agreed upon by Lessee and Lessor. Lessee shall have the option to renew the Lease, at the discretion of the Lessor for another one-year period or any portion thereof. If the Lessor should sell the property, and Lessee does not purchase the property, the Lease shall remain in effect and the purchaser of the property shall be bound by the terms and conditions of this Lease. Rental shall be due upon signing of this Lease in the amount of \$2,500 per year, beginning the 5th of October 2023.

Lessee shall pay any utility bills associated with use of this property. Lessor shall pay any county property taxes on the property.

The property shall be used specifically as a convenience/recycling center only and for no other purpose whatsoever. Property shall not be used for illegal purposes, nor in any manner to create a nuisance or trespass.

Lessor hereby gives Lessee exclusive control of property and shall be under no obligation to inspect property. Lessee accepts property "as is".

This writing contains the entire agreement of the parties involved. This agreement may be modified only by another writing executed by both involved parties.

This agreement shall insure to the benefit of and bind all parties hereto and their heirs, legatees, devisees, administrators, trustees, executors, successors, and assigns.

UNOFFICIAL WITNESS

LESSOR

ADDRESS: 342 Wards Chapel Road
Eatonton, GA 31024

NOTARY PUBLIC

PUTNAM COUNTY CHAIRMAN

**File Attachments for Item:**

9. Authorization for staff to schedule a Public Hearing on proposed changes to the Putnam County Code of Ordinances - Chapters 28 (Development Regulations), 32 (Fire Protection and Prevention), and 66 (Zoning) (staff-CA)



**EXPLANATION OF DOCUMENTS:**

**Red language equals added text.**

**Struck through language equals deleted text.**

**All proposed changes highlighted in yellow.**

## ***Chapter 28 – DEVELOPMENT REGULATIONS***

### **Sec. 28-67. Design standards for streets.**

In order to provide for roads suitable in location, width and improvement, and to coordinate roads so as to compose a convenient system and avoid undue hardships to adjoining properties, the following design standards for roads are hereby required and shall be planned for and provided by the developer, prior to the approval of the development permit. Road classifications may be indicated in the comprehensive plan; otherwise, they shall be determined by the director. The developer shall dedicate and/or deed the required right-of-way to the county at no cost to the county.

- (a) *Rights-of-way.*
  - (1) Minimum street right-of-way widths shall be as follows:
    - a. County arterial street: 80 feet.
    - b. County collector street: 60 feet.
    - c. Local street: 60 feet.
    - d. Alleys: 24 feet.
- (b) *Pavement widths.* Street pavement widths shall be provided as follows:
  - (1) County arterial street (two lanes not divided): 26 feet without curb and gutter or 24 feet with curb and gutter, 27—28 feet back-to-back.
  - (2) County collector street: 26 feet without curb and gutter or 24 feet with curb and gutter, 27—28 feet back-to-back.
  - (3) Local street: 22 feet with or without curb and gutter and 25—26 feet back-to-back.
  - (4) Alleys: 18 feet (residential); 20 feet (commercial and industrial).
- (c) *Ingress/egress:* A minimum of two vehicular ingress/egress points shall be required if the development proposes more than 100 dwelling units.
- (d) *Paving requirements: subgrade.* These generally are requirements of subdivisions; however, whenever an existing street is required by this chapter to be widened or decel and turn lanes provided, regardless of the type of development, these standards shall apply. Accel/decel lanes shall meet these requirements or match existing whichever is thickest.
  - (1) Clearing and grubbing right-of-way. This work shall consist of removing and disposing of all vegetation and debris within the right-of-way to a depth of at least three feet below the existing grade for any fill sections and three feet below finished subgrade for any cut sections. Topsoil

shall be stripped and stockpiled for later use. All stump holes shall be backfilled and compacted to 95 percent of the Standard Proctor density with a suitable material, Class I or II Soil.

- (2) Subgrade. This work shall consist of placing, mixing, compacting and shaping the top 24 inches of soil. This work also includes subgrade stabilization.
  - (3) Compaction. The entire surface shall be plowed, harrowed and mixed to a depth of at least six inches. After the material has been thoroughly mixed, the subgrade shall be compacted at 98 percent of the Standard Proctor density. The appropriate roller for the soil to be compacted shall be used. Compaction tests shall be made by a certified engineer or from a certified laboratory. Tests are to be made along the roadbed at 500-foot intervals and at every two feet of fill. Any areas that do not meet with the specified compaction shall be excavated and replaced with suitable material. Test results shall be submitted to the director. The developer shall incur all costs for compaction tests. In addition, proof-rolling of the area shall be required consisting of a ten-ton payload on a standard tandem axle dump truck or other mutually agreed upon piece of loaded machinery, which shall be done in the presence of the public works department representative.
  - (4) Subgrade material. All streets shall consist of Class I or II soil. If such material is not available on-site, it shall be furnished by the developer.
- (e) *Paving requirements: base.*
- (1) Local streets shall have an eight-inch compacted graded aggregate base (GAB) at 98 percent of the Standard Proctor density.
  - (2) County arterial and collectors shall have an eight-inch crusher run stone base or a four-inch compacted graded aggregate base (GAB) compacted to 100 percent of the Standard Proctor density.
  - (3) Compaction testing intervals shall be required as prescribed in subsection 28-67(d)(3). Proof-rolling may also be required per the same paragraph.
- (f) *Paving requirements: prime.* All roadways shall be primed in accordance with the requirements of the Department of Transportation Standard Specifications, Construction of Roads and Bridges, Section 412, Bituminous Prime.
- (g) *Paving: wearing surface.*
- (1) Local streets (includes residential/subdivision streets). A two-inch plant mix asphalt type E or F top-wearing surface is to be applied over the eight-inch base.
  - (2) Arterial and collector roads. The minimum paving design for these roads shall be compacted subbase at 98 percent of the Standard Proctor density, an eight-inch graded aggregate base, two inches of type B binder, and one and one-half inches of type E or F top-wearing course.
  - (3) Driveway turnouts/curb cuts. These shall be paved in accordance with the applicable receiving street/road and shall have a minimum radius of 15 feet. Suitable concrete paving is also acceptable for turnouts or curb cuts. Turnout/curb cuts serving single driveways shall have a minimum width after radius of 12 feet with commercial/industrial turnouts/curb cuts meeting requirements of subsection 28-65(h).
  - (4) Commercial/Industrial entrance and lots. Due to the Americans with Disabilities Act, any and all ingress, egress, and parking lots/area including internal roads to and from, shall be paved by suitable conventional asphalt paving or concrete paving.
- (h) *Shoulder requirements.* The street right-of-way shall be graded to provide at least a five-foot gently sloping strip (sloped at approximately two percent away from the road) measured from the back of the curb or edge of the pavement on both sides of the street to provide utilities, to prevent the encroachment of driveways into the street surface, and to provide, however, that eight feet shall be

provided for walkways off the paved vehicular surface; provided, however, that the director of the planning and development department may waive this requirement in cases where the subdivider can demonstrate that the topography of the land being subdivided is such that compliance with this section would be impractical. Topsoil, striped and stockpiled before paving, shall be spread at a minimum depth of four inches in preparation of the seedbed. The soil shall be thoroughly broken, well pulverized, smoothed and firm before planting. The shoulder shall be seeded with tall fescue and Bermuda applied at a rate of 40 pounds per acre. Mulch shall be used on all seeded areas. The mulch material may consist of rye, oat or wheat straw of good quality, free of seeds of competing species.

- (i) *Culverts.* Pipe size shall be determined by standard engineering practices but in no case be sized to handle less than a 25-year post-developed storm event nor shall the time of concentration be less than five minutes for any predeveloped flow calculations. All cross drainpipes for multifamily driveways shall be fully bituminous-coated corrugated metal pipe with the appropriate bedding, inlet/outlet protection, and headwalls/flared-end sections. Installations shall be in accordance with state DOT standards. A hydrology study with pre- and post-development flows and routing computations shall be submitted with the design. Pipe gauge (thickness) shall be as determined by the height of the fill. Minimum cover pipes shall be 12 inches. HDPE (hydro polyethylene) pipe with smooth inside lining may be substituted for the CMP (corrugated metal pipe) if adequate cover can be achieved in accordance with manufacturer specifications. Reinforced concrete (RC) pipe is required under county arterials and county collectors and local streets. Multibarrel culverts are permitted if single barrel pipe installations cannot adequately provide the flow capacity and achieve cover over the pipe.
- (j) *Design standards for cul-de-sacs.* Except where topographic or other conditions make a greater length unavoidable, as determined by the director, cul-de-sacs (dead-end streets) should not be greater than 1,200 feet in length measured from the nearest (existing or proposed) intersection. It is recommended that they be not greater than 500 feet in length in multifamily areas. They shall be provided at the closed end with a turnaround having a property line radius of at least 60 feet with an outside pavement radius of at least ~~40~~ 100 feet for residential developments and a 70-foot property line radius with an outside pavement radius of ~~50~~ 100 feet for commercial and industrial developments. Temporary paved turnarounds are required at the end of any roadway of each phase until the next phase of the development is initiated.

(Res. of 7-17-2007(2))

**EXPLANATION OF DOCUMENTS:**

**Underlined language equals added text.**

**~~Struck through language equals deleted text.~~**

**All proposed changes highlighted in yellow.**

**Chapter 32 – FIRE PROTECTION AND PREVENTION**

**Sec. 32-18. - Enforcement.**

- (a) *Fire Marshal.* The Fire Marshal is authorized to render interpretations of fire codes and to make and enforce rules and supplemental regulations in order to carry out the application and intent of its provisions.
- (b) *Enforcement assistance.* Police and other enforcement agencies shall have the authority to render necessary assistance in the enforcement of fire codes when requested to do so by the Fire Marshal.
- (c) *Interference with enforcement.* Persons shall not interfere or cause conditions that would interfere with the fire marshal carrying out any duties or functions prescribed in the fire codes.

**(d) Extra-duty/fire watch ordinance.**

**(1) When required by the Fire Chief or Fire Marshal for buildings that could be hazardous in nature, including the temporary cessation of life safety infrastructure, a temporary measure intended to ensure systematic surveillance of a building or portion thereof by one (1) or more qualified individuals for the purpose of identifying hazards, detecting early signs of unwanted fire, raising an alarm and notifying the fire department, shall be provided to serve as fire watch. Fire watch personnel shall be provided with at least one (1) approved means for notification of the fire department and their sole duty shall be to perform constant patrols and watch for the occurrence of fire.**

**(2) In the event the Fire Chief or Fire Marshal determines that a special event may have an adverse impact on public safety or affect the delivery of services, a public safety plan should be prescribed to ensure an approved level of public safety. The plan provisions are beyond the scope of fire watch and establish the need for extra-duty personnel during the times such places are open to the public, or activity is being conducted. The public safety plan shall be provided by the event coordinator and approved by the fire marshal.**

- (3) Such fire personnel shall be subject to the orders of the Fire Chief or Fire Marshal, at all times and shall be identifiable and remain on duty during the times such places are open to the public, when such activity is being conducted, or while such impairment or condition remains, as required by the Fire Chief or Fire Marshal.
- (4) Fire watch shall be documented using a fire watch log maintained at the protected facility and available to fire department personnel at all times during a fire watch.
- (5) Whereby extra-duty fire personnel or an approved fire watch is required; the owner, agent, or lessee shall employ one (1) or more qualified persons, as required and approved by the AHJ to be on duty. Fire personnel shall be compensated at a rate of thirty-five dollars (\$50.00) per hour for a minimum of four (4) hours.
- (6) The cost of extra-duty and fire watch personnel shall be at no cost to the fire department.
- (7) The fire department shall be authorized to establish and collect fees to recover the costs for equipment, supplies, and personnel affiliated with fire or medical services extra-duty assignments, fire watch, and similar services, beyond the normal scope of emergency operations. The fire chief will have the capability to change the rate of employment and equipment cost.
- (8) Procurement and distribution of fire department apparatus will be charged at the rate as established by the Board of Commissioners.

**ARTICLE VII. - APPLICABILITY**

**Sec. 32-19. - Fire hydrants; water mains**

- (a) *Installation of water mains.* Water mains and fire hydrants shall be installed under water pressure and ready for firefighting before any sheathing may be installed on walls and roofs of buildings, unless said sheathing is of fire resistive construction.
- (b) *General requirements for potable water system.* Water mains properly connected with the county water supply system or with an alternate supply system approved by the county health department shall be constructed in such a manner so as to adequately serve all lots shown on the subdivision plat for both residential use and fire protection. All materials, labor, equipment, and other items related to construction of the water distribution system shall be provided in accordance with policies and specifications of the Eatonton Putnam Sewage and Water Authority.
- (c) *Ownership.* All fire hydrants installed within the unincorporated area of Putnam County shall be owned by and under the direct supervision of the respective owners. Owners shall be required to provide the Putnam County Fire Chief with a complete listing of the number and location of all fire hydrants under their supervision.

- (d) *Fire hydrants required.* All public well or water supply systems, as defined in this Code, shall provide fire hydrants as a primary means of fire suppression. This requirement shall apply to newly constructed systems and any expansion of existing systems where such expansion would add service for 15 or more connections or add service for 25 or more persons on a daily basis whether such expansion is completed at one time or in several phases. Owners or operators of existing public well or water supply systems are hereby prohibited from removing fire hydrants currently installed in said systems except as provided below. Existing public well or water supply systems which do not include fire hydrants shall not be required to install fire hydrants unless the system is expanded as provided above.
- (e) *Fire hydrant standards.* All fire hydrants, fittings, valves and fire department connections incorporated into a public well or water supply system shall be installed and maintained by the respective owners in accordance with the most recent version of the International Fire Code including any appendices as adopted by Putnam County and shall be of a standard and accepted make as approved by the county fire departments. Said standards include, but are not limited to, minimal distance between fire hydrants, location with respect to public right-of-way, design and construction specifications, and pressure/flow capacity. All fire hydrants shall be fitted with a Storz nozzle, a non-threaded outlet connector able to allow a quarter-turn connection, or comparable connector, as approved by the Putnam County Fire Chief and shall be not less than eighteen (18) inches or more than thirty-six (36) inches above the level of the adjoining ground or paving. Hydrants shall meet the requirements of NFPA No. 24, Fire Hydrants for Outside Protection. Hydrants should be placed at least fifty (50) feet from the buildings protected. Where it is impossible to place them at this distance, they may be put nearer, provided they are set in locations where the chance of injury by falling walls is small, and from which personnel are not likely to be driven by smoke or heat while attempting to hookup.
- (f) *Fire chief granted authority.* The Putnam County Fire Chief, or his/her designee, is hereby granted the authority to inspect, test and approve all fire hydrants situated within the unincorporated area of Putnam County. The Putnam County Fire Chief shall keep all records of the location and test results of all fire hydrants under this authority. The fire chief, or his/her designee, shall indicate the result of testing by color-coding the fire hydrant according to the International Fire Code standards. Newly installed fire hydrants shall be tested within 180 days of installation. Existing fire hydrants shall be tested at intervals of no less than two years. No owner of a fire hydrant included under this authority shall interfere with or restrict the ability of the Putnam County Fire Chief to exercise this authority.

- (g) *Fire hydrant out-of-service.* The owner of any fire hydrant under their supervision which is known to be inoperative or out of service for any reason shall promptly report the same to the Putnam County Fire Chief. Any fire hydrant found, on testing, to fail to meet the standards set forth above shall be designated as out-of-service. The Putnam County Fire Chief shall notify the owner, in writing, of any fire hydrant designated as being out-of-service within ten days of such designation. The notification may be by personal service or U.S. Postal Service, registered letter.
- (h) *Owner duty to repair.* Upon notification of a fire hydrant being out-of-service, it shall be the duty of the owner to repair or replace the defective fire hydrant so as to place it back in service within 90 days of receiving notification. Alternatively, at the option of the owner, the defective fire hydrant may be physically removed from the system, providing however that the distance between the remaining, approved fire hydrants be no less than 1,000 feet.
- (i) *Water mains.* Minimum size of water mains and spacing of fire hydrants for future construction and development shall be determined according to the standards and specifications of the Putnam County Water Authority.
  - i) In single-family approved subdivisions, at least an eight-inch pipe shall be installed, except within three hundred (300) feet of a cul-de-sac. Water flow in those lines shall provide a minimum flow of water at seven hundred fifty (750) gallons per minute. Fire hydrants shall be spaced not to exceed five hundred twenty-five (525) feet. Three-way hydrants shall be installed in all areas of the county.
  - ii) In multifamily approved subdivisions or multifamily apartment complexes, at least an eight-inch or larger pipe shall be installed, except within three hundred (300) feet of a cul-de-sac. Water flow in those lines shall provide a minimum flow of water at seven hundred fifty (750) gallons per minute. Fire hydrants shall be spaced not to exceed five hundred twenty-five (525) feet. Additional fire hydrants may be required to permit all portions of buildings to be reached by hose lays of not more than four hundred (400) feet by road travel. Three-way hydrants shall be installed in all areas of the county.
  - iii) In approved industrial and commercial areas, including, but not limited to, motels, hotels, nursing homes, hospitals, educational buildings, office buildings and other structures not listed elsewhere at least a twelve-inch or larger pipe shall be installed to provide a minimum flow of water at one thousand (1,000) gallons per minute. A larger flow of water may be required pursuant to fire flow calculations. Fire hydrants shall be spaced not to exceed four hundred (400) feet.

iv) Additional fire hydrants may be required by the fire department to permit all portions of a development to be reached by hose lays not more than four hundred (400) feet by road travel. Three-way hydrants shall be installed in all areas of the county.

(j) *Violations.* Notwithstanding any other provisions of this Code, any violation of this code section shall be punishable by a minimum fine of \$50.00. Each day the violation continues shall constitute a separate offense.

**Sec. 32-20 - Fire hydrant tax.**

- (a) Special district created. A special tax district within Putnam County is hereby created, consisting of all real property situated within the unincorporated area of Putnam County. Said special district shall be known as the Putnam County Fire Suppression District.
- (b) Special tax to be levied. To pay, wholly or partially, the costs of installing, maintaining, inspecting, and testing of fire hydrants within the special district, a special tax shall be levied against all taxable real property situated within the special district. The amount of said tax shall be set, from time to time, by the Putnam County Board of Commissioners, providing however that the tax shall not exceed \$25.00 per annum.
- (c) Distribution of tax proceeds. As a fee for collection services, the tax commissioner of Putnam County shall be paid ten percent of the fire hydrant tax fees collected. The remaining special tax proceeds shall be paid into a restricted fund of Putnam County, said restricted fund to be established by resolution of the Putnam County Board of Commissioners. The restricted fund shall be used exclusively to compensate the Putnam County Fire-Rescue Department and owners of fire hydrants located in the unincorporated area of Putnam County for duties imposed by this code section. Compensation to owners of fire hydrants shall be made by written agreements between the owner and Putnam County.

**32-21– Life Safety infrastructure**

- (a) Emergency entrance key lock box. In order to expedite entry into a structure and to aid the fire department in the task of extinguishment, the following requirements have been developed.
  - (1) All new occupancies except one- and two-family dwellings, shall have a key lock box, approved by the fire marshal.
  - (2) The location of the key lock box shall be approved by the fire marshal's office.
  - (3) All gated residential developments shall have a key lock box or key gate access, approved by the fire marshal.

Exception: Single family residential property with gated driveways.

(b) Fire alarm ordinance.



- (1) In addition to NFPA 101 Life Safety Code, all building with fire sprinkler systems must have a fire alarm system, designed per NFPA72.
- (2) All systems must dial 911 immediately upon activation.
- (c) Fire protection sprinkler, new construction.
  - (1) Hotels, motels, dormitories, lodging houses or rooming houses, residential board and care facilities, multifamily residential dwellings, educational occupancies, day care occupancies, and health care facilities, regardless of type of construction shall have complete, automatic fire sprinkler systems installed in accordance with NFPA installation standards.
  - (2) All community living arrangements shall have automatic fire sprinkler systems installed in accordance with NFPA installation standards.
  - (3) In addition the NFPA Code, all day care occupancies must install an automatic sprinkler system per NFPA 13R.
  - (4) Care facilities shall be classified as Residential Group R3 occupancies in accordance with Section 310.4 of the International Building Code.
  - (5) Care facilities for persons receiving care that are within a single-family dwelling unit are permitted to comply with the International Residential Code provided an automatic sprinkler system is installed in accordance with Section 903.3.1.3 or Section P2904 of the International Residential Code
    - a. Personal care homes and adult or child day care facilities shall provide an approved state license prior to the issuance of a county business license.
    - b. All home occupations shall obtain a business license from Henry County per ULDC requirements.
    - c. Home occupation personal care homes shall be limited to the provision of care and supervision to not more than three (3) persons or as otherwise provided for according to Section 4.03.19 and Section 7.01.01 of the county ULDC.
  - (6) All group home care occupancies must install a sprinkler system in accordance with NFPA 13R.
  - (7) Assembly occupancies are required to install an automatic sprinkler system where one of the following conditions exist:
    - a. The building or space exceeds five thousand (5,000) square feet;
    - b. The building or space has an occupant load of one hundred (100) or more;
    - c. The building or space is located on a floor other than the level of exit discharge.

(8) All buildings ten thousand (10,000) square feet or more under a common roof, and buildings over one (1) story in height, or any building with an occupant load of three hundred (300) or more persons shall be sprinkled with an approved NFPA 13 system with the exception of the following:

a. Multifamily dwellings up to and including three (3) stories in height shall be sprinkled with an approved sprinkler system modified to include full sprinkler coverage in all attics and breezeways;

b. Single-family dwellings within a subdivision.

(i) In addition to the NFPA Code any residential occupancies containing more than two (2) dwelling units must install an approved automatic sprinkler system per NFPA 13, 13R, or 13D design requirements, as approved by the local fire marshal and/or authority having jurisdiction; including townhouses and condominiums.

Exception - Automatic residential sprinkler systems for townhouses shall be permitted to be designed and installed in accordance with NFPA 13D and shall be modified to include full sprinkler coverage in all attics and breezeways.

(9) All buildings six thousand (6,000) square feet or more in an area under a common roof where vehicles are pulled inside for the purpose of maintenance, repair, storage, or installation of all accessories shall be fully sprinkled with an approved sprinkler system except where vehicle bay areas in a building are less than or equal to six hundred (600) square feet, it shall be permissible to place up to six (6) sprinkler heads off of the domestic water supply in lieu of sprinkling the entire building. In so doing, calculations must be performed by an approved sprinkler contractor certified by the State of Georgia and such calculations must be shown on the plans submitted for approval by the fire marshal's office.

(10) Each automatic sprinkler system required by this article shall be in accordance with one (1) of the following:

a. NFPA 13, Standard for the Installation of Sprinkler Systems

b. NFPA 13D, Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes

c. NFPA 13R, Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height..

(11) All buildings or structures installing a 13R sprinkler system must also install a sprinkler system in the attic.

Exception: Paragraphs (1) through (9); Plans submitted prior to adoption of the ordinance from which this article is derived, must meet the sprinkler requirements adopted at the time plans were submitted.

(12) A "fire wall" shall not be considered to be a separate building so as to avoid the required automatic fire extinguishing system.

(13) Approved ventilation hoods and hood fire suppression equipment shall be installed in restaurants or other occupancies, including food trucks, with food preparation facilities having cooking appliances capable of producing grease laden vapors, such as ranges, deep fat fryers, grills, broilers, or other similar appliances. The standards for approval of such facilities shall be based on the fire code, including NFPA 96, Ventilation Control and Fire Suppression of Commercial Cooking Operations.

(14) Buildings shall be equipped with an approved standpipe system when required by the building or fire code. Required standpipes shall be installed in accordance with the building code, fire code, and NFPA 14, Installation of Standpipe and Hose Systems. Site plans with fire hydrant and FDC location must be submitted for review by the local fire marshal.

(15) The fire department connection (FDC) must be placed at the main entrance (driveway) and out of the collapse zone of the building with no obstructions, and within fifty (50) feet of a fire hydrant. The FDC should stand between thirty-six (36) inches to forty-eight (48) inches above grade. No person shall put any post or installation or structure or landscaping, nearer than thirty-six (36) inches to any fire department connection (FDC) or hydrant.

(16) Before any fire protection system is installed, plans shall be submitted by the contractor installing The sprinkler system to the fire marshal's office, which shall review the plans for compliance with NFPA standards prior to stamping the plans as "reviewed." Plans must show:

- a. Proposed system design over building layout.
- b. Copy of Georgia State License.
- c. All sets of working plans shall be signed, and a certified seal placed thereon.
- d. Hydraulic calculations. Information sheets (cut sheets) on materials.

(17) Sprinkler system installers, inspectors, and maintenance personnel shall meet the Rules and Regulations for Enforcement of the Georgia Fire Sprinkler Act, O.C.G.A. 120-3-19.

(18) The responsibility for annual testing and maintenance of any fire protection system is the responsibility of the owner of the property. Systems shall be inspected and tested in accordance with NFPA 13, 13D, or 13R, NFPA 25 and the manufacture's requirements.

(19) All automatic sprinkler equipment specified in this article shall be inspected at least once a year by a state certified sprinkler contractor and maintained by the owner or occupant at all times in proper operative conditions. The occupant of the building containing such equipment shall promptly notify the fire marshal or the county fire department in case such sprinkler protection is withdrawn, interrupted, curtailed, or altered.

(20) The fire protection sprinkler system shall be inspected by a fire protection sprinkler contractor to determine whether the system is in compliance with applicable codes and fully operational. The fire protection sprinkler contractor shall completely restore the system, confirm the system is in service, and submit a written statement to that effect to the fire marshal's office.

(d) Fire protection sprinkler, existing buildings and structures.

The purpose of this section is to encourage the continued use or reuse of legally existing buildings and structures. The intent is to permit repairs, renovations, modifications, reconstructions, additions, and change of use or occupancy in existing buildings.

Any requirements that are essential for the safety of building occupants and that are not specifically provided for by the life safety code, building code, or fire code, shall be determined by the authority having jurisdiction.

The provisions of this subchapter shall apply to existing buildings and structures constructed prior to the adoption of this subchapter and shall provide a minimum degree of fire and life safety to persons occupying space which does not comply with current codes.

(1) The legal occupancy of any building or structure existing on the date of adoption of this Code shall be permitted to continue without change, except as otherwise provided, according to the following:

a. No change shall be made in the use or occupancy of any building or structure that would place the building or structure in a different division of the same group of occupancy or in a different group of occupancies, unless it is made to comply with the requirements of the current code for such division or group of occupancy. Any change of use or occupancy classification shall comply with the automatic sprinkler system requirements for new construction.

b. In any building where renovation, modification, or reconstruction exceeds fifty (50) percent of the work area, an automatic fire sprinkler system shall be installed

accordance with requirements for new construction and NFPA 13, 13R, or 13D.  
The requirement shall apply to the highest floor containing a work area and all floors below.

c. Repair, renovation, modification, and reconstruction shall be defined by NFPA 5000.

Exceptions:

a. Historic buildings shall be defined as a building or facility deemed to have historical, architectural, or cultural significance by a local, regional, or national jurisdiction, and shall comply with the International Existing Building Code and the International Building Code.

b. Single-family residential dwellings.

(e) Rendering equipment inoperable.

(1) Portable or fixed fire-extinguishing systems or devices and fire-warning systems shall not be rendered inoperative or inaccessible except as necessary during emergencies, maintenance, repairs, alterations, drills or prescribed testing.

(2) It shall be the responsibility of the property owner to notify the fire marshal's office in the event the portable or fixed fire-extinguishing system or device or fire-warning system is inoperative for any period of time.

**Sec. 32-22. - Parking in fire lanes; authority to prevent blocking of private ways and alleys.**

(a) *Prohibition.* It shall be unlawful for any person to stop, stand or park any motor vehicle in, or otherwise obstruct, any fire lane as described in this section.

(b) *Penalty.* The fine for any offense under this section shall be \$50.00.

(c) *Definitions.* The following words, terms and phrases, when used in this paragraph, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

(a) *Fire lane* means an area designated by the fire official which provides access to fire department connections and fire hydrants and provides access for fire department vehicles to buildings. This includes all alleys, including private alleys, private ways or driveways, where parking of motor vehicles or other obstructions can interfere with ingress or egress of fire department vehicles and equipment.

(b) *Fire marshal* means a fire officer or other designated authority or the fire officer's or authority's duly authorized representative charged with the administration and enforcement of the fire prevention code adopted in this chapter.

- (c) *Master plat* means an original plat drawn in accordance with this section.
- (d) *Plat* means a map created by the property owner which depicts the location and boundaries of land and all existing fire lanes in accordance with this section. Maps shall be drawn to scale.
- (e) *Property owner* means each person possessing any estate or leasehold right in the property being designated as a fire lane.
- (d) *Authority*. The fire chief, or a duly authorized fire official, may properly designate fire lanes and prevent the blocking of any private alley, private way or driveway in Putnam County by the parking of automobiles or otherwise.
- (e) *Posting of signs*. The commercial property owner is required to post signs meeting the following criteria in areas designated as fire lanes:
  - (1) Signs shall read: "No Parking—Fire Lane."
  - (2) Signs must meet design specifications as required by [chapter 48](#) of the Putnam County Code of Ordinances.
  - (3) One sign shall be posted at the beginning of the fire lane and one at the end of the fire lane and at intervals not more than 50 feet apart.
  - (4) Signs posted shall not be more than four feet from the edge of the curb and shall be visible from both directions of the driving surface.
- (f) *Painting of curbs*. The fire chief or a duly authorized fire official may order curbs adjacent to a fire lane to be painted red or another distinctive color.
- (g) *Parking in a fire lane*. No person shall park, stand or stop any motor vehicle or place any other property in a fire lane; however, this section shall not apply to the parking of an authorized emergency vehicle.
- (h) *Obstructing posted private alley or driveway*. Any person who shall park any vehicle of any character or place any other property in any private alley, private way or driveway which has been posted in accordance with this section. Any person owning or occupying property abutting the private alley, private way or driveway who shall cause or permit the placing of anything therein which would impede or block the passage of fire trucks and equipment, shall be guilty of an offense.
- (i) *Site plans*. Property which falls within Putnam County upon which fire lanes have been designated shall have all fire lane delineations visually depicted on a site plan. These plans shall be designed by the property owner and submitted to the Building Official. Each plan shall identify all building exterior walls, traffic and parking lanes and sidewalks. The areas to be designated as fire lanes shall be delineated in red ink. The plan shall state a scale of measurement, and specify the name of the property, the location of the property, a brief legal description of the property and the length and width of the fire lanes.

- (j) *Enforcement officials.* Fire marshals, police officers, code enforcement officers or other duly authorized law enforcement officials shall have the authority for enforcement of fire lanes. Fire marshals, police officers, code enforcement officers, or other duly authorized officials may cause to be removed to the nearest authorized place of impound or other place of safety any unattended vehicle or other property left standing in violation of this section. If a vehicle is towed by Putnam County subject to this section, Putnam County shall be authorized to use a call list of designated towing agencies to arrange for towing. The vehicle owner shall be responsible for charges for the towing and any daily impoundment storage fee.
- (k) *Notice of ordinance violation.* Notwithstanding any other provisions of this Code, violations of this chapter may be enforced by a notice of ordinance violation issued by any authorized law enforcement officer, fire marshal, or code enforcement officer as provided below:
  - (1) Ordinance violations charged by means of a notice shall not be punishable by imprisonment but shall be punishable by a fine of \$50.00.
  - (2) A notice of ordinance violation may be served by delivery into the hands of the suspected violator or by leaving the notice of ordinance violation at the suspected violator's residence with a person of suitable age and discretion residing therein, or by leaving the notice of ordinance violation at the suspected violator's place of business if the violation occurs at the business location, with a person of suitable age and discretion employed therein.
  - (3) Alternative to the provisions of subsection (2) above, a notice of ordinance violation may be served by substituted service as follows:
    - a. The notice of ordinance violation may be placed on the front windshield of the illegally-parked vehicle in a fashion reasonably calculated to secure the notice of ordinance violation in place. Notices served according to this subsection shall be conspicuously marked and placed in a waterproof packet.
    - b. The notice of ordinance violation may be served by securely attaching the notice of ordinance violation to the front door of the primary residential or business structure on the property served by the fire lane or to other door to said structure reasonably appearing to provide the primary point of egress to said residence or business. A notice of ordinance violation served according to this subsection shall be posted on the upper part of the door, shall be conspicuously marked and shall be placed in a waterproof packet.
  - (4) Violators may respond to a notice of ordinance violation either by signing the notice and returning the notice along with payment of the fine indicated thereon to a court of competent jurisdiction by the date indicated on the notice or by appearing in a court of

competent jurisdiction to plead not guilty to the charged violation at the date and time provided on the notice. No proceedings for contempt or arrest shall be initiated for failure to appear on the return date on the notice.

- (5) Violators who fail to respond to a notice of ordinance violation as provided for in subsection (4) above may thereafter be served personally with an ordinance violation citation or accusation, and criminally prosecuted pursuant to [chapter 18, section 18-84](#).
- (1) *Section not exclusive.* The imposition of a penalty under the provisions of this section shall not prevent the revocation of any permit or license or the taking of other punitive or remedial action where called for or permitted under the provisions of the Code of Ordinances of Putnam County.

**Sec. 32-23. – Construction; construction plans approval**

- (a) It shall be unlawful to construct, erect, or alter any commercial building without construction document approval by the fire marshal for fire department accessibility, fire hydrant requirements, Life Safety Code requirements, and flammable and combustible liquid tank installations. Construction documents shall be in accordance with the requirements below:
  - (1) *Submittals.* Commercial construction documents shall be submitted in one or more sets and in such form and detail as required by the building official. The building official will determine if such commercial plans must be reviewed by the fire marshal and will forward copies to him/her for approval. If the fire marshal does not approve the plans, he must submit a list of corrections to be made, in writing, to the building official. No building permits requiring fire marshal review shall be issued without the fire marshal's signature on the building permit.
  - (2) *Information on construction documents.* Construction documents shall be drawn to scale upon suitable material. Electronic media documents are allowed to be submitted when approved by the fire marshal. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this Code and relevant laws, ordinances, rules and regulations as determined by the fire marshal.
  - (3) *Applicant responsibility.* It shall be the responsibility of the applicant to ensure that the construction documents include all of the fire protection requirements and that the shop drawings are complete and in compliance with the applicable codes and standards.
  - (4) *Technical assistance.* The fire marshal shall be permitted to require a review by an independent third party with expertise in the matter to be reviewed at the submitter's



expense. The independent reviewer shall provide an evaluation and recommend necessary changes of the proposed design, operation, process, or new technology to the fire marshal.

- (5) *Engineering.* The fire marshal shall be authorized to require design submittals or plans to bear the stamp of a professional engineer.
- (b) *Plan compliance.* The fire marshal shall make the final determination as to whether the provisions of the fire codes have been met.
- (c) *Approved documents.* Construction documents approved by the fire marshal are approved with the intent that such construction documents comply in all respects with the fire codes. Review and approval by the fire marshal shall not relieve the applicant of the responsibility of compliance with the fire codes. Hydrants, fittings, valves and fire department connections shall be of standard and accepted make approved by the county water and fire departments. Fire department connections on the fire hydrant shall be not less than eighteen (18) inches or more than thirty-six (36) inches above the level of the adjoining ground or paving. The thread of such connections shall be uniform with that used by the county fire department.
- (d) *Corrected documents.* Where field conditions necessitate any substantial change from the approved construction documents, the fire marshal shall have the authority to require the corrected construction documents to be submitted for approval.
- (e) *Inspections.* Any application for or acceptance of any permit or certificate, requested or issued pursuant to fire codes shall constitute agreement and consent by the person making the application or accepting the permit or certificate to allow the fire marshal to enter the premises at any reasonable time to conduct inspections. Before a certificate or permit is approved, the fire marshal is authorized to inspect the receptacles, vehicles, buildings, devices, premises, storage spaces or areas to be used to determine compliance with the fire codes or any operational constraints required.
- (f) Fire, safety and accessibility fees.
  - (1) Fire department plan review—Construction, expansion permit fee. There shall be a permit fee for the construction or for the expansion of every building in the county. Permits required by this Code shall be obtained from the fire official. Permit fees shall be paid prior to issuance of the permit. Issued permits shall be kept on the premises designed therein at all times and shall be readily available for inspection by the fire official.
  - (2) If during a re-inspection, a code violation is noted that was not listed as part of the original violation(s), a re-inspection fee will not be assessed for the newly cited code violation(s). Any newly cited code violation discovered at the time of re-inspection will be considered a first-time violation and will restart the re-inspection fee process.

- (3) Re-inspection fees shall apply to all project plans which are re-submitted prior to addressing all red-line comments made by the fire marshal or designee.
- (4) Project plans submitted with multiple revisions will be assessed a new fire department plan review fee. A complete updated set of plans shall be submitted for fire department review upon the request of the fire marshal or designee.

**ARTICLE VIII. - PERMITS**

**Sec. 32-24. - Fee schedule.**

- (a) *Service fee.* Fees shall be charged for services and permits based on a schedule developed by Putnam County Fire Rescue and approved by the Board of Commissioners.

**Sec. 32-25. - Permits.**

- (a) *General.* Permits shall be in accordance with this section.
- (b) *Permits required.* Permits required by this chapter shall be obtained from the fire marshal. Permit fees, provided for in [section 32-22](#) (fee schedule), if any, shall be paid prior to issuance of the permit. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the fire marshal.
- (c) *Operational permits.* An operational permit allows the applicant to conduct an operation or a business for which a permit is required by this chapter for either:
  - (1) A prescribed period; or
  - (2) Until renewed or revoked.
- (d) *Permits for the same location.* When more than one permit is required for the same location, the fire marshal is authorized to consolidate such permits into a single permit provided that each provision is listed in the permit.
- (e) *Application.* Application for a permit required by this chapter shall be made to the fire marshal in such form and detail as prescribed by the fire marshal. Applications for permits shall be accompanied by such plans as prescribed by the fire marshal.
- (f) *Refusal to issue permit.* If the application for a permit describes a use that does not conform to the requirements of this chapter and other pertinent laws and ordinances, the fire marshal shall not issue a permit, but shall return the application to the applicant with the refusal to issue such permit. Such refusal shall, when requested, be in writing and shall contain the reasons for refusal.

- (g) *Inspection authorized.* Before a new operational permit is approved, the fire marshal is authorized to inspect the receptacles, vehicles, buildings, devices, premises, storage spaces or areas to be used to determine compliance with this Code or any operational constraints required.
- (h) *Time limitation of application.* An application for a permit for any proposed work or operation shall be deemed to have been abandoned six months after the date of filing, unless such application has been diligently prosecuted or a permit shall have been issued, except that the fire marshal is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each if there is reasonable cause.
- (i) *Action on application.* The fire marshal, in conjunction with the building official, shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the fire marshal shall reject such application in writing, stating the reasons therefor. If the fire marshal is satisfied that the proposed work or operation conforms to the requirements of this chapter and laws and ordinances applicable thereto, the fire marshal shall issue a permit therefor as soon as practicable.
- (j) *Conditions of a permit.* A permit shall constitute permission to maintain, store or handle materials; or to conduct processes which produce conditions hazardous to life or property; or to install equipment utilized in connection with such activities; or to install or modify any fire protection system or equipment or any other construction, equipment installation or modification in accordance with the provisions of this Code where a permit is required by this chapter. Such permission shall not be construed as authority to violate, cancel or set aside any of the provisions of this chapter or other applicable regulations or laws of the jurisdiction.
- (k) *Expiration.* An operational permit shall remain in effect until reissued, renewed, or revoked or for such a period of time as specified in the permit. Construction permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Before such work recommences, a new permit shall be first obtained and the fee to recommence work, if any, shall be one-half the amount required for a new permit for such work, provided no changes have been made or will be made in the original construction documents for such work, and provided further that such suspension or abandonment has not exceeded one year. Permits are not transferable and any change in occupancy, operation, tenancy or ownership shall require that a new permit be issued.
- (l) *Extensions.* A permittee holding an unexpired permit shall have the right to apply for an extension of the time within which the permittee will commence work under that permit when work is unable

to be commenced within the time required by this section for good and satisfactory reasons. The fire marshal is authorized to grant, in writing, one or more extensions of the time period of a permit for periods of not more than 90 days each. Such extensions shall be requested by the permit holder in writing and justifiable cause demonstrated.

- (m) *Occupancy prohibited before approval.* The building or structure shall not be occupied prior to the fire marshal issuing a permit that indicates that applicable provisions of this chapter have been met.
- (n) *Conditional permits.* Where permits are required and upon the request of a permit applicant, the fire marshal is authorized to issue a conditional permit to occupy the premises or portion thereof before the entire work or operations on the premises is completed, provided that such portion or portions will be occupied safely prior to full completion or installation of equipment and operations without endangering life or public welfare. The fire marshal shall notify the permit applicant in writing of any limitations or restrictions necessary to keep the permit area safe. The holder of a conditional permit shall proceed only to the point for which approval has been given, at the permit holder's own risk and without assurance that approval for the occupancy or the utilization of the entire premises, equipment or operations will be granted.
- (o) *Posting the permit.* Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the fire marshal.
- (p) *Compliance with chapter.* The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this chapter or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this chapter or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the fire marshal from requiring the correction of errors in the construction documents and other data. Any addition to or alteration of approved construction documents shall be approved in advance by the fire marshal, as evidenced by the issuance of a new or amended permit.
- (q) *Information on the permit.* The fire marshal shall issue all permits required by this chapter on an approved form furnished for that purpose. The permit shall contain a general description of the operation or occupancy and its location and any other information required by the fire marshal. Issued permits shall bear the signature of the fire marshal or other designated fire official.
- (r) *Revocation.* The fire marshal is authorized to revoke a permit issued under the provisions of this chapter when it is found by inspection or otherwise that there has been a false statement or misrepresentation as to the material facts in the application or construction documents on which the permit or approval was based including, but not limited to, any one of the following:
  - (1) The permit is used for a location or establishment other than that for which it was issued.

- (2) The permit is used for a condition or activity other than that listed in the permit.
  - (3) Conditions and limitations set forth in the permit have been violated.
  - (4) There have been any false statements or misrepresentations as to the material fact in the application for permit or plans submitted or a condition of the permit.
  - (5) The permit is used by a different person or firm from the name for which it was issued.
  - (6) The permittee failed, refused or neglected to comply with orders or notices duly served in accordance with the provisions of this Code within the time provided therein.
  - (7) The permit was issued in error or in violation of an ordinance, regulation or this Code.
- (s) *Required operational permits.* The fire marshal is authorized to issue operational permits for the following operations:
- (1) *Explosives.* An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects.
  - (2) *Tents, temporary membrane structures, and canopies.* An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m<sup>2</sup>), or a canopy in excess of 400 square feet (37 m<sup>2</sup>).
- (t) *Permissible open burning.* All permissible open burning shall be conducted in compliance with the Georgia Environmental Protection Division's Rules for Air Quality Control 391-3-1.02-5 "Provisions, Open Burning" and upon obtaining a burn permit from The Georgia Forestry Commission. The Putnam County fire marshal's Office is responsible for enforcing the regulations found therein.

**Section 32-26. Open Burning, Bonfires, Etc.**

- (a) No person shall cause, suffer, allow or permit open burning in any area of the county, except as follows:
- (1) For recreational purposes, such as cooking food for immediate human consumption;
  - (2) Fires set for the purpose of training fire-fighting personnel when authorized by the Putnam County Fire Chief or Fire Marshal;
  - (3) Operation of devices using open flames, such as tar kettles, blow torches, welding torches, portable heaters, and other flame-making equipment where approved safety measures are used;
  - (4) Small warming fires set and maintained by contractors and tradesmen for their workers;

(5) (a) Reduction of trash and leaves on residential or domestic premises on which they fall, set and maintained by the person in contact with the premises, provided the following conditions are met:

1. No burning of stumps or whole trees;
2. No more than one pile, 6 ft. x 6 ft. and 5 ft. high shall be burned at one time;
3. All burning shall be carried out between 10:00 am and 6:00 pm;
4. All fires shall be completely extinguished by 6:00 pm;
5. No burning on Sunday;
6. No burning within 100 feet of any type of structure;
7. All burning shall be located on private property so as not to interfere with any traffic on public streets or sidewalks;
8. During any open burning, a competent person of at least eighteen (18) years of age shall be constantly present to monitor and control such burning; and
9. During any open burning, an operational garden hose or fire extinguisher must be present within 50 feet of the fire.

(b) However, at any time the Fire Chief, Fire Marshal or their designee shall have the authority to order that any fire be extinguished if they determine that the fire or smoke produced therefrom presents a danger to public safety, a nuisance or significant environmental harm.

(b) If, in the opinion of the Fire Chief or Fire Marshal, there are no adequate disposal facilities reasonably available for the particular combustible materials involved, the following open burning may be permitted:

- (1) Carrying out recognized agricultural procedures necessary for production of harvesting of crops with approval of Georgia Forestry Commission;
- (2) Burning over of any forest land by the owners of such land with approval of the Georgia Forestry Commission;
- (3) Destruction of combustible demolition or construction materials either on-site or transported to a burning facility through the use of an air curtain destructor or other approved method of burning;
- (4) Disposal of tree limbs from storm damage;
- (5) For weed abatement, disease, and pest prevention.

(c) Open burning, with permit only, is allowed in commercial or other areas that are not predominantly residential districts for the purpose of land clearing, construction or right-of-way maintenance, provided the following conditions are met:

- (1) Prevailing winds at the time of the burning are not excessive and are away from the major portion of the area's population;
  - (2) The location of the burning is at least one thousand (1,000) feet from any dwelling located in a predominantly residential area;
  - (3) The amount of dirt on or in the material being burned is minimized;
  - (4) Heavy oils, asphaltic materials, items containing natural or synthetic rubber, or any material other than plant growth are not being burned;
  - (5) The size of the pile of material and quantity to be burned per day meet the specifications as may be required by the Fire Chief or Fire Marshal to ensure public safety, deter nuisance and prevent significant environmental harm;
  - (6) During any open burning, a competent person of at least eighteen (18) years of age shall be present constantly to monitor and control such burning;
  - (7) All burning shall be carried out between 10:00 am and 6:00 pm;
  - (8) All fires shall be completely extinguished by 6:00 PM;
  - (9) No burning on Sunday; and
  - (10) Materials such as heavy oils, gasoline, asphaltic materials, plastic, items containing natural or synthetic rubber, or any other material producing dense smoke and/or obnoxious odors shall not be used for starting or maintaining an open fire.
- (d) Domestic or commercial burning is permitted between the months of October and April extending from, up to and including, October 1 through April 30, and is prohibited at all other times. During such October 1 through April 30 time period, a "commercial" burning permit shall be issued, upon request, authorizing burning under subsection \_\_\_\_\_ as set forth herein. A fee of one hundred dollars (\$100.00) shall be assessed for all "commercial" burning permits. A "domestic" burning permit shall not be required to authorize "domestic" burning under subsection \_\_\_\_\_ as set forth herein.
- (e) Variances:
- (1) Any person desiring a variance from these regulations for open burning or desiring one of the exceptions described above shall make an application therefore to the Fire Chief or Fire Marshal.
  - (2) The Fire Chief or Fire Marshal may grant specific or general classes of exceptions to or variances of the particular requirements of any rule, regulation or general order upon such conditions as he may deem necessary to protect the public health, safety, and general welfare, if, upon petition, he finds that strict compliance with such rule, regulation, or general order is inappropriate for one (1) of the following reasons:

- a. Because of conditions beyond the control of the petitioner, i.e., those conditions which, though ordinary diligence is employed, remain unforeseeable or unpredictable, e.g., strikes, walkouts, or other industrial disturbances, acts of God, civil disturbances, embargoes, or other causes of like character; provided, however, that this shall not include conditions solely because they are dependent upon contingencies, i.e., including but not limited to, the variable cost or availability of maintenance, equipment, labor, raw materials, fuel or energy; or,
- b. Because of special circumstances which would render strict compliance unreasonable, unduly burdensome, or impracticable due to special physical conditions or causes; or,
- c. Because strict compliance would result in substantial curtailment or closing of the business operation; or,
- d. Because no alternative method of handling is available.

(f) General Restrictions and Appeals:

- (1) If the Fire Chief or Fire Marshal determines that certain open burning, otherwise permitted, imposes a threat to the public health, safety and general welfare, he shall have the authority to impose additional safety precautions or restrict the burning, including the issuance of a complete ban on the open burning in the particular location.
- (2) Any person aggrieved by a decision of the Fire Chief or Fire Marshal may appeal in writing to the Board of Commissioners, via the County Administrator, within ten (10) days from the date of such decision. The decision of the Board of Commissioners shall be deemed final.
- (3) Except for a reasonable period to get a fire started, no smoke of a shade darker than a No. 2 of the Ringlemann chart, or equivalent opacity, shall be emitted by a source of open burning.
- (4) During an air pollution emergency declared by the Board of Commissioners or other proper county or state authorities, no open burning of any kind shall be permitted unless open burning is required in the performance of an official duty or any public office, or a fire is necessary to thwart or prevent a hazard which cannot be properly managed by any other means or is necessary for the protection of public health.

(a) Penalties:

- (1) A written notification to a person/representative/entity of a violation shall be considered adequate notice of these regulations.



- (2) A subsequent violation, by the same person/representative/entity, at the same or different site will result in immediately appropriate legal action.
- (3) Persons violating this section shall be subject to those penalties contained in Section 1-13 of these ordinances.
- (4) No provision of this ordinance will restrict or prohibit Putnam County from using legal remedies to recover costs associated with containing fires or extinguishing burn piles, regardless of the possession of a permit authorized under this ordinance.

## EXPLANATION OF DOCUMENTS:

**Underlined language equals added text.**

**~~Struck through language equals deleted text.~~**

**All proposed changes highlighted in yellow.**

### Chapter 66 – ZONING

#### Sec. 66-20. Definitions.

**Barrdominium means a steel frame and sheet metal building, originally designed as a storage building or barn structure that has been repurposed or designed to include living areas in previously open space.**

*Convenience store* means a use primarily engaged in the provision of frequently or recurrently needed goods for household consumption, such as prepackaged food and beverages, newspapers, and limited household supplies, to customers who generally purchase only a few items. ~~This use shall be less than 2,000 square feet of gross floor area.~~ This may include limited food preparation. Only fuel pumps for the selling of fuel for motor vehicles are permitted.

*Dwelling unit* means one or more rooms connected together and constituting a separate, independent housekeeping establishment, **with only one internally contained kitchen,** physically set apart from any other dwelling unit in the same structure.

**Kitchen means any room principally used, intended, or designed to be used for cooking or the preparation of food. The presence of a range or oven, or utility connections suitable for servicing a range or oven, shall be considered as establishing a kitchen. The meaning of kitchen shall exclude a bar or butler's pantry.**

**Shipping container means a intermodal, steel-reinforced reusable container primary used for shipping cargo and storage.**

#### Sec. 66-34. General requirements.

Statements in this section apply to the entirety of this chapter. The specific applications are dependent on the extent of the dissimilarity between the existing zoning district and the new one the following shall apply:

- (a) *Nuisance.* The use may not create noise, dust, vibration, smell, excessive traffic, smoke, glare or electrical interference so as to arise to the level of a nuisance.
- (b) *Outside merchandise.* No outside display of merchandise shall create traffic or other safety hazard. No retail items shall be parked or sold within a street right-of way. No external display of merchandise shall interfere with sight lines in a way to create traffic or safety hazards.
- (c) *Allowed uses.* Within the various zoning districts, as described in this article and shown on the official zoning map, no land, building or structure shall be used as a matter of right except in accordance with the uses and standards of this chapter.
- (d) *Buffers and berms.*

- (1) A buffer or berm, which provides visual screening, shall at the director's discretion, unless the board of commissioners has mandated otherwise, exist between any C-PUD, R-PUD, C, or I-M district and any R, RM, or MHP district or existing use. The dimensions of the buffer between adjoining uses are in Table A.

Table A

Proposed Use	Adjoining Use									
	AG	R-1R	R-1, R-2	RM	RM-3	MHP	C-1 & C-2	I-M	C-PUD	R-PUD
AG	None	50	50	50	None 50	50	50	50	50	50
R-1R	None	None	None	None	None	None	None	None	None	None
R-1, R-2	None	None	None	None	None	None	None	None	None	None
RM	None	20	20	None	None	None	None	None	None	None
RM-3*	50	50	50	50	50	50	50	50	50	50
MHP	25	50	50	50	None 50	25	25	25	25	50
C-1 and C-2	None	50	50	50	None 50	50	None	100	None	50
I-M	50	50 100	50 100	50 100	50 100	50 100	50	50	50	50 100
C-PUD†	50	50	50	50	None 50	50	50	50	None	50
R-PUD†	50	50	50	50	50	50	50	50	50	None

**Sec. 66-35. Exceptions to general development standards.**

- (a) ~~Double buffer. When a required buffer area would abut and be continuous to an established buffer area, which meets all requirements of this chapter, then this additional required buffer area need not be established.~~
- (b) *Height requirements.* The height limitations as stated in this chapter shall not apply to:
- (1) Barns, silos or other farm structures when located on farms, belfries, cupolas and domes, monuments, water towers, windmills, chimneys, smokestacks, flagpoles, radio or television towers, masts and aerials; and
  - (2) Bulkheads, elevators, penthouses, water tanks and scenery lofts and similar structures, provided that these structures shall not cover more than 25 percent of the total roof area of the building on which these structures are located.
- (c) ~~Special building height restrictions. Where a new Village, C, or I-M, R-PUD, or C-PUD district is adjacent to an R, RM, or MHP district or to an existing residential use, the building height of the nonresidential structures shall not exceed 25 feet along the property line(s) adjacent to the herein listed residential districts.~~
- (d) *Combining of acreage between lake lots and Georgia Power property.* The owner of a lot who has exclusive use of property owned by Georgia Power by written lease, license, or other document may combine the acreage of said lot with the acreage of the property owned by Georgia Power in order to meet the requirements of the development standards of the zoning district in which said lot is located provided that both the lot and property are depicted as a single lot filed in the land records of Putnam County.

*DIVISION 3. DISTRICTS*

**AG AG-1 AGRICULTURE DISTRICT**

**Sec. 66-72. Uses allowed.**

The uses allowed in the AG-1 zoning district as a matter of right are subject to section 66-34, general requirements of this article, to performance standards of article III, and to the requirements and development standards of this district. Uses not listed herein are not permitted in this district, except as provided in section 66-36, undefined uses, of this article. Consult article III, performance standards, or the other zoning districts if the use you seek is not listed in this district.

(a) Allowed uses.

~~Fairgrounds and amusement parks.~~

~~Hospice care facility, general.~~

~~Hospice care facility, limited.~~

~~Helipad recreational vehicle park.~~

(b) Accessory uses that may be contained within the principal use or shall exist on the same property as the principal structure are as follows:

Commercial:

~~Barbershop.~~

~~Beauty salon.~~

~~Workshop, limited.~~

~~Dwellings: In addition to the primary residence on a parcel consisting of five acres or greater, the owner may subdivide three additional parcels for family use only, with a minimum of 1.25 acres each without rezoning as long as there is a deeded and platted easement from a public road to these parcels. Nonconforming parcels must be rezoned prior to subdividing any additional lots.~~

**Sec. 66-73. Development standards.**

- (a) Minimum lot size: Five acres.
- (b) Minimum road frontage: 50 feet. On a cul-de-sac: 40 feet.
- (c) Minimum lot width at the building setback line: 100 feet.
- (d) Minimum setback requirements for the residential principal structure are as follows:
  - (1) Front setback: 30 feet.
  - (2) Side setback: 20 feet.
  - (3) Rear setback: 20 feet.
  - (4) Setback from Lake Sinclair, Lake Oconee, creek, or river: 65 feet.

(5) State highway/main arterial road setback: 50 feet.

**(e) Minimum set requirements for nonresidential structures are as follows:**

**(1) Front setback: 100 feet.**

**(2) Side setback: 50 feet.**

**(3) Rear setback: 50 feet.**

**(4) Setback from Lake Sinclair, Lake Oconee, creek, or river: 65 feet.**

**(5) State highway/main arterial road setback: 100 feet.**

(e) Minimum setback requirements for allowed accessory uses, including accessory buildings, decks, porches, carports, garages, swimming pools and other allowed accessory buildings are as follows:

(1) Front setback: 30 feet.

(2) Side setback: 20 feet.

(3) Rear setback: 20 feet.

(4) State highway/main arterial road setback: 50 feet.

(f) Maximum height of all structures: 35 feet from highest point grade for any residential structures, 45 feet from highest point of grade for any nonresidential structures (except silos or water towers).

(g) Minimum residential heated floor area:

(1) Dwelling, single-family detached: 1000 square feet.

(2) Dwelling, manufactured home: 600 square feet.

(3) Cabin or Hunting Lodge: 600 square feet.

(h) Minimum off-street parking spaces is two spaces for the principal use and one additional off-street space for each 1,000 square feet of accessory use.

(i) Up to one family accessory dwelling unit is permitted per lot.

(j) A maximum of three tenant dwellings.

(k) Slaughterhouses are only allowed on a minimum of ~~20~~ 5 acres; not allowed on existing nonconforming lots of record.

(l) Racetracks are not allowed on existing nonconforming lots of record.

(m) Maximum lot coverage by impervious surface: 35 percent.

(Res. of 7-17-2007(4); Amend. of 4-17-2012(2); Amend. of 9-17-2013(2) ; Ord. of 12-4-2020(1) ; Ord. of 2-16-2021(3) ; Ord. of 12-3-2021(1) )

***R-1R SINGLE-FAMILY RESIDENTIAL RESTRICTED DISTRICT***

**Sec. 66-79. Development standards.**

(a) Minimum lot size.

(1) Individual well and septic system:

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- a. Off-lake lot: 47,916 square feet (1.1 acre).
  - b. On-lake lot: 65,340 square feet (1.5 acre).
  - (2) Public well and septic system:
    - a. Off-lake lot: 30,000 square feet (.69 acre).
    - b. On-lake lot: 36,250 square feet (.83 acre).
  - (3) Individual well and sewer:
    - a. Off-lake lot: 30,000 square feet (.69 acre).
    - b. On-lake lot: 36,250 square feet (.83 acre).
  - (4) Public well and sewer: 20,000 square feet (.46 acre).
  - (b) Minimum road frontage: 50 feet. On a cul-de-sac: 40 feet.
  - (c) Minimum lot width at the building setback line: 100 feet.
  - (d) Maximum lot coverage by impervious surface: 35 percent.
  - (e) Minimum setback requirements for principal structures are as follows:
    - (1) Front setback: 30 feet.
    - (2) Side setback: 20 feet.
    - (3) Rear setback: 20 feet.
    - (4) Setback from Lake Sinclair, Lake Oconee, creek or river: 65 feet.
    - (5) State highway/major arterial road: 50 feet
  - (f) Minimum setback requirements for allowed accessory uses, including accessory buildings, decks, porches, carports, garages, swimming pools and other allowed accessory uses are as follows:
    - (1) Front setback: 30 feet.
    - (2) Side setback: 15 feet.
    - (3) Rear setback: 15 feet.
    - (4) Setback from Lake Sinclair, Lake Oconee, creek or river: 65 feet.
    - (5) State highway/main arterial road setback: 50 feet.
  - (g) Maximum height of structures: 35 feet from the highest point of the grade.
  - (h) Minimum heated floor area: 1,600 square feet.
  - (i) Minimum off-street parking: Two spaces per dwelling unit. The director shall determine the number of off-street parking spaces necessary for a subdivision recreational facility depending on the number of people the health department determines can be in the pool areas and the fire marshal determines the occupancy rating for any building.
  - (j) Up to one family accessory dwelling unit is permitted per lot in this district, provided it is enclosed as part of the principal structure.
  - (k) Enclosed garages (attached or detached) only: Carports are prohibited in this district.
  - (l) Accessory buildings: Two per lot, excluding one garage and one well house.
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(Res. of 7-17-2007(4); Amend. of 3-18-2008; Amend. of 4-17-2012(2); Amend. of 9-17-2013(2) ; Ord. of 12-4-2020(1) )

### ***R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT***

#### **Sec. 66-81. Uses allowed.**

The uses allowed in the R-1 zoning district as a matter of right are subject to section 66-34, general requirements of this article, to performance standards of article III, and to the requirements and development standards of this district. Uses not listed herein are not permitted in this district, except as provided in section 66-36, undefined uses, of this article. Consult article III, performance standards, or the other zoning districts if the use you seek is not listed in this district.

- (d) Accessory uses that shall be on the same property as the principal use are as follows:

~~Hospice care facility, limited.~~

### ***RM-1 MULTI-FAMILY RESIDENTIAL DISTRICT***

#### **Sec. 66-91. Development standards.**

- (a) Minimum parcel size: 20,000 square feet.
- (b) Minimum road frontage: 50 feet. On a cul-de-sac: 40 feet.
- (c) Minimum lot width at the building setback line: 125 feet.
- (d) Maximum lot coverage by impervious surface: 35 percent.
- (e) Minimum setback requirements are as follows:
- (1) Front setback: 30 feet.
  - (2) Side setback: 20 feet.
  - (3) Rear setback: 20 feet.
  - (4) Setback from Lake Sinclair, Lake Oconee, creek or river: 65 feet.
  - (5) State highway/main arterial road: 50 feet.
  - (6) All buildings must be separated on all sides by a minimum of ten feet from any other building.
  - (7) For lots that abut a single-family residential district (R-1R, R-1, R-2), the buildings must be set back at least 50 feet from adjoining property lines
- (f) Buffer requirements.
- (1) ~~20-foot wide nonaccess buffer along the entire length of the property where abutting an arterial or collector street.~~
  - (2) 20-foot wide natural undisturbed buffer or a berm, replanted where sparsely vegetated, for developments adjacent to all R1-R, R-1, R-2 zoning districts.

- (g) Multi-family residential developments with at least four dwelling units shall dedicate a minimum of 15 percent to open space. This may include community recreation uses.
  - (h) Maximum height of structures: 35 feet from the highest point of the grade.
  - (i) Minimum heated floor area:
    - (1) One bedroom unit: 700 square feet.
    - (2) Two bedroom unit: 900 square feet.
    - (3) Three bedroom unit: 1,100 square feet.
  - (j) Minimum off-street parking: Two spaces per dwelling unit. The director shall determine the number of off-street parking spaces necessary for a community recreation facility, depending on the number of people the health department determines can be in the community recreation areas and the fire marshal determines the occupancy rating for any building. Parking shall be provided on the same lot as the use it serves.
  - (k) Density: Six dwelling units per acre.
  - (l) Accessory buildings: Maximum of one per dwelling unit, excluding one garage, or carport and one well house.
  - (m) Community water and an approved septic system or sewer.
- (Res. of 7-17-2007(4); Amend. of 3-18-2008; Amend. of 4-17-2012(2); Amend. of 9-17-2013(2); Ord. of 12-3-2021(1))

**ARTICLE III. PERFORMANCE STANDARDS**

**Sec. 66-131. Defined and restricted.**

- (a) *Scope.* The following material is intended to define and regulate those uses allowed in any given zoning district as a matter of right. In each instance the use also must comply with any development standards of the zoning district in which it is/will be located and the performance standards of this article. All uses shall have their customary dictionary definition unless specifically provided in article I, section 66-20, definitions.
- (b) *Governmental uses.* Such uses shall include buildings, structures and uses of land by a unit of local government, not listed elsewhere including, but not restricted to, convenience centers, libraries, public schools, parks, playgrounds, recreation centers and fire stations and are exempt from the development standards of this chapter.

(Res. of 7-17-2007(4))

**Sec. 66-132. List of uses and performance standards.**

- (a) *Accessory uses and structures.*
  - (1) *Accessory uses and structures customarily incidental to any allowed use.*
    - a. An accessory structure shall be located on the same lot and within the same zoning boundary as the principal building/use to which it is accessory.
    - b. No accessory structure shall be constructed upon a lot until construction of the principal building has commenced. If the principal building has not been completed within 12 months of the



issuance of a building permit, then the accessory use shall be continued only with express permission of the director of the planning and development department based upon unusual circumstances or hardship. Under no circumstances shall the accessory structure or use continue for more than 24 months if the principal structure/use has not been completed.

- c. An accessory structure, with the exception of garages and carports, shall be permitted in the side or rear yard of any R, RM or R-PUD district.
- d. Setback use for waterfront lots on Lakes Oconee and Sinclair. A detached accessory structure may be located in the portion of the setback between the house on the property and the street. Setbacks for the district must be followed.
- e. No accessory structure in a nonresidential district shall be used by other than employees or relatives of the owner unless otherwise allowed by provisions of this chapter.
- f. Accessory structures shall not exceed two stories in height and may not cover more than 30 percent of the rear yard.
- g. Where a corner lot in a residential district adjoins another lot, no accessory structure shall be located closer to the side street right-of-way line than the principal building or closer than 25 feet to the rear property line. The setback of 25 feet will not be required when the adjoining yard is a rear yard.
- h. When an accessory structure is attached to the principal building by a breezeway, passageway or similar means, the accessory structure shall comply with the setback requirements of the principal building to which it is accessory.
- i. Private accessory structures such as swimming pools in a residential district shall comply with the minimum side and rear setback requirements of that district. Setback minimums shall be measured from the decking or closest part of the pool structure to the applicable property line. Accessory swimming pools shall be permitted only upon written approval by the director of planning and development department.
- j. Accessory uses in a multi-family development or manufactured home park may include laundry facilities and must be housed in a separate area for the convenience of residents.
- k. The square footage of an accessory building or structure shall not exceed 75 percent of the square footage of the principal building or structure to which it is accessory, except in the AG districts.
- l. Accessory structures shall be constructed in conjunction with or after a building permit for the principal building is lawfully approved.
- m. There shall be no less than five feet of distance between a principal and accessory building unless they are connected by a common wall, passageway, or other similar means.
- n. All docks shall meet Georgia Power Company regulations pertaining to docks.
- o. No private riding stable, private shall be located within 50 feet of any property line.
- p. Family accessory dwelling units.
- q. Dwelling, tenant.
  - 1. A dwelling, tenant is subject to the dimensional standards of the AG district.
  - 2. No more than ten persons, unrelated or related by family, may occupy a tenant dwelling at any one time.
  - 3. Buildings associated with this use must have a residential or agricultural façade.

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- (2) The following commercial businesses are allowed in AG and do not conform to the standards specified for the businesses as a home occupation. Requirements for these commercial businesses are as follows:
- a. Barbershop or beauty salon.
    - 1. The front setback shall be no less than 30 feet. The side and rear setbacks shall be no less than 20 feet.
    - 2. Outside storage shall be in the rear of the building and must be screened from view.
    - 3. Building must be frame construction with a residential or agriculture façade.
    - 4. Driveway must be paved at least five feet into the property.
    - 5. The maximum number of employees is five.
  - b. Animal care, limited or general.
    - 1. The front setback shall be no less than 50 feet.
    - 2. If the property abuts a residential use, the side and rear setbacks shall be no less than 100 feet. If the property abuts a nonresidential use, the side and rear setbacks shall be no less than 50 feet.
    - 3. Outside storage shall be in the rear of the building and must be screened from view.
    - 4. If the property abuts a residential use there shall be a 50-foot buffer that screens use from view.
    - 5. Driveway to business must be paved at least five feet into the property.
    - 6. All structures must have adequate soundproofing and odor-proofing so the use does not create a nuisance.
    - 7. Any facility with an outdoor component such as an exercise area shall require a fence surrounding the outdoor area that is at least six feet tall and located more than 100 feet from a residential property or building. This fence shall be completed prior to occupancy of the primary structure.
  - c. Workshop.
    - 1. The front setback shall be no less than 30 feet.
    - 2. If the property abuts a residential use, the side and rear setbacks shall be no less than 100 feet. If the property abuts a nonresidential use, the side and rear setbacks shall be no less than 50 feet.
    - 3. Outside storage shall be in the rear of the building and must be screened from view.
    - 4. If the property abuts a residential district there shall be a 50-foot buffer that screens use from view.
    - 5. The use must be within an enclosed structure that has frame construction with a residential or agriculture façade.
    - 6. Driveway to business must be paved at least five feet into the property.
    - 7. All structures must have adequate soundproofing, so the use does not create a nuisance.
- (3) *Specific accessory use restrictions.*
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- a. Automobile, truck and trailer lease and rentals, as an accessory use to an automobile service station.
    - 1. This use shall not occupy more than ten percent of the lot area.
    - 2. No more than four trailers, trucks or cars shall be permitted outdoors on the lot at any one time.
    - 3. Parking areas for the permitted trailers shall be located only in portions of the lot where off-street parking is permitted, but no area or space shall occupy spaces set aside for required off-street parking or use by cars awaiting service. No trailer shall be parked in any way that interferes with normal traffic flow to, within, or out of the lot.
    - 4. All parking areas shall be clearly marked and no trailer, truck or car shall be parked outdoors other than within these boundaries except when being serviced.
  - b. Accessory retail sales and services. Retail sales and services accessory to the operation of an office building or institutional use, motel or hotel, conducted wholly within the building housing the use to which these activities are accessory, provided that the floor space used or to be used for these secondary uses shall be limited to a total of 25 square feet per room in a hotel or motel, or ten percent of the net floor area in an office building or institutional use, and provided that:
    - 1. Every public entrance to this use shall be from a lobby, hallway or other interior portion of the primary use structure.
    - 2. No show window, advertising or display shall be visible from the exterior of the primary use structure.
    - 3. No merchandise shall be stored or displayed outside of the primary use structure. However, the requirements of this section shall not apply to restaurants and cafeterias secondary to a hotel or motel and office building or institutional use; these secondary uses may be located in a structure other than the primary use structure.
    - 4. The following accessory uses are permitted: barbershops, beauty shops, laundry and dry cleaning pickup and distribution stations and other similar personal service establishments; drugstores; bookstores; florists; convenience food stores; gift shops; cafeterias and restaurants; private clubs; laundry facilities for the convenience of residents; newsstands; and shoe repair shops.
- (b) *Adult entertainment.* The following applies to any type of adult entertainment (see article I, definitions):
- (1) Minimum yard requirements:
    - a. Front yard: 500 feet.
    - b. Side yard: 500 feet.
    - c. Rear yard: 500 feet.
  - (2) Maximum height of structures: 25 feet.
  - (3) Basic parking requirements: One space per 200 square feet of building space.
  - (4) Setback requirements: The boundaries of this use shall be 1,000 feet from the boundaries of all residential uses or districts. The boundaries of this use shall be 1,000 feet from any historic district or structure defined or created pursuant to this chapter or by applicable state or federal law.
  - (5) Distance requirements for alcoholic beverage sales: No bar, tavern, saloon, nightclub, or restaurant serving alcohol or any place where alcohol is sold for consumption on the premises shall be established, operated or maintained within 2,000 feet of an adult entertainment establishment. In

- addition, an adult entertainment establishment shall not be established, operated or maintained within 2,000 feet of a bar, tavern, saloon, nightclub, or restaurant serving alcohol or any place where alcohol is sold for consumption on the premises. The distance established by this section shall be radial distances determined by a straight line and not street distance, measured from property line to property line. Adult entertainment establishments are prohibited from serving or selling any alcoholic beverages. Alcoholic beverages may not be consumed on the property.
- (6) Distances from existing structures: This use shall not be established, operated or maintained within 1,000 feet of a property line of a dwelling unit, a church or other place of worship, park or recreation area, a school, a day care facility, kindergarten or play school, colleges and universities, group homes, orphanages, halfway houses and existing structures. This use shall not be established, operated or maintained within 2,000 feet of another adult entertainment establishment.
- (c) *Agriculture and forestry.*
- (1) *Animal production.*
- a. No structure used for housing poultry, livestock, or hogs shall be located within 200 feet of any property line or within 300 feet of a residential dwelling unit located on another parcel.
- b. No area where manure is stored shall be located within 200 feet of any property line or within 300 feet of a residential dwelling unit located on another parcel.
- c. No machinery or functions that produce odor or dust shall be located or occur within 200 feet of any property line or within 300 feet of a residential dwelling unit located on another parcel.
- (2) *Confined animal feeding operations.*
- a. Livestock quarters associated with this use must be located at least 200 feet from all property lines.
- b. This cannot be located within the 100-year floodplain.
- c. This use must comply with all regulations and permitting requirements of the Georgia Department of Natural Resources, Environmental Protection District.
- d. This use must be located at least 1,500 feet from the nearest residentially zoned district, or any building used as a residents, 2,500 feet from the nearest potable water well, and 2,500 feet from the nearest school or recreation area.
- (3) *Produce stands.* Produce stands shall be temporary or seasonal stands for the sale of produce. There shall be a minimum of four off-street parking spaces. Such stands shall have access to at least a collector street and shall not be operated so as to create a traffic hazard. Entrances to and exits from produce stand shall be clearly delineated and located so as to provide safe ingress and egress from roads. Entrances and exits shall be channeled to prevent unrestricted access to and from premises. A permit from the director of planning and development department is required prior to the establishment of the stand.
- (4) *Riding stables, commercial.*
- a. Barns, stables arenas, and other event facilities must be at least 200 feet from all property lines and at least 200 feet of a residential dwelling unit, unless it is the owner's dwelling.
- b. The use shall comply with the Putnam County Health Department regulations.
- c. A site plan for any proposed commercial equine development shall be submitted to the Putnam County Director of Planning and Development with the application for a conditional use permit.
- d. Parking requirements will be evaluated based on a review by the director of planning and development. Approval shall be subject to consideration of seating capacity, size of designated

parking area, ingress and egress, erosion control, adequate parking areas for animal trailers, and other issues specific to the site and proposed use.

- (5) *Riding stables, private.* No structure shall be located within 50 feet from any property line, except in AG-1 district.
- (6) *Sawmill, permanent/temporary.*
  - a. This use must be set back at least 500 feet from any property zoned or used for residential purposes or a school, park, church, playground or hospital.
  - b. A minimum buffer of 100 feet shall be required.
  - c. This use is subject to hours of operation from 7:00 a.m. to 7:00 p.m.
  - d. All vehicular access shall be from an arterial street.
- (7) *Exotic animals. (Conditional use only in AG District)*
  - a. All structures associated with the keeping and raising of exotic animals shall be at least 100 feet from any property from any property or building zoned or uses for residential purposes.
  - b. This minimum lot size shall be determined by the director of planning and development.
  - c. All facilities shall be constructed and activities conducted so as not to create a nuisance.
  - d. All exotic animals shall be kept in an enclosure that is appropriate for the size of the exotic animal. The height and type of enclosure are subject to approval by the director of planning and development.
- (d) *Animal services.*
  - (1) *Animal care, limited.*
    - a. All structures shall be located and activities conducted at least 100 feet from any property or building zoned or used for residential purposes.
    - b. All structures shall have adequate soundproofing and odor-proofing shall be provided so the use does not create a nuisance.
    - c. No boarding shall be allowed unless required in connection with medical treatment.
  - (2) *Animal care, general.*
    - a. All structures shall be located and activities conducted at least 100 feet from any property or building zoned or used for residential purposes.
    - b. All structures shall have adequate soundproofing and odor-proofing shall be provided so the use does not create a nuisance.
    - c. Any facility with an outdoor component such as an exercise area shall require a fence surrounding the outdoor area that is at least six feet in height and located more than 100 feet from a residential property or building.
    - d. Animals are prohibited from being in the outdoor area between 9:00 p.m. and 7:00 a.m.
  - (3) *Boarding or breeding kennels.*
    - a. All structures used for boarding or breeding kennels shall be at least 100 feet from any property or building zoned or used for residential purposes.
  - (4) *Noncommercial kennels/shelters.*

- a. All structures must be set back at least 100 feet from any property zoned or used for residential purposes
  - b. All facilities shall be constructed and activities conducted so as not to create a nuisance.
  - c. A six-foot fence shall enclose all property on which such shelters are operated.
  - d. All structures shall have adequate soundproofing, and odor-proofing shall be provided so the use does not create a nuisance.
  - e. No more than 20 small animals are allowed in noncommercial kennels. However additional animals may be allowed by determination by planning and development upon determination of factors including, but not limited to, parcels sizes and characteristic of adjoining land owners.
- (e) *Automobile sales and rental.*
- (1) *Automobile sales.*
    - a. All vehicles shall be set back at least 15 feet from the street right-of-way lines.
    - b. No external display of merchandise shall interfere with sight lines so as to create traffic or other safety hazards.
    - c. All parking areas shall be clearly marked, and no trailer, truck or car shall be parked outdoors other than within these boundaries, except when being serviced.
  - (2) *Boat sales.*
    - a. All vehicles shall be set back at least 15 feet from the street right-of-way lines.
    - b. No external display of merchandise shall interfere with sight lines so as to create traffic or other safety hazards
  - (3) *Commercial truck or equipment rental or sales.*
    - a. All vehicles shall be set back at least 15 feet from the street right-of-way lines.
    - b. No external display of merchandise shall interfere with sight lines so as to create traffic or other safety hazards
- (f) *Vehicle service.*
- (1) *Automobile maintenance.*
    - a. There shall be no body and fender repair, painting or related dismantling of vehicles on the premises.
    - b. All minor auto repair, maintenance, service, storage of materials or similar activities connected with this use shall be carried on entirely within an enclosed building, which shall be located at least 100 feet away from any residential district or use.
    - c. For uses with a *wash service*, a paved area shall be located on the same lot as the principal use for the storage of vehicles awaiting service equal to one-third of the practical hourly capacity of the wash machines.
    - d. All activities associated with this use in a C-1 district must be in an enclosed structure.
  - (2) *Automobile service.*
    - a. Property on which such service is to be located shall not be within 100 feet of any residential district or any property containing a school, public playground, church, hospital or public library.

- b. Property shall have minimum frontage on public street of 100 feet. All buildings shall be set back 40 feet from the right-of-way lines, and all canopies shall be set back 15 feet from the same.
- (3) *Automobile service station.*
- a. Property on which such service station is to be located shall not be within 100 feet of any residential district or any property containing a school, public playground, church, hospital or public library.
  - b. Property shall have minimum frontage on public street of 100 feet. All buildings shall be set back 40 feet from the right-of-way lines, and all canopies shall be set back 15 feet from the same.
  - c. Gasoline pumps and other service facilities shall be set back not less than 15 feet from the right-of-way line and also shall not be located less than 60 feet from the centerline of the arterials or collectors or 45 feet from the centerline of local streets.
- (4) *Automobile repair.*
- a. All auto repair, maintenance, service, storage of materials or similar activities connected with this use shall be carried on entirely within an enclosed building, which shall be located at least 100 feet away from any residential district or use.
  - b. Property on which such service station is to be located shall not be within 100 feet of any residential district or any property containing a school, public playground, church, hospital or public library.
  - c. Property shall have minimum frontage on public street of 100 feet. All buildings shall be set back 40 feet from the right-of-way lines, and all canopies shall be set back 15 feet from the same.
- (5) *Automobile retail.*
- a. There shall be no dismantling of vehicles on the premises to obtain auto parts.
  - b. Auto part installation shall only include the installation of tires and the installation of minor maintenance or accessory parts.
  - c. Major auto repair shall not be permitted. Minor auto repair and maintenance may be permitted, provided this repair and maintenance shall be incidental to the normal upkeep of an automobile.
- (6) *Scrap and salvage yards.*
- a. This use shall not be established on a lot which is either adjacent to or directly across the street from any R, RM, MHP or R-PUD district.
  - b. This use shall not be permitted within 500 feet of the boundary of any R, RM, or R-PUD district.
  - c. A solid fence or wall at least six feet in height shall be erected along all property lines.
  - d. This use may be subject to limitation upon hours of operation or noise levels.
  - e. This use shall be permitted only if located on property with frontage on an arterial or collector with access limited to the same.
- (7) *Boat yard.*
- a. All boat repair, maintenance, service, storage of materials or similar activities connected with this use shall be carried on entirely within an enclosed building, which shall be located at least 100 feet away from any residential district or use.
  - b. Property on which such service is to be located shall not be within 100 feet of any residential district or any property containing a school, public playground, church, hospital or public library.

- c. Property shall have minimum frontage on public street of 100 feet. All buildings shall be set back 40 feet from the right-of-way lines, and all canopies shall be set back 15 feet from the same.
- (8) *Commercial truck or equipment service or repair.*
- a. All commercial truck or equipment repair, maintenance, service, storage of materials or similar activities connected with this use shall be carried on entirely within an enclosed building, which shall be located at least 100 feet away from any residential district or use.
  - b. Property on which such service is to be located shall not be within 100 feet of any residential district or any property containing a school, public playground, church, hospital or public library.
  - c. Property shall have minimum frontage on public street of 100 feet. All buildings shall be set back 40 feet from the right-of-way lines, and all canopies shall be set back 15 feet from the same.
- (9) *Truck stop.*
- a. This use shall not be permitted within 1,000 feet of any property used for a residence, school, park, church, playground or hospital.
  - b. This use shall not be permitted within 1,000 feet of the boundary of any R, RM, MHP or R-PUD district.
  - c. The principal structure associated with this use shall be set back at least 200 feet from all property lines.
  - d. A minimum buffer of 100 feet or a berm shall be required.
  - e. All uses other than the dispensing of fuel must be contained within a single principal structure. Such building may contain convenience shopping space, a restaurant, TV viewing and recreation lounges, restroom facilities, showers, and laundry spaces.
  - f. Facilities may include a service center to provide minor repairs or service such as oil changes, tire replacement or repair, brakes and minor engine and transmission work. No major repairs such as engine and transmission overhaul, differential repairs, body and fender work or other repairs of a similar nature shall be performed on site.
  - g. No outside storage of parts or non-operable vehicles in permitted.
- (f) *Commercial recreation and entertainment.*
- (1) *Carnival, rodeos and sporting events (temporary).*
- a. The user must apply for a permit from the county clerk.
  - b. All buildings or other structures must be set back a minimum of 500 feet from all property lines.
  - c. Exterior lighting shall be deflected away from adjacent properties and the public right-of-way.
  - d. This use may be subject to limitation upon hours of operation or noise levels.
  - e. This use may be restricted to property with frontage on a county arterial or county collector with access limited to the same, if deemed appropriate.
  - f. Permittee must provide evidence that suitable parking is available/present.
  - g. Additional conditions may be required as deemed necessary to protect public health, human life and the environment.
- (2) *Fairgrounds and amusement parks (permanent).*
- a. A conditional use permit shall be required for this use.



- b. All buildings and structures associated with this use shall be set back not less than 500 feet from any property line.
  - c. This use shall not be permitted within 500 feet of an R, RM, MHP, or R-PUD district.
  - d. Vehicular access shall be derived only and directly from an arterial street and never through an R, RM, MHP, or R-PUD district.
  - e. If within 1,000 feet of residential districts or uses, hours of operation shall be limited to 8:00 a.m. to 11:00 p.m.; and a maximum average sound level of 60 dBa (maximum peak sound level of 75 dBa) shall be maintained at all property lines.
  - f. The facility shall be enclosed by a security wall or fence not less than six feet in height.
- (3) *Shooting range, indoor or outdoor, commercial.*
- a. This use shall not be permitted adjacent to or across the right-of-way from an R, RM, MHP or R-PUD district. In the case of an outdoor range, it shall not be permitted adjacent to or across the right-of-way from a dwelling unless there is a 2,000-foot setback from the property line adjacent to the dwelling or consent is obtained from any affected owner(s) of the dwelling(s) for a lesser distance.
  - b. Any outdoor range shall be designed, constructed, and maintained in accordance with the guidelines and regulations contained in The Range Source Book, Section II Chapter 2, Outdoor Range Design Criteria published by the National Rifle Association in 2012, with the exception that any regulation established by this chapter that stands in contradiction to the NRA guidelines shall control.
  - c. The outdoor range shall have at least a 300-foot planted or naturally forested buffer or berm from any property line.
  - d. The downrange direction of an outdoor range shall be in a direction that is the least likely to cause any harm or damage in the case of a gross accident but in no case shall bear directly upon a street, dwelling or place of business.
  - e. A berm of at least 20 feet in height shall run downrange and to the outside of the outdoor range and encompass the shooters' booth/bench or discharge point. At the end of the range (indoor or outdoor) there shall be some type of bullet trap whether earthen or of a manufactured/constructed nature and shall be of a suitable height but no less than 20 feet in the case of an outdoor range.
  - f. There shall be some means of protection between each shooter bench or position in the case of a lateral discharge.
  - g. Any exterior lighting shall be directed away from adjacent properties.
  - h. A six-foot minimum fence shall completely encompass at least the physical outdoor shooting range.
  - i. Adequate ventilation shall be provided for indoor facilities.
  - j. Operational hours may be established and/or restricted by the director, as he deems appropriate.
  - k. In the case of compound bows, recurved bows, long guns, or other forms of weapon ranges, as well as the above, the director may waive certain conditions or place additional conditions as the director deems necessary.
- (4) *Racetrack, auto.*

- a. This use shall not be permitted within 500 feet of any property used for a residence, school, park, church, playground or hospital.
  - b. This use shall not be permitted within 500 feet of the boundary of an R, RM, MHP or R-PUD district.
  - c. A solid fence or wall at least six feet in height shall be erected along all property lines.
  - d. A minimum buffer of 100 feet or a berm shall be required.
  - e. This use may be subject to limitation upon hours of operation or noise levels.
  - f. This use shall be permitted only if located on property with frontage on an arterial or collector with access limited to the same.
- (5) *Racetrack, horse.*
- a. This use shall not be permitted within 500 feet of any property used for a residence, school, park, church, playground or hospital.
  - b. This use shall not be permitted within 500 feet of the boundary of an R, RM, MHP or R-PUD district.
  - c. A fence or wall at least six feet in height shall be erected along all property lines.
  - d. A minimum buffer of 100 feet or a berm shall be required.
  - e. This use may be subject to limitation upon hours of operation or noise levels.
- (6) *Community recreation (public, neighborhood).*
- a. Site plans of the community recreation facility(ies) shall be approved by the director to ensure compatibility of the facility with the neighborhood in which it is to be located. If the facility is part of a residential subdivision or multifamily development, the site plan shall be submitted to the director at the time of the application for a development permit.
  - b. Buildings and structures established in connection with this use shall be set back not less than 100 feet from any property line except that the front setback of the zoning district shall apply along all property lines adjacent to the public rights-of-way.
  - c. A swimming pool or other water feature, public or private, shall be enclosed by a fence having a height of not less than four feet.
  - d. Outdoor activity shall cease by 12:00 midnight.
  - e. Exterior lighting shall be deflected away from adjacent properties and the public right-of-way.
  - f. Central loudspeakers shall be prohibited
  - g. A swimming pool use shall be permitted only upon written approval of the Putnam County Health Department to indicate compliance with the health department swimming pool regulations prior to the issuance of a permit by the director.
  - h. Adequate off-street parking must be provided. The director shall determine the number of off-street parking spaces necessary for a community recreation facility based on the health department's determination about the number of people that can use the facility and the fire marshal's determination of the facility's occupancy rating.
- (7) *Golf course, tennis center, swimming center, or country club (private).*
- a. All buildings and structures associated with such use shall be set back not less than 50 feet from property zoned for R, RM, MHP or R-PUD district.

- b. Central loudspeakers shall be prohibited.
  - c. Exterior lighting shall be deflected away from adjacent properties and the public right-of-way.
  - d. Outdoor activity shall cease by 12:00 midnight.
- (8) *Zoos.*
- a. This use shall not be permitted within 1,000 feet of any property used for a residence, school, park, church, playground or hospital.
  - b. A solid fence or wall at least six feet in height shall be erected along all property lines.
  - c. A minimum buffer of 100 feet shall be required.
  - d. This use may be subject to limitation upon hours of operation or noise levels.
  - e. Parking shall be provided per recommendations of the director of the planning and development department.
- (g) *Communication.*
- (1) *Radio, television and other communication transmission towers.*
- a. All towers in excess of 100 feet must be set back from any lot used or zoned for a residential structure a distance equal to one-half the height of the tower.
  - b. All towers in excess of 100 feet must be set back from any off-site structure a distance of one-third the height of the tower or 100 feet, whichever is greater.
  - c. All towers less than 100 feet must be set back from all property lines a distance of one-third the height of the tower.
  - d. Refer to chapter 27 of this Code for additional regulations regarding communication towers.
- (h) *Community facilities.*
- (1) *Assembly halls.*
- a. Any building or structure established in connection with these uses shall be set back not less than 75 feet from any property line, except where this adjoining property is zoned for nonresidential use, in which case the setback shall be the same as required for the adjoining nonresidential district. Where this property line is a street line, the front yard setback established for the district shall apply.
  - b. These uses shall be permitted only on a lot that has direct access to an arterial or collector street.
- (2) *Cemetery, public.*
- a. All graves or burial lots and structures must be set back no less than 25 feet from any property line or local street right-of-way lines, and no less than 50 feet from any collector, arterial, expressway, or freeway right-of-way line.
  - b. The entire cemetery property must be landscaped and maintained.
- (3) *Cemetery, family burial plot.*
- a. The minimum size of the tract or parcel of contiguous land on which a family burial plot shall be five acres.
  - b. All graves or burial lots and structures must be set back no less than 25 feet from any property line or local street right-of-way lines, and no less than 50 feet from any collector, arterial, expressway, or freeway right-of-way line.

- c. The landowner is required to provide a survey, by a registered surveyor, containing a registration point and the boundaries of the family burial plot.
- d. The owner shall provide perpetual access to the county and immediate family and descendants of those persons interred in the burial plot. A minimum five-foot ingress-egress pedestrian access path shall be provided. The access path shall be delineated on the survey of the burial plot. The property owner shall provide a pedestrian access easement for the path.
- e. The family burial plot must be approved by the Putnam County Health Department.
- f. The family burial plot must be landscaped and maintained.
- (4) *Crematorium.* All buildings used for a crematorium shall be set back not less than 200 feet from all property lines and not less than 1,000 feet from any property zoned or used for residential purposes.
- (5) *Landfills, sanitary.* This use is prohibited by the zoning ordinance.
- (i) *Personal care homes and assisted living facilities.*
  - (1) The minimum lot size shall be the minimum required by the zoning district within which the home is located.
  - (2) No personal care home shall be established or erected within 1,000 feet of the nearest property line of an existing personal care home.
  - (3) All personal care homes or assisted living facilities shall be set back from the road right-of-way and from all property lines as required by the zoning district within which the group home is located except:
    - a. Where adjacent to properties zoned for residential use, the minimum side or rear setbacks shall be 50 feet.
    - b. When adjacent to a state highway the minimum set back shall be 50 feet.
  - (4) No certificate of occupancy shall be issued prior to the issuance of required permits and certificates by federal, state, and local agencies.
  - (5) Personal care homes or assisted living facilities shall provide linkages with hospitals and community services and provide access to transportation for residents.
  - (6) Personal care homes or assisted living facilities shall provide timely assistance to residents for response to urgent or emergency needs, including, but not limited to, timely response to the home by emergency medical services (EMS).
  - (7) Personal care homes serving as halfway houses, drug rehabilitation centers and centers for treatment of drug dependency are allowed by conditional use permit only and follow special public hearing requirements in accordance with O.C.G.A. § 36-66-4(f).
  - (8) Prior to application for a conditional use permit, the applicant shall obtain a qualified inspection from the county building official to determine if any existing building proposed for use as any type of personal care home will be satisfactory for the requested use.
- (j) *EMS services.*
  - (1) *Ambulance and emergency medical services (private).*
    - a. These uses shall be permitted only on property with frontage on an arterial or collector with access limited to that arterial or collector.

- b. The proposed development shall be reviewed and written approval granted by the director of emergency services and the director of planning and development prior to the issuance of any permit or license.
  - c. The owner of the business shall bear all costs for traffic signs and signals necessary to advise the motoring public of emergency vehicle access. The requirement for, and location of, these warning signs and signal devices shall be determined by the director and shall not be located within the public rights-of-way.
- (k) *Lodging (temporary).*
- (1) Reserved.
  - (2) *Recreational vehicle (RV) park.*
    - a. No travel trailer/RV park shall be located except with direct access to a county, state or federal highway, with a minimum lot width of not less than 50 feet for access points. No entrance or exit shall be through a residential district, or shall require movement of traffic from the park through a residential district.
    - b. The minimum lot area per park shall be ten acres with a maximum density of ten spaces per acre.
    - c. Spaces in travel trailer/RV parks may be used by travel trailers/RVs, provided that they meet any additional laws or ordinances and shall be rented by the day or week only, and an occupant of such space shall remain in the same trailer park for a period of not more than 30 days per six-month period.
    - d. Management headquarters, recreational facilities, toilets, showers, laundry facilities and other uses and structures customarily incidental to operation of a trailer park are permitted as accessory uses in any district in which trailer parks are allowed, provided that:
      - 1. No space shall be so located so that any part intended for occupancy for sleeping purposes shall be within 50 feet of the right-of-way line of any freeway, expressway, arterial or collector streets.
      - 2. In addition to meeting the above requirements, the RV park site plan shall be accompanied by a certificate of approval from the Putnam County Health Department.
      - 3. A minimum 50-foot buffer or a berm is required when adjacent to any residential use, 25 feet for other districts, densely planted with evergreen and hedge-type shrubs designed to provide full screening for the park.
      - 4. Setbacks, open space requirement, parking, refuse collection and illumination shall meet the standards of MHP district regulations.
- (3) *Bed and breakfast.*
- a. Bed and breakfasts must be owner-occupied with the owner-operator residing on the premises.
  - b. No more than ten guestrooms may be rented for overnight use.
  - c. The only uses permitted shall be the renting of rooms and the serving of food to guests renting said rooms.
  - d. Accessory uses commonly associated with hotels and motels, i.e., laundry services banquet halls, barber and beauty shops, shall not be permitted.
  - e. All parking shall be off-street and in accordance with regulations in chapter 28.
  - f. One sign, not exceeding six square feet in area, shall be permitted.

- (l) *Manufacturing and industrial uses.* No plant shall be designed to operate in a manner that will emit smoke, odor or objectionable waste materials or produce noise or vibration so as to create a nuisance.
- (1) *Manufacturing, heavy*
- a. The use may not create noise, dust, vibration, smell, excessive traffic, smoke, glare or electrical interference so as to arise to the level of a nuisance.
  - b. This use shall not be permitted within 500 feet of any property used for a residence, school, park, church, playground or hospital.
- (2) *Extractive industry.*
- a. General requirements.
    1. This use, exclusive of office and administrative space, shall not be permitted within 1,000 feet of any property used for a residence, school, park, church, playground, hospital and any property zoned for residential or commercial use.
    2. The boundary of the property shall not be within two miles of Lake Sinclair or Lake Oconee.
    3. A solid fence or wall at least six feet in height shall be erected no less than 300 feet from the excavated area.
    4. A minimum buffer of 200 feet shall be required along all property lines.
      - i. Access through properties used for or zoned for residential uses is prohibited.
      - ii. The use shall have direct access to a state highway or an arterial road having a minimum of six inches graded, aggregate base.
    5. A minimum of 100 acres is required.
      - i. The operators or owners of the quarry/mine must present to the director of planning and development and to the board of commissioners an acceptable comprehensive plan for the re-use of the property at the cessation of the quarry/mining operation. The plan shall include:
        - Plans for the property after the operation has ceased;
        - Re-vegetation plans;
        - Maintenance of the site during the operation;
        - Return water turbidity levels.
    6. All blasting shall be done in accordance to O.C.G.A. §§ 25-8-1 through 25-8-12.
    7. At the time of application for the building permit, the owners or operators shall present to the administrative officer documentation and permit number which confirms that a permit has been issued in accordance with the Georgia Surface Mining Act of 1968, as amended O.C.G.A. § 12-4-75.
    8. The board of commissioners may require a performance bond in an amount satisfactory to cover any exposure to the citizens that is not required by EPA.
  - b. Removal or extraction of dirt, sand, soil and other natural materials. The removal area shall be completely enclosed with a fence not less than six feet in height.
    1. Drainage plans and a plan for the development of the site when the removal is completed shall be submitted with the application for a development permit.

2. This section shall not prohibit the removal of earth and rock and filling and grading in any district for land development purposes, upon issuance of a development permit in accordance with the provisions of this chapter.
  - c. Removal or extraction of rock and other natural materials for the production and processing of crushed stone.
    1. Blasting shall coincide with the period between 8:00 a.m. and 5:30 p.m., Monday—Friday, except when on-site hazards to safety dictate otherwise.
    2. This use shall be permitted only if located on property with frontage on an arterial or collector with access limited to the same.
- (m) *Sewage treatment plants (private).*
- (1) The design and operation of a sewage treatment plant facility shall be approved by the directors of the county health, water and sewer departments, and the state department of natural resources.
  - (2) Any building or structure comprising the facility shall be set back not less than 100 feet from any property line and 500 feet from the nearest property zoned for or used for residential purposes.
- (n) *Storage.*
- (1) *Fuel oil/gas distribution.*
    - a. This use shall not be permitted within 500 feet of the boundary of an R, RM, MHP, or R-PUD district.
    - b. There shall not be outside storage of materials, supplies, equipment or vehicles.
  - (2) *Junkyards.*
    - a. Minimum area: Five acres.
    - b. Minimum lot width: 300 feet.
    - c. Access shall be limited to arterial or collectors.
    - d. Setbacks: 500 feet from any residential use other than residence of the property owner; 100 feet from all property lines.
    - e. Fence: A solid fence at least eight feet high shall be erected around the entire perimeter of the property with a gate to be opened only to access the site. The gate shall contain a lock to prevent unauthorized entry.
    - f. Minimum buffer: 100 feet.
    - g. Approval is subject to the provision of a plan for rodent/pest control by the Putnam County Health Department.
  - (3) *Mini-warehouse.*
    - a. All structures must be set back 100 feet from the front property line.
    - b. The property line must be fenced with a minimum six-foot security barrier.
  - (4) *Automobile and other storage.*
    - a. This use shall not be permitted within 300 feet of any property used for a residence, school, park, church, playground or hospital.
    - b. This use shall not be permitted within 300 feet of the boundary of an R, RM, MHP, or R-PUD district.

- c. A solid fence or wall at least six feet in height shall be erected along all property lines.
  - d. The maximum lot coverage is 50 percent.
  - e. A minimum buffer of 100 feet or berm shall be required.
- (o) *Temporary uses associated with construction activity.*
- (1) *Mobile office/temporary sales center.* Mobile office and temporary sales centers may be permitted as long as such use shall cease at such time as 80 percent of the lots are sold or occupied.
  - (2) *Storage or occupancy during construction.* Temporary structures may be used during construction for storage or security; provided, however, that they shall be removed within ten days after the sale of the last structure or issuance of a building permit to construct the last structure, whichever first occurs.
  - (3) *Recreational vehicle.* RVs may be used by permit but not to exceed 14 days in any one consecutive month period. No permit is required when a valid building permit has been issued.
- (p) *Home occupations.*
- (1) There shall be no exterior evidence of the home occupation, other than a non-illuminated identification sign having an area of not more than six square feet, which shall be attached to the dwelling below the roof line, or, if not attached to the dwelling, may be placed in the front yard between the dwelling and the right-of-way, the height of which shall not be more than four feet above the ground.
  - (2) No use shall create noise, dust, vibration, smell, excessive traffic, smoke, glare or electrical interference that would be detected beyond the dwelling unit.
  - (3) This use shall be conducted entirely within the dwelling unit and only persons living in the dwelling unit shall be employed at the location of the home occupation. Non-owner applicants for home occupations must have expressed authorization from the property owner.
  - (4) No more than 25 percent of the heated floor area of the dwelling unit may be used for the conduct of the home occupation.
  - (5) Any use involving the sale of products or services, or public contact on the property, shall require the obtaining of a "home occupation registration" permit.
  - (6) Other than the personal vehicles of the legal residents, no more than two business visitor vehicles may be parked on the property at any one time. In addition, any material or equipment must be stored out of public view within the premises or within an enclosed garage or storage shed. One business vehicle, the carrying capacity of which shall not exceed one and one-half tons, may be kept on the premises. There shall be no storage of any mechanical earthmoving or similar equipment unless the property is five acres or more and the equipment is screened from public view.
  - (7) A permit for a home occupation shall expire every year or whenever its holder ceases to occupy the premises for which it was granted, whichever shall first occur; provided, however, that this provision should not prevent reapplication for a new permit. This permit must be renewed and a fee paid by January 1 of each year.
- (q) *Child home day care.*
- (1) Child home day care may serve no more than six children.
  - (2) A child home day care means a private residence operated by any person who receives therein pay for the supervision and care for children less than 24 hours per day, without transfer of legal custody, who are not related to such persons, and whose parents are not residents in the same private residence.



- (3) No more than 25 percent of the heated floor area of the residence may be used for a home occupation day care service, and an outdoor play or exercise area must be provided.
  - (4) A child home day care may not be established and operated in the county until a permit to do so has been obtained in accordance with the Georgia Department of Human Services (DHS) to issue final permits to operate, and the county does not enforce or supervise such permits. Said permit shall be presented to the director prior to initiation of use.
  - (5) A permit for a home occupation day care service shall expire every year or whenever its holder ceases to occupy the premises for which it was granted, whichever shall first occur; provided, however, that this provision shall not prevent reapplication for a new permit. This permit must be renewed by January 1 of each year.
- (r) *Fences and walls.* No fences or freestanding wall in a required yard, other than a retaining wall, shall be more than eight feet in height, or be constructed in a public right-of-way or future street or right-of-way. Any fence in a required front yard in a residential district shall not exceed four feet in height. No fence, wall or shrubbery, which creates an obstruction to vision or traffic safety hazard, shall be erected, permitted or maintained. When this chapter requires a fence to be constructed, such fence shall be completed prior to occupancy of the primary use structure.
- (s) *Family accessory dwelling unit.* Any accessory dwelling structure may serve as a family accessory dwelling unit on condition that:
- (1) The square footage of the additional dwelling unit shall not be less than 600 square feet and no greater than 1,000 square feet.
  - (2) The accessory dwelling is not a manufactured home;
  - (3) The accessory dwelling may not be rented or leased separately from the principal residence; however, this provision shall not restrict the rental or lease of the accessory structure to family of the occupants of the primary structure. Family, as used in this subsection, shall mean one or more persons related by blood, adoption, or marriage.
  - (4) An ADU may be accessory only to a single-family detached dwelling (site build or modular).
  - (5) The ADU must be a complete living space, with kitchen and bathroom facilities separated from the principal unit.
  - (6) The ADU shall meet all setback requirements of the principal dwelling. When detached from the principal dwelling, the ADU shall be back not less than 20 feet from the principal dwelling.
  - (7) Two additional off-street parking spaces shall be required for the ADU.
  - (8) ADUs in the R-1R district must be enclosed as part of the principal dwelling unit.

**(t) Campgrounds.**

- (1) Campgrounds are subject to the standards of this code, the rules of the Department of Human Resources Chapter 290-5-18, Tourist Accommodations, and the plan submittal process described herein.
- (2) The submittal plan pack shall include: Site layout meeting specifications below prepared by a design professional, written certification from EPD accepting the well system design, written certification from the county health officer accepting the septic sewage system design, and the appropriate fee as set forth in the fee schedule. The following common use facilities shall be required to be included in the site plan:
  - a. solid waste collection area and facilities, permanently dedicated to service the development, with a minimum of one 6 cubic yard dumpster per 15 campsites;
  - b. designation for postal appurtenances/equipment;

- c. dedicated ingress and egress for the development;
- d. identification of third-party performing inspection to assure roads meet or exceed county road standards;
- e. any required detention/retention facilities;
- f. common bathhouses or community shower facilities; and
- g. common laundry facilities, to include details concerning grey water disposal.

(3) All construction activities must comply with state licensing regulations.

(4) Site design standards for campgrounds are as follows:

Development Features	Standard
Minimum setbacks for camper sites on lots adjoining public roads	150 feet from the right-of-way and shall include an undisturbed vegetive buffer within such setback
Minimum camper site setbacks from side and rear property lines	50 feet and shall include an undisturbed vegetive buffer within such setback
Minimum lot size	45 feet by 50 feet
Water & Sanitary Sewage (for each camper site)	Individual connection to a central water supply system. Written certification must be obtained from the county health officer that the proposed location can satisfactorily accommodate the central water system and on-site sewage disposal.
Electricity (for each camper site)	Individual electric power connection.

(u) Hunting clubs

(1) Site design standards for hunting clubs are as follows:

Development Features	Standard
Minimum setbacks for camper sites on lots adjoining public roads	150 feet from the right-of-way and shall include an undisturbed vegetive buffer within such setback
Minimum camper site setbacks from side and rear property lines	50 feet from the right-of-way and shall include an undisturbed vegetive buffer within such setback
Minimum lot size	45 feet by 50 feet
Sewage	In the event the development has electrical power, on-site sewage disposal shall be required and approved in the same fashion as recreational campgrounds.

(v) Slaughterhouses.

- a. All activities connected with this use shall be carried on entirely within an enclosed building, which shall be located at least 500 feet away from any residential district or use.
- b. Property shall have minimum frontage on public street of 100 feet. All buildings shall be set back 100 feet from the right-of-way lines.

**ARTICLE IV. ADMINISTRATION AND ENFORCEMENT**

**DIVISION 2. SCOPES OF AUTHORITY AND GENERAL PROCEDURES**

**Sec. 66-157. Planning and zoning commission, scope of authority.**

- (a) *Initiation.* All planning and zoning issues, including those relative to the official zoning maps, shall be reviewed by the planning and zoning commission. Amendments to the official zoning maps may only be made by the board of commissioners.

- (b) *Conditional use permits.* If a use is not permitted in any zoning district, the planning and zoning commission may hear and recommend a conditional use permit approval application as submitted according to the rezoning process. In ~~granting recommending~~ such a conditional use permit, the planning and zoning commission may attach thereto such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable so that the purpose of this chapter will be served, public safety and welfare secured, and substantial justice done. ~~Conditional use permits shall be issued to the applicant solely, are not transferrable, and shall extinguish upon cessation of such activity for a period of 12 months. Conditional uses permits may be renewed by application by successive owners or operators.~~
- (c) *Variances.* The planning and zoning commission shall hear applications for variances from the development standards and performance standards of this chapter. All variance approval shall be contiguous with the property. Such variances may be granted only:
- (1) Where by reason of exceptional narrowness, shallowness or shape of a specific piece of property, which at the time of adoption of this chapter, was a lot or plat of record; or
  - (2) Where by reason of exceptional topographic conditions to include floodplains or other extraordinary or exceptional conditions of a piece of property, strict application of the development requirements of this chapter would result in practical difficulties to, and undue hardship upon the owner of this property, which difficulty or hardship is not the result of acts of the applicant; and further provided that this relief may be granted without substantially impairing the intent and purpose of this chapter and is not contrary to the public welfare.
  - (3) In granting a variance, the planning and zoning commission may attach thereto such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable so that the purpose of this chapter will be served, public safety and welfare secured, and substantial justice done. ~~However, the planning and zoning commission shall not be authorized to grant a density variance or a use variance to permit a density or use in a district in which the density or use is otherwise prohibited.~~ The planning and zoning commission shall not be authorized to grant a variance to development standards set forth in a statement of zoning conditions accompanying a conditional zoning.
  - (4) No variance may be granted for a reduction in minimum lot size.
- (d) *Appeals of administrative decision.*
- (1) *Who may seek an appeal.* Any person, firm or officer, department, board or agency directly affected by the decision of the planning and development department director may bring an appeal before the planning and zoning commissioners. Such request shall be made within ten days following notification of the decision from which an appeal is taken by filing with the director a notice of appeal and specifying the grounds thereof. The director shall forthwith transmit to the planning and zoning commission all papers constituting the record upon which the action appealed from was taken.
  - (2) *Extent of commission power.* The planning and zoning commission may, in conformity with this chapter, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed.
  - (3) *Effect of appeal.* An appeal waiting for a hearing shall not stay the effectiveness of the permit or decision being challenged. However, if the owner of property who has received the permit, variance or favorable interpretation proceeds with development at the property owner's own risk that such development may be halted if the appeal is successful.

(Amend. of 1-12-2010; Ord. of 12-4-2020(1) ; Ord. of 12-3-2021(1) )

**Sec. 66-158. Board of commissioners, scope of authority.**

- (a) *Initiation.* This chapter, including the official zoning maps, may be amended by the board of commissioners on its own motion or by private petition or on recommendation of the planning and zoning commission.
- (b) *Conditional use permits.* If a use is not permitted in any zoning district, the board of commissioners may grant a conditional use permit according to the rezoning process. In granting such a conditional use permit, the board of commissioners may attach thereto such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable so that the purpose of this chapter will be served, public safety and welfare secured, and substantial justice done. Conditional use permits shall be issued to the applicant solely, are not transferrable, and shall extinguish upon cessation of such activity for a period of 12 months. Conditional uses permits may be renewed by application by successive owners or operators.
- (b) *Variances.* The board of commissioners shall hear and decide on applications for variances from the development standards or performance standards of this chapter only on appeal of the decision of the planning and zoning commission. Such variances may be granted only:
- (1) Where by reason of exceptional narrowness, shallowness or shape of a specific piece of property, which at the time of adoption of this chapter, was a lot or plat of record; or
  - (2) Where, by reason of exceptional topographic conditions or other extraordinary or exceptional conditions of a piece of property, the strict application of the development requirements of this chapter would result in practical difficulties to, and undue hardship upon, the owner of this property, which difficulty or hardship is not the result of acts of the applicant; and further provided that this relief may be granted without substantially impairing the intent and purpose of this chapter and is not contrary to the public welfare.
  - (3) In granting a variance, the board of commissioners may attach thereto such conditions regarding the location, character and other features of the proposed building, structure or use as it may deem advisable so that the purpose of this chapter will be served, public safety and welfare secured, and substantial justice done. ~~The board of commissioners is authorized to grant a density variance or a use variance to permit a density or use in a district where otherwise prohibited.~~
  - (4) No variance may be granted for a reduction in minimum lot size.
- (c) *Appeals of administrative decision.*
- (1) *Who may seek an appeal.* Any person, firm or officer, department, board or agency directly affected by the decision of the planning and zoning commission may bring an appeal before the board of commissioners. Such request shall be made within ten days following notification of the decision from which an appeal is taken by filing with the director a notice of appeal and specifying the grounds thereof. The director shall forthwith transmit to the board of commissioners all papers constituting the record upon which the action appealed from was taken.
  - (2) *Decisions subject to appeal.* Actions of the planning and zoning commission subject to appeal are limited to the following administrative decisions:
    - a. Grant or denial of variance requests; and/or
    - b. Interpretation of the provisions of chapter 66 as appealed to the planning and zoning commission pursuant to section 66-157(d).
  - (3) *Extent of commission power.* The board of commissioners may, in conformity with this chapter, reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed.

- (4) *Effect of appeal.* An appeal waiting for a hearing shall not stay the effectiveness of the permit or decision being challenged. However, if the owner of property who has received the permit, variance or favorable interpretation proceeds with development at the property owner's own risk that such development may be halted if the appeal is successful.

(Res. Of 7-17-2007(4); Amend of 3-18-2008; Amend. of 1-12-2010; Ord. of 9-15-2020(1) ; Ord. of 12-4-2020(1) ; Ord. of 12-3-2021(1) )

### DIVISION 3. ZONING CHANGES

#### Sec. 66-161. Application for a zoning change.

- (a) *Authority to initiate amendments.* Applications to amend this chapter may be in the form of proposals to amend the text, or proposals to amend part or all of the official zoning maps (a rezoning) or by actions initiated by the board of commissioners. An application for an amendment to the official zoning map, affecting the same property, shall not be submitted more than once every 12 months. Such interval begins with the date of the final decision by the board of commissioners. The board of commissioners, in its discretion and by unanimous vote, may reduce or waive the final six-month time interval to amend the official zoning map affecting the same property. However, an application to alter conditions of rezoning as contemplated in subsection 66-166(b) of this division may be submitted at any time. Applications shall be the same as for a rezoning and shall comply with the requirements of this section, excluding subsections (b) and (c) hereof.
- (b) *Application: receipt and acceptance.* Whenever an application is initiated by a person or persons other than the board of commissioners, the following requirements shall be met. Prior to processing any such application, the applicant shall be required to file the necessary documentation and follow the procedures as set forth in this section:

- ~~(1) Whenever an application is initiated by a person or persons other than the board of commissioners, the following requirements shall be met. Prior to processing any such application, the applicant shall be required to file the necessary documentation and follow the procedures as set forth in this section.~~
- (2) An application shall be made in writing to the planning and development department on forms provided by the department. Each application shall include the signatures of the applicant and property owner. It shall affirm the owner is in fact the current owner of record. The letter of agency form shall be notarized.
- (3) No application will be considered to have been made until such form(s) as described in subsection 66-161(c) herein have been completed and submitted to the planning and development department with the application fees as established by the board of commissioners and supporting materials as required under this article. Materials, documents, or evidence presented in favor of an application for zoning change must be submitted no later than the immediate Friday preceding the planning and zoning commission's consideration of the request.
- (4) Any communication relative to an application for a zoning change will be regarded as informational only until a proper and complete application is accepted by the director of the planning and development department or designee. The planning and development department shall review the application for completeness within five workdays following the submission deadline. Incomplete or improper applications will be returned to the applicant with a written list of deficiencies and signed by the director. The application submittal deadline shall be the last Thursday of every month, unless said

day is a holiday, as may be established by the board of commissioners, then the deadline shall be the day before.

- (c) *Application contents.* An application is to be submitted in one signed original copy and in a number of copies as established by the planning and development department. The following is required for all residential and commercial subdivision rezoning requests. All other requests must include subsections (c)(1)—(13).
- (1) Properly executed application form supplied by the planning and development department, including the owner's signature and a letter of agency form or a specific notarized written authorization by the owner delegating the applicant to act on behalf of the owner and that the applicant may agree to any conditions and stipulations on the behalf of the owner that may be attached to the application by the approval of the application by the board of commissioners.
  - (2) The location of the subject property, including street number, if any;
  - (3) Copy of warranty deed;
  - (4) Legal description and recorded plat of the property to be rezoned;
  - (5) Existing zoning district classification of the property and adjacent properties; and the proposed zoning district desired;
  - (6) The comprehensive plan future land use map category in which the property is located. If more than one category applies, the areas in each category are to be illustrated on the concept plan;
  - (7) A detailed description of existing land uses;
  - (8) The area of land proposed to be rezoned, stated in square feet if less than one acre and in acres if one acre or more;
  - (9) A statement as to the source of domestic water supply;
  - (10) A statement as to the provision for sanitary sewage disposal;
  - (11) Statement of political contributions by the applicant and the applicant's attorney as required by the Georgia Conflict of Interest in Zoning Act (O.C.G.A. § 36-67A);
  - (12) The application designation, date of application and action taken on all prior applications filed for rezoning for all or part of the subject property;
  - (13) Proof that property taxes for the parcel(s) in question have been paid;
  - (14) Concept plan. (If the application is for less than 25 single-family residential lots, a concept plan need not be submitted.)
    - a. An application shall be accompanied by a concept plan. A concept plan may be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person professionally involved in and familiar with land development activities.
    - b. The concept plan shall be drawn on a boundary survey of the property. The boundary survey shall have been prepared by a currently registered Georgia Registered Land Surveyor and meet the requirements of the State of Georgia for such a map or plat under O.C.G.A. § 15-6-67(b).
    - c. The concept plan shall show the following:
      1. Proposed use of the property.
      2. The proposed project layout including:
        - i. For residential subdivisions, commercial, or industrial applications, approximate lot lines and street right-of-way lines, along with the front building setback line on each lot.

- ii. For multifamily and nonresidential development projects, the approximate outline and location of all buildings, and the location of all minimum building setback lines, outdoor storage areas, dumpsters, zoning buffers, parking areas, loading stations, stormwater detention facilities, and driveways, entrances and exits.
  - 3. Name, address, and telephone number of the applicant, if different than the owner.
  - 4. The approximate location of proposed stormwater detention facilities and the location shown.
  - 5. Such additional information as may be useful to permit an understanding of the proposed use and development of the property particularly with respect to the compatibility of the proposed use with adjacent properties.
- (15) Impact analysis. An impact analysis is required for all applications unless the application will result in fewer than 25 single-family residential lots. The impact analysis shall be prepared by a professional engineer, a registered land surveyor, a landscape architect, a land planner or any other person professionally involved in and familiar with land development activities.
  - a. The application must be accompanied by a written, documented analysis of the proposed zoning change with regard to each of the standards governing consideration, which are enumerated under subsection 66-165(d).
  - b. A traffic impact analysis is to include the existing average daily traffic on road/streets leading to the nearest intersection and the projected average daily traffic. Additional requirements of the analysis may be provided by the planning and development department and included with the application.
  - c. The estimated number of dwelling units and total floor area of nonresidential uses (if applicable) of the proposed development.
  - d. Effect on the environment surrounding the area to be rezoned including the effect on all natural and historic resources. (State source of the information.)
  - e. Impact on fire protection with respect to the need for additional firefighting equipment or personnel. (State source of the information.)
  - f. What are the physical characteristics of the site with respect to topography and drainage courses?
  - g. Adjacent and nearby zoning and land use.
- (d) *Processing of zoning change applications by staff.*
  - (1) Prior to a public hearing for any zoning change pursuant to section 66-161, the director shall send a copy of the agenda to each member of the planning and zoning commission and the board of commissioners.
  - (2) Conflict of interest. Following receipt of the agenda and prior to the first public hearing, the individual officials shall file a conflict of interest disclosure report as may be required by O.C.G.A. § 36-67A.
  - (3) Staff review and recommendation. The planning and development department director shall prepare, with the assistance of the technical review process when applicable, a written recommendation and zoning analysis that shall include: The items listed in subsection (c)(14)c.1—5 as appropriate, and the items listed in subsection (c)(15)a—g as appropriate, and the following:
    - a. Comments on a site review of the property and surrounding area, as well as an analysis of any previous zoning history relative to the tract; and



- b. Statement as to the conformity with Putnam County's Comprehensive Plan; and
  - c. The opinions and findings resulting from the technical review process.
- (e) *Recommendation distribution.* In advance of the public hearing by the planning and zoning commission, copies of the written recommendations and the attachments shall be provided to each member of the planning and zoning commission and the board of commissioners. A copy of the recommendation shall be provided to the applicant within a reasonable time after distribution has been made. A reasonable number of copies will be available to the public on a first-come basis.
- (Res. of 7-17-2007(4); Amend. of 1-12-2010; Amend. of 4-17-2012(2); Ord. of 9-15-2020(1) ; Ord. of 12-4-2020(1) )

### **Sec. 66-163. Public notification of zoning hearings.**

- (a) *Legal notice.* Due notice of the public hearings before the planning and zoning commission and the board of commissioners shall be published in the newspaper of general circulation in the county in which are carried the legal advertisements of the county by advertising the nature of the application and the date, time, place and purpose of the public hearings at least **15 30** days and not more than 45 days prior to the date of the first hearing conducted by the planning and zoning commission, and not more than 45 nor less than 15 days prior to the date of any deferred public hearing as contemplated in subsection 66-165(f)(3). If the application is for amendment to the official zoning maps, then the notice shall also include the location of the property, the present zoning district of the property, and the proposed zoning district of the property.

### **Sec. 66-165. Action on rezoning application or text amendment.**

- (e) *Amendments to the application or to text amendments.*
- (1) The planning and zoning commission may recommend amendments to an applicant's request which would: reduce the land area, change the district requested, number of dwelling units, locations of ingress and egress, and building height. The planning and zoning commission may also apply buffers, increase setbacks and hours of operation and impose conditions of rezoning, which may be deemed advisable so that the purpose of this chapter will be served, and the health, public safety and general welfare are secured.
  - (2) The board of commissioners is hereby authorized also to enter into a development agreement setting forth the conditions placed on the approval of a zoning application. The development agreement will be referred to the planning and zoning commission to draft the conditions and terms before resubmitting to the board of commissioners for approval.
  - (3) If the request is for a rezoning of a portion of a parcel or shall result in the combination of multiple parcels or a portion of multiple parcels, the approval of such rezoning shall be conditioned upon the resurveying and recordation in the Superior Court of Putnam County of an accurate plat within **60 120** days of approval by the board of commissioners. A copy of the recorded plat shall be filed with the planning and development department director. Failure to file a plat pursuant to this subsection shall have the effect of invalidating the rezoning action. If conditions have been made to the rezoning approval, the new zoning district designation on the official zoning maps shall include an asterisk (\*), such conditions being reflected in the official minutes of the meeting of the board of commissioners.

**File Attachments for Item:**

10. Authorize the payment of \$500,000 to the Defined Benefit pension plan and authorize the Vice Chairman to sign the Resolution reducing the county's unfunded pension liability (staff-CM)



Resolution 091923

**WHEREAS**, the Putnam County Board of Commissioners (the “Employer”) sponsors the Association County Commissioners of Georgia Defined Benefit Plan for Putnam County Employees (the, “Plan”); and

**WHEREAS**, the Employer makes the Required Contributions to the plan in accordance with the Funding Policy maintained by the Board of Trustees for the Association County Commissioners of Georgia Pension Plan and Trust; and

**WHEREAS**, in accordance with such Funding Policy, the Employer may use its Accumulated Contribution Credits (if any) to partially or fully offset a Required Contribution in any year; and

**WHEREAS**, as of September 19, 2023, the Employer elects to reduce the Accumulated Contribution Credits which are used to determine the Required Contribution by \$500,000. The impact of such reduction in Accumulated Contribution Credits is as follows:

- The amount of the reduction in the Accumulated Contribution Credits will no longer be available to be used as an offset to the cash contribution required to meet the Required Contribution Obligation.
- The amount of the reduction in the Accumulated Contribution Credits will be used to pay down the outstanding amortization bases (commencing with most recently established amortization base) which determine the amount required to pay down the plan’s unfunded liability.

**NOW THEREFORE, BE IT RESOLVED** that the Employer hereby approves the election to reduce the Accumulated Contribution Credits used to offset its required contribution to the Plan for the 2023 plan year and thereafter to the extent the Accumulated Contribution Credits are available.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners of Putnam County, Georgia is hereby authorized, empowered and directed to take all further actions and to execute all documents necessary to implement this resolution.

**BE IT FURTHER RESOLVED** that any resolution in conflict with this resolution is hereby repealed.

**SO RESOLVED**, this 19<sup>th</sup> day of September 2023.

PUTNAM COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Daniel W. Brown, Vice Chairman

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Lynn Butterworth, County Clerk