

PROCEDURES FOR BUILDING NEW HOMES

1. Approval of site plan by the Lee County Planning & Zoning Department.
2. Address assigned by the Planning Department.
3. Approval for well and septic tank, or hook up to a water and sewer system must be obtained from the Lee County Health Department.

Environmental Health Department
Ken Collins
103 Main Street
Leesburg, Georgia 31763
(229) 759-3016

4. Tap fee paid for public water and sewage.

Utility Authority
Tricia Holmes
905 US HWY 19 South
Leesburg, Georgia 31763
(229) 759-6056

5. Driveway approval.

Utility Department
Heather Jones
102 Starksville Ave North
(229) 759-6048

If it is a state highway you will need to notify the D.O.T. at 430-4198 for Driveway approval.

6. Building Permit Application must be turned in to the Inspections office with a complete set of plans.

Lee County Building Inspection
Carol Lee
102 Starksville Ave. N.
Leesburg, Georgia 31763
(229) 759-6000

Impact fee of \$770.35 is due along with permit fee when permit is approved.

Sec. 70-91. - Site plan review.

- (a) In order to assure that the requirements of this chapter are complied with, all applications for a building permit shall be accompanied by a building site plan which shall conform to the following list of requirements and which shall be reviewed by the county planner, or his duly authorized representative, to determine compliance with this article before a building permit is issued. A building permit application shall not be issued for proposed site plans that do not meet all of the following requirements:
- (1) The site plan shall be drawn to scale. The planning director, or his designee, may request that the plan be drawn by a registered engineer or surveyor certified to work in Georgia if questions of flood zone locations exist within the property for which a building permit is being sought.
 - (2) The plan shall show the complete outline of each proposed building at the location it is proposed to be built. The plan shall also show the actual size of the building to be erected. The plan shall also show all existing structures located on the property and their exact dimensions.
 - (3) The plan shall show all property lines. The plans shall also show the actual dimensions of the lot to be built upon.
 - (4) The plan shall show all required property set back lines. No part of any permanent structure shall encroach upon or violate any required setback.
 - (5) The plan shall show the exact location of all easements on the property. No part of any permanent structure shall encroach upon any easement.
 - (6) The plan shall show all parking, driveways, well location, septic tank location, drainfield location, trees larger than 24 inches in caliper and landscape buffers and all other requirements as set out in this chapter.
 - (7) The plan shall show all other structures on adjacent lots within ten feet of the appropriate property line.
 - (8) The plan shall show front, side, and rear elevations indicating the building height from finished grade.
- (b) After the county planner or his duly authorized representative has approved the site plan such approval shall be noted on the permit application.
- (c) Before construction begins, the builder shall locate and clearly mark all lot corners.
- (d) At the time the building inspector conducts the foundation inspection, he may undertake whatever measurements he may deem appropriate including, but not limited to, measurements from the property lines to the proposed outermost edge of the building, so as to assure compliance with the approved site plan.

(Ord. of 12-2-2002, § 70-91; Res. No. Z05-029, 9-23-2005)