

# SUSTAINABLE BUILDING PLAN REVIEW POLICY

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CITY OF CHAMBLEE  
SUSTAINABILITY PROGRAM

05.15.18

[3506 BROAD STREET]  
[CHAMBLEE, GA 30341]

# SUSTAINABLE BUILDING PLAN REVIEW POLICY

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## PURPOSE

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Several different certification programs and benchmarks exist to rate the sustainability of a building. One such standard is the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system. Additionally, the Environmental Protection Agency and United States Department of Energy's ENERGY STAR and Southface Energy Institute's EarthCraft Light Commercial programs include guidelines for buildings that are not LEED certified.

The purpose of this policy is to establish procedures for priority plan review and permit processing for projects submitted with sustainable designs and commitment to a third-party certification process. The sustainable building programs will have listed under this policy, and any additional programs for consideration shall be approved by the [Planning and Development Director](#).

This policy reinforces the City's commitment to environmental, economic, and social stewardship. By incorporating environmental considerations into public use of resources, the City of Chamblee will positively impact human health and the environment, reduce costs and improve the environmental quality of the region.

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## DEFINITIONS

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When used in this policy, the following words, terms and phrases, and their derivations shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

**AGENT** means an official contracted or subcontracted person who is authorized to act on behalf of the City of Chamblee and represent their interests.

**CITY [PLANNING AND DEVELOPMENT DIRECTOR](#)** means the [Planning and Development Director](#) or other employee or agent as designated by the City Manager

**ENERGY STAR** means a joint program of the United States Environmental Protection Agency and the United States Department of Energy which aims to protect the environment through energy efficient products and practices. ENERGY STAR is also an energy performance rating system. The EPA also recognizes top performing buildings with the ENERGY STAR designation.

**EMPLOYEE** means an individual drawing a salary or wage from the City, whether on a full-time, part-time basis or contractual third-party. The term shall encompass all members of the City without regard to whether or not such individual is compensated.

**LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED)** means a regulatory system for construction that establishes several levels of environmental achievement from a Certified rating to a Platinum rating.

WATERSENSE means a voluntary partnership program sponsored by the U.S. Environmental Protection Agency (EPA), which is both a label for water-efficient products and a resource for helping save water.

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AMI means Area's Median Income.

WORKFORCE HOUSING means housing that is affordable to working households that do not qualify for publicly subsidized housing, yet cannot afford appropriate market-rate housing within a reasonable proximity to a workplace (income for households earning 60 percent or 120 percent of the AMI).

AFFORDABLE HOUSING means housing for which the occupant(s) is/are paying no more than 30 percent of his or her income for gross housing costs, including utilities.

**OFFICIAL** means any elected or appointed person who holds office or serves in a position of public capacity.

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### SCOPE

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This policy applies to both new construction and renovations.

1. All projects submitting for building or land development projects which are applying for LEED, ENERGY STAR, EarthCraft, or other third-party certification program, as approved by the Planning and Development Director, shall have prioritized plan review for City of Chamblee internal reviews as follows:
  - a. Upon initial submittal, the plans shall be reviewed within five (5) business days.
  - b. Subsequent submittals shall be made within three (3) business days.
2. All projects submitting for building or land development projects which are applying for solar photovoltaic panels, solar water heaters, or other sustainable building features, as determined by the Planning and Development Director, shall have prioritized plan reviews for City of Chamblee internal reviews as follows:
  - a. Upon initial submittal, the plans shall be reviewed within seven (7) business days.
  - b. Subsequent submittals shall be made within five (5) business days.
3. Affordable and workforce housing entities that submit for building or land development projects which are applying for EarthCraft house, EarthCraft Multifamily, ENERGY STAR or LEED Homes, shall have the following incentives:
  - a. Upon initial submittal, the plans shall be reviewed within five (5) business days.
  - b. Subsequent submittals shall be reviewed within three (3) business days.
4. All multi-family projects that submit for new building or renovation projects which are applying for WaterSense certification shall have the following incentives:
  - a. Upon initial submittal, the plans shall be reviewed within five (5) business days.
  - b. Subsequent submittals shall be reviewed within three (3) business days.
5. All residential projects that submit for new building or renovation projects which are applying for WaterSense certification shall have the following incentives:
  - a. Upon initial submittal, the plans shall be reviewed within three (3) business days.
  - b. Subsequent submittals shall be reviewed within two (2) business days.

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## RESPONSIBILITY

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| As the steward of the City's sustainability program, the [Planning and](#) Development Director shall have the following duties and powers in regards to the Sustainable Building Plan Review Policy.

1. Work with all City Department Heads to make certain that employees are aware and educated about this Sustainable Building Plan Review Policy.
2. Work with Chief Building Official, other plan reviewers, and anyone involved in the intake and routing process to ensure that the Sustainable Building Plan Review is practiced in all City building and land development projects.
3. Work with all City Department Heads to make certain that this practice is monitored.