

City of Guyton, Georgia
CITY COUNCIL WORKSHOP
January 4, 2022 at 7:00 P.M.



**C.D. Dean, Jr., Public Safety Complex
GUYTON GYMNASIUM
505 Magnolia Street
Guyton, GA 31312**

AGENDA

- 1. Call to Order**
- 2. Topics for Discussion**
 - a. Package Sales
 - b. Purchasing Policy
 - c. Fee Schedule
 - d. Zoning and Code Employee
 - e. Open Discussion
- 3. Dates to Remember**
 - a. Thursday, January 6, 2022 from 9:00am to 5:00pm - City Council Retreat, New Ebenezer Retreat Center, 2887 Ebenezer Rd, Rincon, GA 31326
 - b. Tuesday, January 11, 2022 at 7:00pm - City Council Meeting, Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312
 - c. Tuesday, January 25, 2022 at 7:00pm – Planning and Zoning Meeting, Guyton Gymnasium, 505 Magnolia Street, Guyton, GA 31312
- 4. Consideration to Adjourn this City Council Workshop**

Primary considerations for drafting of liquor store ordinance:

1. Number of licenses allowed
2. Requirements as to square footage and inventory
3. Proximity to vulnerable establishments (schools, treatment centers, churches, etc)
4. Proximity between licensed establishments
5. Allowed zoning districts
6. Restrictions on merchandise offered for sale
7. Hours of operation
8. Allowance in freestanding vs. shopping center
9. Application process/ lottery system

Liquor Store Laws

Brookhaven: distance requirements

Sec. 4-604. - Location of retail liquor package stores.

No new retail establishment selling distilled spirits by the package shall be located within 1,000 yards of an existing retail establishment selling distilled spirits by the package. This prohibition shall not apply to a hotel or a motel with a restaurant holding a consumption on the premises license which sells package distilled spirits, malt beverages, or wine to its guests as part of room service.

Carrollton: minimum size/ inventory req, limit on number of licenses, freestanding

- **Sec. 6-38. - License issuance—Retail dealer building and inventory requirements.**

No retail dealer license for the sale of distilled spirits shall be issued to any applicant whose building where the business will be conducted (a) is not "free standing" (i.e., is part of a larger building or structure) and (b) does not include a showroom with a minimum of 5,000 square feet and an additional storage area of at least 500 square feet. For distilled spirits retail dealers desiring to sell malt beverages and wine in addition to distilled spirits, at least an additional 500 square feet of showroom, and at least an additional 500 square feet of storage area is required over and above the minimum square feet for the establishment set forth above. In addition to the minimum square footage, retail dealers for the sale of distilled spirits shall maintain a minimum inventory of at least \$300,000.00 in distilled spirits available for sale. Retail dealers selling malt beverages and wine in addition to distilled spirits shall maintain a minimum \$15,000.00 inventory in malt beverages and wine.

(Amd. of 12-6-04)

- **Sec. 6-39. - Maximum number of distilled spirits retail licenses permitted.**

(a) Subject to subsections (b)—(e) below, the city will not accept any additional applications for the retail sale of distilled spirits by the package, and no additional licenses for the retail sale of distilled spirits by the package shall be issued.

(b) If at any time and for whatever reason, the number of active licenses for the retail sale of distilled spirits by the package falls below three, then the city shall accept applications for and issue such additional licenses for the retail sale of distilled spirits by the package so as to bring the total number of active licenses for the retail sale of distilled spirits by the package to three.

(c) The provisions of subsection (b) notwithstanding, additional licenses may be issued once the population of the city exceeds 25,000. In this regard, one additional license shall be issued for each 5,000-person increase in population over 25,000. In determining population, the city shall utilize the most recent population figures published by the Atlanta Regional Commission. In the absence of such figures, the city shall utilize the U.S. Census of 2000 or any future decennial census.

(d) If the total number of permitted licenses has increased pursuant to subsection (c) above, and if at any time and for whatever reason thereafter, the number of active licenses for the retail sale of distilled spirits by the package falls below the number then permitted, then the city shall accept applications for and issue such additional licenses for the retail sale of distilled spirits by the package so as to bring the total number of active licenses for the retail sale of distilled spirits by the package to the total number then permitted.

(e) The provisions of subsections (a)—(d) above and the provisions of section 6-32 notwithstanding, any person who (1) Has been issued a license for the retail sale of distilled spirits by the package; or (2) Has submitted an application for a license for the retail sale of distilled spirits by the package (and who is subsequently issued such a license) as of March 1, 2006 may transfer such a license in conjunction with the sale of the license holder's business, provided that the transferee meets all of the requirements for new license applicants as set forth in this chapter.

Milton: standard

Sec. 4-99. - Package sales of distilled spirits.

(a) No liquor by the package shall be sold at retail except in:

(1) Retail establishments devoted exclusively to the retail sale of alcoholic beverages by the package; or

(2) Retail establishments in which space has been set aside devoted exclusively to the retail sale of liquor by the package, with ingress and egress provided directly to and only to the exterior of the building in which the facility is located and not to any other enclosed part of the building in which the facility is located.

(b) Nothing in this section shall prohibit the retail sale within these establishments of beer, wine, alcohol consumables, liquid commodities and/or mixes normally used in the preparation and serving of liquor.

(c) Off-premises distilled spirits retailers shall indicate plainly, by tag or labels on the bottles or containers or on the shelf immediately below where the bottles or containers are placed, the

prices of all liquor exposed or offered for sale. The retailer shall not display prices or brand names in such a way as to be visible from the outside of the establishment.

Albany: standard

Sec. 6-92. - Same—Package dealers.

(a) A retail dealer, who sells by the package only, licensed in any category issued under the provisions of this article is entitled the licensee to sell only the alcoholic beverage for which the license is issued, and only in the original and unopened container. It shall be unlawful for any such retail dealer to knowingly and intentionally allow or permit the breaking of any package containing alcoholic beverages on the premises where sold or allow or permit the drinking of the contents of such package on the premises where sold. This restriction shall not apply with respect to sales pursuant to a license for consumption on the premises. All distilled spirits possessed by such licensee shall be kept in the package store.

(b) No retailer's place of business shall have more entrances than are allowed under state law or regulation. Such entrances must open on a public street, and such place of business shall have no other entrance except as approved by state law, and shall contain no vestibule, closet, booth, room or other place where persons may consume alcoholic beverages.

(c) The place of business operated under this license shall not be operated in conjunction with or open into or have access to or from any lunchroom, dining room, dance hall or store. The windows in such retail place of business shall not be obstructed or obscured, but shall be so arranged that a passerby on the street can view the premises of such retailer by looking through windows opening onto such street.

Brunswick: standard

Sec. 3-9. - Retail package sale of distilled spirits for consumption off-premises.

(a) Except as provided in subsection (b), distilled spirits shall be sold at retail only in stores which are duly licensed by the state to sell distilled spirits by the package and which are devoted exclusively to the sale of alcoholic beverages in the original container. A retail package licensee shall not permit the breaking of a package containing any alcoholic beverage or the drinking of any alcoholic beverage on the licensed premises.

(b) Distilled spirits may be sold at locations licensed as distilleries in compliance with this chapter and in accordance with O.C.G.A. § 3-5-24.2, as amended from time to time.

Perry: standard

Sec. 3-27. - Class B—Retail liquor.

In addition to the regulations previously provided in article II of this chapter, class B licensees shall comply with the following regulations:

(a) No beverages of any kind may be opened or consumed in the place of business of a class B licensee.

(b) No class B licensee shall sell or offer for sale or display or keep in stock at their place of business where distilled spirits are offered for sale, any other products or commodity except the following: beer or wine, when properly licensed, beverages containing no alcohol commonly used to dilute distilled spirits, and food for off-premises consumption.

(c) No sales of distilled spirits shall be made to minors or intoxicated persons.

(d) All premises used for the sale of distilled spirits shall be kept in a safe and sanitary condition as required by the ordinances of this county and the laws of this state.

Augusta: distance req

Sec. 6-2-76. Distance between locations of licensees.

(a) No retail dealer license (Class F) for the sale of distilled spirits shall be issued to any applicant whose proposed location is one and one-half (1 1/2) miles or less from an existing location or establishment for which the Richmond County Board of Commissioners, the City Council of Augusta or the Augusta-Richmond County Commission has issued a retail dealer license for the sale of distilled spirits.

(b) The distances provided for herein shall be measured in the same manner as provided in section 6-2-63(d) of this Ordinance.

(c) The distance requirements provided for herein shall not be construed or interpreted as prohibiting an applicant, who is otherwise qualified, from being approved and granted a license which constitutes a transfer in ownership of an existing license for distilled spirits which was previously held by an owner or operator of an existing establishment.

Macon: limit on number of licenses

Sec. 4-91. - Limitation on number of licenses.

(a) The number of licenses for retail package sales of distilled spirits which may be issued pursuant to the provisions of this Chapter and which may be in operation within the limits of Macon-Bibb County therein at any one time shall be based on and shall be limited to one license for each 2,800, or major fraction thereof, of population in such area according to the latest United States Decennial Digest.

(b) The maximum number of retail distilled spirits licenses which may be issued and which may be in operation in Macon-Bibb County as is now provided shall in the future be issued or approved for transfer in location in such a manner that the number of licenses in each of the nine (9) commission districts of Macon-Bibb County shall be based on one (1) licensee for each two thousand eight hundred (2,800), or major fraction thereof, of population in each commission district, according to the latest United States decennial census except as provided in subsection (c). In order to equitably administer this provision no new license shall be issued or existing license approved for transfer if located across a commission district line in the future which causes the total number of licenses in any one (1) commission to exceed a ratio of one (1) license for each two thousand eight hundred (2,800), or major fraction thereof, of population in each

district according to the latest census. However, in no event shall the total number of licenses issued in Macon-Bibb County exceed the maximum number provided for in subsection (a).

(c) Valid licenses for retail package sales of distilled spirits active immediately preceding the commencement of the government of Macon-Bibb County issued by either Bibb County or the City of Macon may be renewed in accordance with this Chapter and subsequently thereafter, assuming all other applicable legal conditions are met, notwithstanding the limits of subsection (b).

(d) New complete applications for licenses for retail package sales of distilled spirits shall be given priority in the order in which they are received. In the event that there are multiple new simultaneously submitted valid applications for retail package sales of distilled spirits within a particular commission district such that if all were granted the total number of licensed establishments would exceed the limits imposed by subsection (b), priority shall be granted first to renewing valid actively licensed establishments and then to new applicants in priority based on descending order beginning with the application whose proposed premises is the greater distance from the nearest other existing establishment within the same commission district. Nothing in this subsection shall be construed to allow new applications to be granted in such a way as to exceed the limits of subsection (b).

(e) It is the policy of the Commission of Macon-Bibb County that licensed establishments for the retail package sale of distilled spirits be regulated in such a way as to avoid their over-accumulation within any one commission district and within Macon-Bibb County as a whole.

(f) The limitations imposed by this Section shall be in addition to the distance limitations imposed by Section 4-36.

Athens: distance req

Section 6-3-5

No new retail package liquor licensed place of business engaged in the retail package sales of distilled spirits shall be located within 500 yards of any other business licensed to sell package liquor at retail, as measured by the most direct route of travel on the ground; provided, however, that this limitation shall not apply to any hotel licensed under this chapter. This restriction shall not apply at any location for which a license has been issued prior to July 1, 1997, or to the renewal of such license. Nor shall the restriction of this subsection apply to any location for which a new license is applied for if the sale of distilled spirits was lawful at such location at any time during the 12 months immediately preceding such application.

East Point: distance and store size req

Sec. 11-1066. - Distance and area requirements.

(a) No person shall be licensed by the city under this chapter for the retail sale of malt beverages, wine or distilled spirits where the parcel upon which the proposed place of business is located is within a distance of two thousand six hundred forty (2,640) feet of any parcel upon

which is already located a business that is licensed by the city for the retail sale of malt beverages, wine or distilled spirits. This requirement does not apply to the following:

- (1) Any hotel licensed for the sale of alcoholic beverages;
- (2) A retail business which contains an interior space of fourteen thousand (14,000) square feet or more and derives or anticipates deriving less than twenty (20) percent of its annual gross receipts from the sale of malt beverages and wine;
- (3) A retail business that is located on a public street or road that intersects with an interstate highway and lies within one-quarter (.25) mile of the interstate intersection as measured from the property line of the tract on which the business is located to the beginning of the entrance ramp, or beginning of dedicated turn lanes into an entrance ramp, to the interstate highway, provided that all other applicable distance requirements under state law and this chapter are met.

Peachtree Corners: distance and store size requirements, enhanced restrictions on proximity and other products available for purchase, freestanding restrictions

Sec. 6-340. - Liquor store limitations.

- (a) Liquor stores must be located at least 300 feet from churches and 600 feet from schools. This distance shall be measured from the front door of the liquor store to the front door of the church or front door of the nearest school building as measured along pedestrian walkways.
- (b) Liquor stores must be located at least 300 feet from parks. This distance shall be measured from the front door of the liquor store to the nearest portion of the park property.
- (c) Except in designated entertainment districts, liquor stores must operate as sole tenants in freestanding buildings of at least 5,000 square feet in size and no greater than 10,000 square feet in size. Within designated entertainment districts, liquor stores may occupy leased space within a shopping center provided that the liquor store is at least 15,000 square feet in size.
- (d) Liquor stores must be located on property that is a minimum of one-half acre in size with a minimum of 100 feet of frontage on a state highway or major street.
- (e) A liquor store shall not be located closer than 3,000 feet to another liquor store, regardless of jurisdiction.
- (f) Liquor store buildings shall comply with overlay design regulations.
- (g) Liquor store deliveries shall be made at the rear of the store building and all loading areas, dumpsters, recycling bins, and compactors shall be screened from ground view.
- (h) Liquor store properties shall have no outdoor storage including the storage of shopping carts.
- (i) Liquor stores shall not sell lottery tickets, magazines, or tobacco products (except quality cigars.)

Additional jurisdictions with no specific provisions outside state law and zoning restrictions (i.e. standard): Savannah, Pooler, Dublin, Valdosta, Warner Robins, Johns Creek, Milledgeville, Americus, Columbus, Rome

State Regulations and Laws

O.C.G.A. 3-3-21 (2010)

3-3-21. Sales of alcoholic beverages near churches, school buildings, or other sites

(a) (1) No person knowingly and intentionally may sell or offer to sell:

(A) Any distilled spirits in or within 100 yards of any church building or within 200 yards of any school building, educational building, school grounds, or college campus;

(B) Any wine or malt beverages within 100 yards of any school building, school grounds, or college campus. This subparagraph shall not apply at any location for which a license has been issued prior to July 1, 1981, nor to the renewal of such license. Nor shall this subparagraph apply at any location for which a new license is applied for if the sale of wine and beer was lawful at such location at any time during the 12 months immediately preceding such application;

(C) Any distilled spirits, wine, or malt beverages within 100 yards of an alcoholic treatment center owned and operated by this state or any county or municipal government therein. This paragraph shall not apply to any business having a license in effect on July 1, 1981.

(2) As used in this subsection, the term "school building" or "educational building" shall apply only to state, county, city, or church school buildings and to such buildings at such other schools in which are taught subjects commonly taught in the common schools and colleges of this state and which are public schools or private schools as defined in subsection (b) of Code Section 20-2-690.

(b) Nothing contained in this Code section shall prohibit the licensing of the sale or distribution of alcoholic beverages by:

(1) Hotels of 50 rooms or more which have been in continuous operation for a period of at least five years preceding July 1, 1981;

(2) Bona fide private clubs, owning their own homes, subject to licensing under Chapter 7 of this title; and

(3) Licensees for the retail sale of alcoholic beverages for consumption on the premises only who shall be subject to regulation as to distances from churches, schools, and colleges by counties and municipalities.

(1) Hotels of 50 rooms or more which have been in continuous operation for a period of at least five

years preceding July 1, 1981;

(2) Bona fide private clubs, owning their own homes, subject to licensing under Chapter 7 of this title;

(3) Licensees for the retail sale of alcoholic beverages for consumption on the premises only who shall be subject to regulation as to distances from churches, schools, and college campuses by counties and municipalities;

(4) Licensees for retail sale packages of alcoholic beverages for consumption off the premises who shall be subject to regulation as to distances from college campuses by counties and municipalities; provided, however, that such distances may be less restrictive than those provided in this Code section but shall not be more restrictive; and provided, further, that if such licensees are not regulated as to distances from college campuses by a county or municipality, then the distances set forth in this Code section shall govern such licensees; and

(5) Licensees for retail sale packages of wine and malt beverages for consumption off the premises who shall be subject to regulation as to distances from school grounds by counties and municipalities; provided, however, that if such licensees are not regulated as to distances from school grounds, then the distances set forth in this Code section shall govern such licensees.

For purposes of this subsection, the term "college campus" shall include, but shall not be limited to, all buildings and grounds of any public or private technical school, vocational school, college, university, or other institution of postsecondary education.

(c) For purposes of this Code section, distances shall be measured by the most direct route of travel on the ground.

(d) (1) In counties having a population of not less than 175,000 nor more than 195,000, according to the United States decennial census of 1970 or any future such census, the distances provided in subparagraph (a)(1)(A) of this Code section for separation of businesses licensed under this title from churches and schools shall be measured as follows:

(A) From the property line of the tract on which is located the business regulated under this title;

(B) To the property line of the tract on which is located the church, school ground, or college campus; and

(C) Along a straight line which describes the shortest distance between the two property lines.

(2) No license in effect on April 13, 1979, shall be revoked before its date of expiration by reason of the method of measurement set out in this subsection if the license was granted in reliance on another method of measurement. No application for a license or for a renewal shall be denied by reason of the method of measurement set out in this subsection if the application is for premises for which a license was granted prior to April 13, 1979, in reliance on another method of measurement.

(e) (1) As used in this subsection, the term "housing authority property" means any property containing 300 housing units or fewer owned or operated by a housing authority created by Article 1 of Chapter 3 of Title 8, the "Housing Authorities Law."

(2) No person knowingly and intentionally may sell any alcoholic beverages for consumption on the premises within 100 yards of any housing authority property. This subsection shall not apply at any location for which a license has been issued prior to July 1, 2000, nor to the renewal of such license. Nor shall this subsection apply at any location for which a new license is applied for if the sale of alcoholic beverages for consumption on the premises was lawful at such location at any time during the 12 months immediately preceding such application.

Rule 560-2-3-.02. Restriction to Retailer Business Hours; Exception; Restrictions on Other Mercantile Establishments; Manner of Operation

- (1) No Retailer of Distilled Spirits shall open its Place of Business or furnish, sell, or offer for sale, any Alcoholic Beverage at any of the following times:
 - (a) In violation of a county or municipal ordinance or regulation;
 - (b) In violation of a special order of the Commissioner;
 - (c) **Prior to 8:00 a.m. or after 11:45 p.m.**; or
 - (d) Sundays prior to 12:30 p.m. or after 11:30 p.m.

- (2) No Retailer of Distilled Spirits shall be in or permit others to be in its Place of Business at any of the following times:
 - (a) In violation of a county or municipal ordinance or regulation;
 - (b) In violation of a special order of the Commissioner;
 - (c) Prior to 6:00 a.m. or 30 minutes past the closing time of 11:45 p.m.; or
 - (d) On Sundays prior to 10:30 a.m. or 30 minutes past the closing time of 11:30 p.m.

- (3) Nothing contained in paragraph (2) shall prohibit a Retailer from being in its Place of Business at any time:
 - (a) For purposes of responding to emergency situations such as fire or burglary;
 - (b) For purposes of taking inventory, making repairs, renovating, or any other Alcoholic Beverage business purpose which does not involve the presence of Persons other than the Retailer, its agents or employees, when the activities could not reasonably be carried out during regular business hours, provided that the Licensee posts on all door entrances to the Place of Business a sign to read: **"CLOSED, NO CUSTOMERS ALLOWED ON PREMISES."**
 - (c) This exception does not relieve the Licensee from full compliance with all local laws and regulations or authorize the presence on the Retailer's Place of Business of any Person other than the Retailer, its agents or employees.
- (4) Except as provided in Rule 560-2-3-.14, no Retailer shall operate in connection with any other mercantile establishment.

NOTE: Statesboro Sunday sales referendum passed by voters on November 8, 2011 only authorized Sunday package sales of wine and beer. Local voters have not authorized Sunday distilled spirits package sales.

Rule 560-2-3-.04. Products Other than Distilled Spirits for Sale, Display, or Offer

No Retailer of Distilled Spirits shall sell, offer for sale, display, or keep in stock for sale or furnish at its licensed Premises where Distilled Spirits are offered for sale, any other products or services except the following:

- (a) Wines, if the Retailer holds a valid and current license to sell Wine at that Place of Business;
- (b) Malt Beverages, if the Retailer holds a valid and current license to sell Malt Beverages at that Place of Business;
- (c) Cigarettes, cigars, chewing tobacco, alternative nicotine products, or vapor products, snuff, if properly licensed to do so, cigarette papers, lighters and matches, chewing gum, breath mints, manufactured packaged consumable single-serving snack items not requiring any preparation for consumption, single-serving pain medications, and over-the-counter birth control devices;
- (d) Beverages containing no Alcohol and which are commonly used to dilute Distilled Spirits;
- (e) Packaged ice, ice chests, and "koozies" (individual can and bottle coolers).

1. The term "packaged ice" shall refer only to ice in packages of five pounds or greater that is also in compliance with Georgia Department of Agriculture Rule 40-7-1-.08, entitled "Food from Approved Source," and the packaging complies with Georgia Department of Agriculture Rule 40-7-1-.26, entitled "Labeling."
- (f) Paper, styrofoam, or plastic cups, gift bags, which are limited in size to accommodate one 750 ml size bottle of wine or distilled spirits, and contain only products approved for sale or display by this regulation.
 - (g) Lottery tickets issued by the Georgia Lottery Corporation and any approved Georgia Lottery Corporation lottery materials, provided such Retailer is also an authorized retailer of the Georgia Lottery Corporation;
 - (h) Bar supplies, limited to:
 1. Corkscrews, openers, straws, swizzle stirrers, and bar-related containers, and wares made of glass, plastic, metal or ceramic materials.
 2. Cocktail olives, onions, cherries, lemons, limes, and sugars or salts produced and marketed specifically for the preparation of alcohol beverage drinks.
 3. Alcoholic Beverage drink recipe booklets, bar guides, and consumer-oriented Alcoholic Beverage publications.
 - (i) Products co-packaged with Alcoholic Beverages, provided that the products are limited to items approved for sale or display by this regulation, are offered for sale and sold as a single unit, and do not include more than one type of Alcoholic Beverage product;
 - (j) Check cashing services arising out of the sale of any product lawfully sold under this Rule;
 - (k) Money order sales arising out of check cashing services;
 - (l) Automated teller machine service for customer use; and
 - (m) Gift certificates for use only at the issuing licensed Retailer.
 - (n) Devices and related accessories designed primarily for accessing or extracting alcohol and/or flavorings from prepackaged containers, including pods, pouches, capsules or similar containers, to mix or prepare alcoholic beverages. Devices which are not designed primarily for these purposes, including but not limited to household blenders, are not eligible under this subsection.

LICENSE FEE RESTRICTION

The annual license fee to be charged by a municipality or county pursuant to this article shall not be more than \$5,000.00 for each license.

TAXES

City of Statesboro's current ordinance assesses maximum tax rate allowed under state law (OCGA §3-4-80) and does not require amendment to be applicable to liquor store sales

Sec. 6-21. - Excise tax on the wholesale of malt beverages, wine, and distilled spirits.

(a) There is imposed by the city an excise tax on the first sale or use of malt beverages in the city, as follows: (1) Where malt beverages, commonly known as tap or draft beer, are sold in or from a barrel or bulk container, a tax of \$6.00 on each container containing not more than 15½ gallons and a proportionate tax at the same rate on all fractional parts of 15½ gallons; (2) Where malt beverages are sold in bottles, cans or other containers, except barrel or bulk containers, a tax of \$0.05 per 12 ounces and a proportionate tax at the same rate on all fractional parts of 12 ounces.

(b) There is imposed by the city an excise tax on the first sale or use of wine in the city at a rate of \$0.22 per liter and a proportionate tax at the same rate on all fractional parts of a liter.

(c) There is imposed by the city an excise tax on the first sale or use of distilled spirits in the city at the rate of \$0.22 per liter and a proportionate tax at the same rate on all fractional parts of a liter

(d) The excise taxes provided for in this section shall be imposed upon and paid by the licensed wholesale dealer. Such taxes shall be paid on or before the 20th day of the month following the month in which the alcoholic beverages are sold or disposed of by the wholesaler within the city.

Zoning: Staff recommendation is that Mayor and Council consider restricting liquor stores to the following zoning districts: Central Business District, Highway Oriented Commercial, Commercial Retail, Light Industrial, and any subsequently created zoning districts that overlay these designated districts.

Newnan City Council approved following liquor store ordinance on August 24, 2021, prior to subsequently passed voter referendum held on 11/2/21. Ordinance covers most pertinent considerations, specifically number of licenses, minimum square footage, freestanding requirement, inventory requirement, zoning, hours of operation, proximity requirements as to other licensed premises and vulnerable establishments, application/ lottery process

Sec. 3-68. License issuance for distilled spirits package sales – Retail dealer building and inventory requirements

(a) General regulatory and licensing procedures of distilled spirits package sales shall conform to Article I, Article II, and Article V of Chapter 3 Alcoholic Beverages of the City's Code of Ordinances.

(b) No retail dealer license for the sale of distilled spirits shall be issued to any applicant whose building where the business will be conducted (a) is not “free standing” (i.e., is part of a larger building or structure) and (b) does not include a showroom with a minimum of 5,000 square feet and an additional storage area of at least 500 square feet. For distilled spirits retail dealers desiring to sell malt beverages and wine in addition to distilled spirits, at least an additional 500 square feet of showroom, and at least an additional 500 square feet of storage area is required over and above the minimum square feet for the establishment set forth above. For the purposes of this ordinance, cooler space shall be considered storage area and spaces such as offices, mechanical rooms, janitorial rooms, breakrooms and bathrooms shall not count towards the minimum square footage requirements. In addition to the minimum square footage, retail dealers for the sale of distilled spirits shall maintain a minimum inventory of at least \$750,000.00 in distilled spirits available for sale. Retail dealers selling malt beverages and wine in addition to distilled spirits shall maintain a minimum of \$35,000.00 inventory in malt beverages and wine.

(c) No retail license for the sale of distilled spirits by the package shall be granted under this chapter unless the premises to be licensed are, at the time the application is approved by the city council, located under the planning and zoning ordinance of the city in a CGN, CCS, or PDC zoning district subject to the specific limitations of the respective districts.

(d) No premises shall be licensed for the sale of distilled spirits by the package without complying with the distance requirements as set forth below:

1. which is located within 1,500 feet of any other business licensed to sell distilled spirits by the package.
2. which is located within 300 feet of any church building, alcoholic treatment center as defined by OCGA 3-3-21(a)(1)(c), or a housing authority property as defined in OCGA 3-3-2(e)(1) and (2).
3. which is located within 600 feet of any school building, educational building, school grounds, or college campus.
4. which is located within 300 feet of a residential zoned single-family dwelling unit.
5. All measurements shall be measured by the most direct route of travel on the ground, from front door to front door.

(e) No person, group, or entity with similar members, including family members, shall have an interest in more than one license for the package sale of distilled spirits issued by the city.

(f) It shall be unlawful for any person to open or consume any alcoholic beverages on premises licensed for the sale of distilled spirits by the package.

(g) It shall be unlawful for any person to sell or offer for sale distilled spirits by the package within the city by means of drive-through sale. For purposes of the section, the term “drive-through sale” means the sale of distilled spirits by the package by any means that allows the customer to remain in their motor vehicles.

(h) Each application for a package distilled spirits license shall be accompanied by a non-refundable application fee in the amount of \$500.00.

(i) The license fee for a retail sales of distilled spirits package license shall be \$5000.00 annually. To add a retail sales of package malt beverage license the fee shall be an additional \$500.00 annually; and to add a retail sales of package wine license the fee shall be an additional \$500.00 annually.

(j) There is imposed by the city an excise tax on the first sale or use of distilled spirits in the city at the rate of \$0.22 per liter and a proportionate tax at the same rate on all fractional parts of a liter.

Sec. 3-69 Maximum number of distilled spirits retail licenses permitted.

(a) Subject to subsection (b)-(e) below, the city will not accept any applications for the retail sale of distilled spirits by the package, and no licenses for the retail sale of distilled spirits by the package shall be issued over the number of three (3).

(b) If at any time and for whatever reason, the number of active licenses for the retail sale of distilled spirits by the package falls below three, then the city shall accept applications for and issue such additional licenses for the retail sale of distilled spirits by the package so as to bring the total number of active licenses for the retail sale of distilled spirits by the package to three.

(c) The provisions of subsection (b) notwithstanding, one (1) additional license may be issued once the population of the city exceeds 50,000. In this regard, additional licenses may be issued in the future for each 12,500 person increase in population over 50,000. In determining population, the city shall utilize the most recent population figures published by the Atlanta Regional Commission. In the absence of such figures, the city shall utilize the U.S. Census of 2020 or any future decennial census.

(d) If the total number of permitted licenses has increased pursuant to subsection (c) above, and if at any time and for whatever reason thereafter, the number of active licenses for the retail sale of distilled spirits by the package falls below the number then permitted, then the city shall accept applications for and issue such additional licenses for the retail sale of distilled spirits by the package so as to bring the total number of active licenses for the retail sale of distilled spirits by the package to the total number then permitted.

(e) If the city receives more applications than allotted licenses to be issued under this section which applications comply with the standards for the issuance of licenses for the sale of package distilled spirits set forth in this Chapter, then the selection of the successful application(s) shall be conducted by a lottery system overseen by an independent third party firm. The applications drawn from the lottery system shall then be presented to the city council for action on the approval of the initial licenses to be issued under this Chapter.

(f) Applications for the initial issuance of licensees will not be accepted until the effective date of this ordinance. Acceptance of applications for the initial licenses, or any future allocation of

licenses, will remain open for a period of sixty (60) days before review and consideration of such applications in accordance with subsection (e) above.

Sec. 3-70. Time for sales distilled spirits package sales.

(a) It shall be unlawful for any distilled spirits package dealer in the city to sell distilled spirits except between the hours of 7:00 a.m. and 2:00 a.m. Monday through Saturday morning, and except between the hours of 7:00 a.m., Saturday morning through 12:00 midnight Saturday night.



PURCHASING POLICY

Original Adoption:

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Purchasing Policy

GENERAL INFORMATION

The Mayor and Council of the City of Guyton, Georgia hereby adopts the following policy as the rules by which purchases by all City Departments and City Officers shall be made. This policy shall promote and effect open and intelligent purchasing of supplies, equipment and services, which will result in the maximum value received for each tax dollar spent.

This policy shall supersede and replace any and all previously adopted policies pertaining to municipal purchases that may have been in effect prior to the effective date of this policy as noted below.

In any event that any portion of this policy is found to be in violation of federal or state law or inconsistent with any provision applicable thereto, the remainder of this policy shall remain in full force and effect.

The City shall not discriminate in its selection of vendors on the basis of race, gender, political affiliation, family relations, friendship or business affiliation. In the event an employee makes a purchase from any vendor whom a personal, business or family relationship exists, three written price quotes shall be required as evidence that the best possible deal for the City was obtained. Employees shall not make any purchases from a vendor in which that employee has an ownership interest, except when specifically authorized by the City Council. Employees must publicly disclose all potential purchase conflicts prior to any purchasing decisions being made.

The City shall seek to obtain the best quality products and services at the lowest possible price in the most convenient manner under all circumstances. However, local vendors should be supported to the greatest extent possible without sacrificing quality or price.

PURCHASING AGENT

The Purchasing Agent shall be appointed by the City Manager and report to him/her. The Purchasing Agent is responsible for overseeing the procurement of centralized goods and services, the administration of the Contracting and Purchasing Policy and the management of surplus of City property.

GIFTS AND UNAUTHORIZED PURCHASES

City employees, officers or officials are not entitled to any special consideration from vendors and merchants in their personal affairs nor are such city employees, officers, or officials to attempt to procure materials for the personal use of any other person. City employees, officers or officials shall not solicit or accept any gifts. Except for emergencies or other authorized exemption, no purchase shall be made without specific authorization as outlined in this policy. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract.

PURCHASE ORDER PROCEDURES

- (a) Department Heads shall submit a Requisition to the Purchasing Agent prior to initiation of the purchase. Documentation of the required procurement procedures shall be attached to the requisition.
- (b) The Purchasing Agent shall verify proper coding, availability of budgeted funds, proper bidding/quote procedures, then forward the requisition to the City Manager.
- (c) The City Manager shall approve, deny, or forward the request to the Mayor and Council.
- (d) Mayor and Council Approval shall be required when any one of the following conditions are met:
 - 1. Item is not specifically approved in the budget and exceeds ten thousand dollars (\$10,000)
 - 2. Item is specifically approved in the budget yet exceeds twenty-five thousand dollars (\$25,000)
 - 3. Purchase will require a budget amendment.

PROCUREMENT REQUIREMENTS

- | | |
|---------------------|---|
| \$2,500 - \$10,000 | Department Head shall solicit a minimum of three (3) price quotes, when possible, (written, oral, phone, or catalog methods are acceptable) and documentation shall be attached to the corresponding purchase requisition before forwarding to the Purchasing Agent. Approval of the City Manager shall be obtained prior to initiation of purchase. |
| \$10,001 - \$25,000 | The Purchasing Agent shall solicit a minimum of three (3) price quotes, when possible, (written, oral, phone, or catalog methods are acceptable) and documentation shall be attached to the corresponding purchase requisition before forwarding to the City Manager. Approval of the City Manager shall be obtained prior to initiation of purchase. |
| \$25,001 and up | The Purchasing Agent shall solicit sealed bids, compile all bid information, and present to the Mayor and Council for approval. Approval of the City Manager shall be obtained prior to initiation of purchase. |

COMPETITIVE SEALED BIDS

(a) Competitive Sealed Bidding Process:

1. Invitation & Notice – An invitation for bids shall be issued and shall include specifications and all contractual terms and conditions applicable to the procurement. Adequate public notice of the invitation to bids shall be given not less than ten (10) calendar days prior to the date set forth therein for the opening of bids for contracts under \$50,000 and thirty (30)

days for contract over \$50,000. Such notice shall include publication in a newspaper of general circulation. The public notice and all invitations to bid shall state the place, date, and time of bid opening and shall state that the bids should be submitted to the Purchasing Agent.

2. Bid Opening – Bids shall be opened publicly in the presence of more than one witness at the place and not earlier than the time designated in the invitation for bids. The amount of each bid and such other relevant information as the City deems appropriate, together with the name of each bidder shall be open to public inspection in accordance with the policy.
 3. Bid Evaluation and Acceptance – Bids received at or prior to the time set for bid opening shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The invitation for bids shall set forth evaluation criteria to be used. No criteria may be used in bid evaluations that are not set forth in the invitation to bids.
 4. Correction or Withdrawal of Bids – Subject to any provisions of federal or state granting authorities to the contrary, correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts basis on such bid mistakes, shall be in accordance with this section. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, no corrections to bid or provisions shall be permitted but, in lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:
 - (A) The mistake is clearly evident on the face of the bid document; or
 - (B) The bidder submits evidence that clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids shall be supported by a written determination by the City.
- (b) Multi-Step Sealed Bidding: When it is considered impractical to prepare initially a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined technically acceptable under the criteria set forth in the first solicitation.
- (c) Cancellation of Invitations: An invitation for bids, a request for proposals, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation. Each solicitation issued by the City shall state that the solicitation may be cancelled and that any bid or proposal by be rejected in whole or in part at the City’s discretion with or without a showing of good cause. (All bids shall include the following statement: “The City of Guyton has the right to reject any or all bids if doing so is in the best interest of the City.”)

- (d) Determination of Non-responsive: If a bidder does not meet all the terms, conditions and specifications of the bid the bid will be considered non-responsive during the bid opening. A written determination of non-responsiveness, setting forth the basis of the finding, shall be prepared by the Purchasing Agent and approved by the City Manager. A copy of the determination shall be made part of the contract file and be made public record. Examples where a bid may be considered non-responsive include: the bid is incomplete, not signed, or late, there are discrepancies in the bid, bidder not attending a mandatory pre-bid conference or not submitting a bid bond.
- (e) Determination of Non-responsibility: If a bidder who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsibility, setting forth the basis of the finding, shall be prepared by the Purchasing Agent and approved by the City Manager. The unreasonable failure of a bidder to supply promptly information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder. A copy of the determination shall be made part of the contract file and be made public record. Examples where a bidder may be considered not responsible include poor references, bidder does not have proper business registration or licenses, banned from working with other agencies, not qualified as a foreign corporation, or questions about financial capability to perform.
- (f) Right of Nondisclosure: Information furnished by a bidder in reliance upon a written offer of confidentiality by the City pursuant to this section shall not be disclosed by the City outside of the office of the purchasing agent or using agency without prior written consent by the bidder.
- (g) Use of Subcontractors: All contracts between the City of Guyton and its consultants, vendors, and contractors shall state that “should you (the consultant, vendor, or contractor) utilize subcontractors, vendors or consultants to fulfill this contract with the City, you agree to use all reasonable efforts to include Effingham County based businesses in your bidding process.”
- (h) Bid and Payment Bonds: Bids and payment bonds or other security may be requested for supply contracts or service contracts, as the City Attorney deems advisable to protect the City’s interest. Any such bonding requirements shall be set forth in the solicitation. Bid or payment bonds shall not be used as a substitute for a determination of a bidder’s responsibility.

CONTRACTING FOR LABOR OR PROFESSIONAL SERVICES

- (a) The procurement of labor/professional services with a value of two thousand five hundred dollars (\$2,500) or more per project shall require a written agreement between the City, and the service provider. Department Heads shall be authorized to informally solicit professional services. Any Agreement requires approval from the City Manager. Contracts or agreements are not valid if signed by anyone other than the City Manager. Copies of agreements shall be furnished to the City Manager in lieu of a Requisition.
- (b) Each project/professional service which requires an expenditure of more than five thousand dollars (\$5,000) shall require such bonds and/or cash securities (such as retainage) as may be determined by the City Manager.

- (c) As a condition of performing contracted services for the City, all contractors, subcontractors and persons other than City employees shall be required to indemnify and hold harmless the City of Guyton for damages, claims and liabilities which may arise as a result of the work to be performed.
- (d) Except for written manufacturer's exclusions allowed by law, all contracted services for construction or installation of equipment, parts and materials shall be warranted by the City for at least one year from date of final completion of work, to include replacement and/or repairs at no cost to the City.
- (e) The City shall require all contractors, subcontractors and person other than City Officials who perform labor services for the City with a calendar year value of ten thousand dollars (\$10,000) or more to maintain insurance coverage and list the City as an additional insured in accordance with the following minimum amounts. Prior to the start of any work, the City must be furnished with an insurance certificate as proof that coverage is in place. Certificates shall be placed on file with the City Clerk. NOTE: Nothing in this Section shall be deemed to prohibit the City Manager or City Council from requiring coverage amounts at a higher level or imposing additional types of coverage up to the value of the entire project as may be in the best interest of the City.

- 1. General Liability \$1,000,000.00
- 2. Property Damage \$1,000,000.00
- 3. Personal Injury \$1,000,000.00
- 4. Automotive Liability \$ 500,000.00
- 5. Worker's Compensation (statutory requirements)

(f) Selection Procedure: (For contracts or agreements which exceed \$25,000.)

- 1. Request for Qualifications and Notice – Adequate notice of the need for the desired professional service shall be given by the City through a request for qualifications. The request for qualifications shall describe the services required, list the types of information and data required of each offeror, and state the relative importance of particular qualifications.
- 2. Statement of Qualifications – Persons engaged in providing the designated types of professional services may submit statements of qualifications and expressions of interest in providing such professional services. The city may specify a uniform format for statements of qualifications. Persons may amend these statements at any time by filing a new statement.
- 3. Interviews – The City Manager may conduct interviews with any offeror who has submitted a statement of qualifications for the purpose of ranking the qualifications of the offerors, based on the evaluation factors set forth in the request for qualifications.

Interviews shall not disclose any information derived from statements submitted by other offerors.

4. Award – Award shall be made to the offeror determined to be the best qualified based on evaluation factors set forth in the request for qualifications, and negotiation of compensation determined to be fair and reasonable. If compensation cannot be agreed upon with the best qualified offeror, then negotiations will be formally terminated with the selected offeror. If statements were submitted by one or more offerors determined to be qualified, negotiations may be conducted with such other offerors, in order of their respective qualification ranking, and the contract may be awarded to the offeror then ranked best qualified if the amount of compensation is determined to be fair and reasonable.
- (a) Cancellation of Invitations: See “Competitive Sealed Bids” above.
 - (b) Determination of Non-responsibility: See “Competitive Sealed Bids” above.
 - (c) Right of Nondisclosure: See “Competitive Sealed Bids” above.
 - (d) Bid and Payment Bonds: See “Competitive Sealed Bids” above.
 - (e) Use of Subcontractors: See “Competitive Sealed Bids” above.

STATE CONTRACT AND OTHER GOVERNMENT AGENCY CONTRACTS

The use of State Government and Other Governmental organizations contracts that have already been competitively bid may be used after approval from the Purchasing Agent and City Manager. All purchase order procedures and approvals will still be required when using government contracts.

SOLE SOURCE PURCHASING

A contract may be awarded without competition when the City determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service or construction item. The City Manager or his or her designee shall conduct negotiations, as appropriate, as to price, delivery and terms. A statement of the basis for the sole source determination shall be placed in the contract file.

EMERGENCY PURCHASES

In the event of a genuine emergency, a Department Head may purchase items and services without adhering to the procedures described herein, provided that he/she gets pre-approval from the City Manager, or in the absence of the City Manager, the Mayor or department liaison. An emergency situation shall be defined as one which threatens the lives or health of the people, the property of the municipality or its citizens, or the delivery of necessary services to the citizens of Guyton.

CREDIT CARD USE

- (a) No individual, including Department Heads, has the authority to open a credit card account in the City's name. All new City credit card accounts shall be approved by the City Manager prior to submitting an application.
- (b) The City credit card may be used for official City purposes only. No personal use or purchases of a personal nature shall be allowed, regardless of payback intentions. Credit cards belong to the City and can be cancelled or revoked at any time at the discretion of the City Manager. Should any employee lose or have his/her card stolen, they should notify the Purchasing Agent one (1) business day after discovery.
- (c) Within forty-eight hours (48) of each credit card transaction the Department Head shall furnish the Purchasing Agent with a signed receipt. All other purchasing procedures as set forth in the policy shall also apply. *Payment for purchases without receipts may become the responsibility of the employee.*

LEASE PURCHASES

- (a) The purchase or lease of any equipment, vehicles or materials which require periodic payments over a course of one year or more shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein.
- (b) All lease purchase agreements shall contain a non-appropriation clause whereby the City shall not be obligated under the terms of the lease if the necessary funds are not appropriated at a future City Council Meeting.

LEGAL SERVICES

- (a) The City Council is the only agent of the City with the authority to select legal representation, solicit legal opinions, contract for legal services, initiate judicial or quasi-judicial proceedings, defend against legal action or otherwise obligate resources for legal purposes on behalf of the City, except as otherwise prescribed by law.
- (b) The City Council shall have the ultimate authority for deciding whether any other City official, elected or appointed, shall be allowed to seek a legal opinion at the expense of the City. The City Council or City Manager may also decide, within their sole discretion, as to whether an agent of the City shall be allowed to engage the City Attorney or some other attorney at the City's expense.
- (c) Notwithstanding the other provisions of this Section, it shall be permitted for the City Manager or a duly authorized individual to contact the City Attorney in the judicious exercise of the responsibilities of the position for which they have been appointed provided: (1) the nature of contact is for advisory purposes related to work duties only; (2) the reasons for the contact are not a subterfuge of any City official to circumvent the provisions or this policy; (3) the City Manger shall be notified of the nature for requesting legal services, the City Manager shall be

informed of the correspondence as soon thereafter as possible; and (4) all correspondence to and from the City Attorney shall be in writing whenever possible with courtesy copies available to the City Council.

- (d) Written and oral communications between the City Council and authorized City Officials shall be considered confidential.

EXEMPTIONS & WAIVERS

- (a) It is understood that pre-approved purchase orders and multiple price quote requirements will usually not be feasible when it comes to repairs to City-owned vehicles and specialized equipment. Under these circumstances' authority shall be given to Department Heads to choose a vendor with a satisfactory history of fair pricing and superior work quality.
- (b) The City Council may vote to waive any and all purchasing requirements set forth here in as it may deem to be in the best interest of the City.
- (c) Department Heads shall not be required to annually solicit sealed bids for the purchase of materials that are regularly purchased in bulk quantities or materials used for general repairs that are regular in nature. However, the City Manager may periodically require Department Heads to acquire unit-based quotes or solicit sealed bids for these items as he/she deems in the best interest of the City.

EMPLOYEE REIMBURSEMENT

- (a) Employees should not expend personal funds for City expenses. However, should an employee spend their own money to obtain needed goods or services, a written explanation of the emergency nature of the purchase shall accompany any request for reimbursement by the City. In addition, the employee shall submit a receipt for the purchase and corresponding charge receipt, if applicable, to the Purchasing Agent within five (5) business days after the date of purchase.
- (b) The City will reimburse employees during the next accounts payable run.
- (c) Employees are encouraged to use the Department's issued credit card and not their own funds to purchase small items for City services or events.

BUDGET AMENDMENTS

- (a) Departments shall be permitted to overspend a line item or category budget. Before doing so, Department Heads shall submit a line item Budget Amendment to the City Manager to correct a potential line-item when an expenditure account has exceeded budget authorization and/or with a Requisition, if the Requisition amount exceeds line item authorization in the expenditure account.
- (b) Budget amendments that debit and credit line items for like amounts within a department do not require City Council approval; however, exceeding departmental totals authorized in the

budget, deficit spending and the purchase of items not identified in the approved budget require City Manager and City Council approval.

SURPLUS OF PROPERTY

- (a) Department Heads shall submit in writing a request to surplus any City-owned property to the City Manager for approval. Once approval is granted by the City Manager, he will then forward the request to City Council for final approval.
- (b) Unless requested by City Council, items will be sold “as is” to the highest bidder. The City will contract with a professional auctioneer, internet auction provider, who will conduct auctions and collect all proceeds, or will conduct a sealed bid procedure.
- (c) Should attempts to sell surplus items fail, the City Manager may (at his/her discretion), declare the items as worthless and authorize their discard.
- (d) Upon authorization of the City Council, the City may contribute items to non-profit organizations or other local governments.

GRANT APPLICATIONS-ADMINISTRATION

No City employee shall apply for a grant on behalf of the City of Guyton without first obtaining approval from the City Manager. The Department Head needs to submit a request in writing to the City Manager. After the City Manager has approved, signed and dated the request, the Department Head may apply for the grant. When the Grant has been awarded, all Grant Award paperwork, including copies of the original request, shall be submitted to the Purchasing Agent. These documents shall state exactly how much was awarded and exactly what the grant funds will be spent on. The Department that sought the grant shall submit a budget amendment form to the Purchasing Agent, which will assign a new revenue account and a new expenditure account. All other purchasing procedures shall be followed.

ADMINISTRATION

- (a) All purchases shall be limited to those items and services which have been budgeted in advance, to the greatest extent possible. All purchases, which do not meet this criterion, must be essential to fulfilling the mission of the City. Equipment not specifically approved through the budget process will require more detailed explanation at the time of purchase.
- (b) No employee shall make any purchase without first obtaining approval of the Department Head.
- (c) In so much as possible, all bulk purchases for office supplies and commonly used materials shall be acquired through the Purchasing Agent who shall attempt to coordinate departmental acquisitions in a manner that is most advantageous to the City.

- (d) Upon the award of a solicited bid or proposal, it shall be the policy of the City to acknowledge in writing the City's appreciation for each bid or proposal received along with a summary of the results.
- (e) Department Heads should turn in all receipts or invoices from purchases to the Purchasing Agent before the close of business each day.
- (f) Violations of this policy may result in an employee being subject to disciplinary action, including discharge for egregious acts.

Proposed Changes to Consider

Engineering Inspection Fee * \$__.00

* Commercial projects and residential subdivision developments will require inspections during the site development and construction phases. A fee will be assessed after each inspection. Inspections will include, but are not limited to: sewer main installation; pipe bedding and alignment; water pressure and chlorine testing; periodic road bed inspections for soil, rock, and pavement; lift station start-up; pre-final and final inspections. Additional inspection fees will be charged when re-inspections are required.

Cosmetic Water Meter Fee * \$600

* Water meters used for cosmetic purposes for developments, such as landscaping around signs

* Only used when sewer not required

(PLEASE PROVIDE MORE CONSIDERATIONS FOR THIS FEE POSSIBILITY)

Fee for customer tampering with meter/turning back on

Fee for resident requested diagnostic

Sign Fee as required by Zoning Ordinance

**STATE OF GEORGIA
COUNTY OF EFFINGHAM**

A RESOLUTION TO AMEND THE EFFINGHAM COUNTY SCHEDULE OF FEES

BE IT RESOLVED by the Board of Commissioners of Effingham County, in regular meeting assembled and pursuant to lawful authority thereof, that the Effingham County Schedule of Fees on file with the Clerk of the Board of Commissioners of Effingham County, Georgia, is hereby amended to include the following:

LICENSING AND TAXING OF ALCOHOL BEVERAGES	
Service Rendered	Assessed Fee
License Fee	
Retail Beer & Wine sale by drink	\$1,250.00
Retail Liquor sale by drink	\$2,500.00
Retail Beer, Wine and Liquor sale by drink	\$3,750.00
Wholesale License	\$1,000.00
Retail Beer & Wine sale by package	\$1,250.00
Farm Winery, sale by package and drink	\$1,250.00
Exterior signs	\$25.00
Advertisement	\$30.00
Initial Application Fee	
Beer, Wine, Liquor	\$250.00
Renewal Application Fee	\$50.00
Excise Tax	
Case of 48 cans/bottles containing 6oz	\$1.20
Case of 48 cans/bottles containing 7oz	\$1.40
Case of 36 cans/bottles containing 8oz	\$1.20
Case of 24 cans/bottles containing 10oz	\$1.00
Case of 24 cans/bottles containing 12oz	\$1.20
Case of 24 cans/bottles containing 14oz	\$1.40
Case of 24 cans/bottles containing 16oz	\$1.60
Case of 12 cans/bottles containing 32oz	\$1.60
Keg/Drum/ Barrel with capacity to hold 1.125gal	\$0.44
Keg/Drum/ Barrel with capacity to hold 2.25gal	\$0.87
Keg/Drum/ Barrel with capacity to hold 3.875gal	\$1.50
Keg/Drum/ Barrel with capacity to hold 7.75gal	\$3.00
Keg/Drum/ Barrel with capacity to hold 15.5gal	\$6.00
Keg/Drum/ Barrel with capacity to hold 31gal	\$12.00
Proportionate tax for all fractional parts of 15.5gal	
Liquor by package or drink	
Per Gallon	\$0.80
Per Half Gallon	\$0.40
Per Quart	\$0.20
Per Fifth	\$0.16
Per Pint	\$0.10

Per Tenth	\$0.08
Per Half Pint	\$0.05
Mixed Drink Tax (set by ordinance)	3%
Collection by licensee, licensee may withhold % based on allowable deduction in O.C.G.A. A. § 48-8-50	
Wine for sale by package or drink	
Per Liter	\$0.22
Per Gallon	\$0.83
Violations - minimum fine of	\$1,000
Late Payment Penalties	
Late payment of Mixed Drink Tax	15%
Minimum late fee Plus 1% per month tax not paid	\$25.00
ANIMAL CONTROL	
Service Rendered	Assessed Fee
Adoption Fee	Canine - \$60.00 plus cost of rabies vaccine Felines - \$45.00 plus cost of rabies vaccine
Rabies Vaccine	\$15.00 per animal
Impound Fee	\$25.00 per animal impounded
Boarding Charge	\$5.00 per day per animal
Quarantine	\$10.00 per day per animal (Bite Cases)
Veterinarian Charges	Varies
Animal Care Charges	Varies
BUILDING APPLICATION FEES	
Service Rendered	Assessed Fee
Mobile Home (SW)	\$150.00
Mobile Home (DW)	\$250.00
Mobile Home (TW)	\$350.00
One and Two Family Dwellings Building Permit Plan Review Fee is due when plans are submitted	\$50 Plan Review Fee+ \$.25 climate controlled + \$.20 non-climate controlled
Commercial Building Permit Plan Review Fee is due when plans are submitted	\$150 Plan Review Fee + \$7.00 per \$1,000 of Construction Value Based on Greater of \$100/SQ. FT. climate controlled or \$50/SQ. FT. non-climate controlled and Submitted Value, Permit Fee Shall Not Exceed \$150,000
Government, Educational, and Religious Building/Renovation/Remodel/Addition Permits	\$50.00 Admin Fee + \$50.00 each licensed trade (Electric, Plumbing, HVAC)
One and Two Family Dwelling Renovation/Remodeling/Addition Permit	\$50 admin fee + \$.20/climate controlled sq. ft. + \$.15/non-climate controlled sq. ft.
Private Educational, and Religious Addition Permit	\$50 admin fee
Slab	\$50.00
Accessory Building for One and Two Family Dwellings	\$50.00 admin fee + \$.10 sq ft
Deck	\$50 adm fee + \$.05 sq ft

Pools	\$ 50 adm fee + \$.10 sq ft pool area
Demolition Permit	\$50.00
Relocation	\$50 + \$.10 sq. ft.
Windows	\$50 admin fee + \$5 per \$1,000 in estimated cost
Signs	\$50 ad min + \$.10 sq. ft. sign area
Re-inspection Fee	\$50 - first \$75 - second \$100 - Third
COUNTY CLERK	
Service Rendered	Assessed Fee
Copies	\$.10 per copy set county wide unless otherwise noted
Copies of Meeting	\$5.00 per CD
EMS	
Service Rendered	Assessed Fee
ALS Non-Emergency \$525	\$343.80
ALS 1 Emergency	\$544.30
BLS Non-Emergency	\$286.50
BLS Emergency	\$458.40
ALS Level 2	\$787.85
Specialty Care	\$931.10
Mileage	\$12 per mile
Non Transport	\$75.00
Non Transport with Treatment	\$150.00
FIRE FEES	
Residential	\$ 120.00 per year +\$0.01/sq.ft.
Multi-Family One to Four units Five or more units	\$ 120.00 per year unit + \$0.01/sq.ft. \$ 80.00 for each additional unit + \$0.01/sq.ft.
Commercial 5,000 sq. ft. or less 5,000 – 15,000 sq. ft. More than 15,000 sq. ft.	\$ 330.00 per year \$ 555.00 plus 0.022 per sq. ft. \$ 830.00 plus \$0.02 per sq ft
Industrial 0 – 5,000 Sq. Ft. 5,000 – 15,000 sq. ft. 15,000 – 1,000,000 sq. ft. More than 1,000,000	660.00 per year \$1,105 +\$0.028/sq.ft \$1,655 + \$0.028/sq ft. \$30,005.00 + \$0.16/sq.ft.
Solar Farm	\$42.00 per acre
Vacant Parcel (w/ no primary structure)	\$0.105/acre
GIS - MAP PRICE LIST	
Service Rendered	Assessed Fee
Realtor / Chamber Map	\$2.00
Map book	\$20.00

8 1/2 X 11	\$5.00
Fully Customized Maps	\$5 + \$75 per hour
8 1/2 x 14	\$10.00
Fully Customized Maps	\$10 + \$75 per hour
11 X 17	\$15.00
Fully Customized Maps	\$15 + \$75 per hour
24 x 24 Pre-made Maps & limited customization	\$20.00
Fully Customized Maps	\$20 + \$75 per hour
36 x 42 Pre-made Maps & limited customization	\$25.00
Fully Customized Maps	\$25 + \$75 per hour
42 x 44 Pre-made Maps & limited customization	\$30.00
Fully Customized Maps	\$30 + \$75 per hour
60 x 60 Pre-made Maps & limited customization	\$35.00
Fully Customized Maps	\$35 + \$75 per hour
Digital Exported Maps	free if map is purchased
If digital export is requested alone	\$5 + \$75 per hour
Digital Data	
Parcel shape file (polygons, zoning)	\$80.00
Parcel shape file (polygons, zoning, all tax data)	\$100.00
All other vector layers	\$60.00
Aerial Photography	\$ 30 per tile
Whole County SIDS	\$1,350.00
LIDAR	
Complete County Wide LAS	\$5,000.00
Individual Tile LAS	\$250.00
County Wide Digital Elevation Model	\$5,000.00
Digital Elevation Model tiles	\$250.00
County Wide Contours	\$1,000.00
Tif Image CD (for plat recording)	\$10.00
Shipping and Handling	\$5.00
Black & White Copies	.25 per side (up to 11X17) \$5.00 (over 11X17)
Color Copies	\$1.00 per side (up to 11X17) \$20.00 (over 11X17)
<p>An hourly rate of \$75.00 will be charged for customized data requiring additional GIS staff time.</p> <p>Customization may include any of the following procedures:</p> <p style="padding-left: 40px;">Data Conversion processes</p> <p style="padding-left: 40px;">Addition of background air photos</p> <p style="padding-left: 40px;">Customer specified colors, fonts, labeling, etc.</p> <p>Rush Jobs with less than 2 days' notice will be charged at an hourly rate of \$75.00 in addition to any other media charges.</p>	
PRISON	

Service Rendered	Assessed Fee
ID Card fee	\$ 5.00
Medical fee	4.00
D-3-L fee	100.00
Medical Co Pay	5.00
Monthly Banking Fee	1.00
Postmaster	-US Postal Service Postage Rate
Indigent Postage	-US Postal Service Postage Rate
Mail Rejection Fee	-US Postal Service Postage Rat
Restitution	- as per damage done
PROBATION	
Service Rendered	Assessed Fee
Monthly Probation	\$50.00
Supervision Fee	
PUBLIC WORKS	
Service Rendered	Assessed Fee
New Culvert Installation Permit	\$60.00- Installation inspection & grade set
Existing culvert permit	\$20.00 - Inspection of existing culvert
Right of Way Permit	\$10.00
RECREATION	
Activity	Assessed Fee
Instructional League	\$65.00
Youth Softball/Baseball	\$65.00
Youth Basketball	\$65.00
Youth Football	\$65.00
Youth Soccer	\$65.00
Track	\$15.00
Cheerleading with uniforms	\$40.00
Cheerleading w/out uniforms	\$90.00
Open Baseball/Softball	48-max 450
Adult Women's Volleyball	\$190.00
Adult Basketball	\$415.00
Adult Softball	\$390.00
(Spring & Coed)	\$390.00
Adult Flag Football	\$300.00
Spring run	\$10 \$15
All Stars	\$25.00
Football equipment deposit	\$50.00
discount - 2 children -	10% off
discount - 3 children -	15% off
discount - 4 or more children must be from the same family & same household	20% off
REGISTRARS	

Service Rendered	Assessed Fee
Voter's List (Paper)	\$205.00
Voter's List (CD)	\$90.00
District or Municipal Voters List (Paper)	\$225.00
District or Municipal Voters List (CD)	\$130.00
SANITATION	
Service Rendered	Assessed Fee
1st Carts	\$215 per year
1st Carts (elderly exemption)	\$100 per year
2nd Carts	\$115 per year
Additional Recycle Carts	\$60.00 \$65 per year
Dry Waste Collection Site Fees	\$0.08 cents per pound or \$160.00 per ton
Tires	
Car	\$3.00 off rim
	\$5.00 on rim
Large Truck	\$8.00 off rim \$20.00 on rim
Farm/Tractor	\$15.00 off rim \$35.00 on rim
Off Road Tires	\$.15 per lbs off rim
Code Enforcement Citations	Solid Waste Violations Minimum Fine \$100.00
SHERIFF'S DEPARTMENT	
Service Rendered	Assessed Fee
Background Checks	\$20.00 in County, \$25 out of County
Jail Bond Fees	\$20.00 per person
Civil Services	\$50.00 per service \$50 per subpoena
Fingerprints	\$5.00 per person (cards only) \$50.00 alcohol license application
Accident Reports	\$3.00 per report
WASTEWATER TREATMENT	
Service Rendered	Assessed Fee
Treatment of Hauled Wastewater -grease traps and port-a-pottys specifically prohibited-	\$0.125 a gallon
WATER & SEWER	
Water Connection Service Charge	
1. A Water Connection Service Charge of \$2,000 per residential unit, or equivalent residential unit, or any fraction thereof shall be paid prior to connection of any service line to the County's water system	

- The determination of water consumption for the purpose of determining the number of equivalent residential units shall be based on the Water Use Standards contained below.

Sewer Development Fees

- A Sewer Development Fee of \$3,300 per residential unit, or equivalent residential unit, or any fraction thereof shall be paid prior to connection of any service line to the County's sewer system
- The determination of water consumption for the purpose of determining the number of equivalent residential units shall be based on the Water Use Standards contained below.

Reuse Capital Cost Recovery Fees

- A Reuse Capital Cost recovery Fee of \$1,300 per residential unit, or equivalent residential unit, or any fraction thereof shall be paid prior to connection of any service line to the County's reuse water system
- The determination of water consumption for the purpose of determining the number of equivalent residential units shall be based on the Water Use Standards contained below.

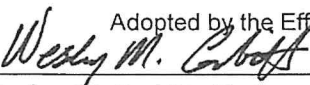
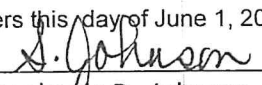
Water Use Standards

- The standards in the table below shall be used in determination of water consumption for the purpose of determining the number of equivalent residential units. If the table does not provide information for a particular application, the estimated water consumption shall be as calculated by the County Engineer.

Type of Structure	Water Usage in Gallons Per Day
Apartment, One Bedroom	100 per apartment
Apartment, Two Bedrooms	150 per apartment
Apartment, Three Bedrooms	300 per apartment
Automotive Repair Shops/Tire Shops	60 per bay
Banks	30 per 200 sq. ft.
Assembly Hall	5 per seat
Barber Shop/Beauty Parlor	125 per chair + 20 per employee
Boarding/Rooming House **	100 per room
Bowling Alley	50 per lane + 20 per employee
Car Wash	
Wand Wash	125 per bay
Hand Wash	500 per stall
Automated	7000 per site
Church without Day Care or Kindergarten	5 per seat
Clinic	75 per exam room
Correctional Institution/Prison	200 per inmate
Country Club, Recreation Facilities Only	25 per member
Day Care Center with Meals	8 per person
Dental Office	100 per chair + 20 per employee
Department Store	10 per 100 sq. ft.
Dormitories	150 per room
Drug Store	700 per store
Factory	
1) Without Showers	25 per employee
2) With Showers	35 per employee
Food Service Establishments with Restrooms and Kitchen **	
1) Restaurant, less than 24-hours per day operation	35 per seat + 20 per employee

2) Cafeteria, less than 24-hours per day operation	50 per seat + 20 per employee
3) Restaurant, 24 hours per day operation	75 per seat + 20 per employee
4) Drive-in Restaurant	50 per car space + 20 per employee
5) Carry-out Only	50 per 100 sq. ft. + 20 per employee
Funeral Home	10 per 100 sq. ft.
Grocery Stores	20 per 100 sq. ft.
Hospital	300 per bed
Hotel/Motel, No Kitchen	100 per room
Kindergarten, No Meals	15 per person
Kitchen for Day Care, Kindergarten	20 per person
Laundry, Self Service	150 per machine
Laundry, Commercial	1,000 per machine
Mobile Home Park	300 per site
Nail Salons	50 per chair
Nursing Home**	150 per bed
Office	30 per 200 sq. ft.
Physician's Office	200 per exam room
Schools:	
1) Day, Restrooms and Cafeteria	20 per person
2) Day, Restrooms, Gym and Cafeteria	25 per person
Seafood Market	120 per 100 sq. ft.
Service Stations:	
1) Fuel and Oil Only	100 per pump
2) Full Service	300 + 100 per pump
Shopping Center	10 per 100 sq. ft.
Single Family Dwelling	300 per dwelling
Stadium	2 per seat
Tavern, Bar, Cocktail Lounge – No Meals	30 per seat + 20 per employee
Theater	5 per seat
Travel Trailer Park**	
1) With Independent Water and Sewer Connection	150 per site
2) W/O Independent Water and Sewer Connection	35 per site
Warehouse	10 gals per 1000 sq. ft.
** Add 500 gallons per machine to amount indicated if laundry or dish washing machines are to be installed**	
To setup residential service for an owner	\$125.00 = \$100 deposit+\$25 admin fee
To setup Multi-Unit Residential Service	\$200.00 = \$200 deposit + \$25 admin fee x # of units
To setup residential service for a renter	\$150.00 = \$125 deposit+\$25 admin fee
To setup non-residential service	\$ 375.00 = \$350 deposit + \$25 admin fee
To setup Multi-Unit Non-Residential Service	Non-Residential service rates x # of units
Drinking Water Meter Fee	cost of materials + \$100.00 for installation
Multi-Unit Residential Water Rates	Residential water rates + base rate x # of units
Residential Water Rates	\$10.00 base rate
	\$ 2.88 for each 1,000 gallons up to 5,000 gallons

	\$ 3.10 for each 1,000 gallons over 5,000 gallons up to 10,000 gallons
	\$ 3.32 for each 1,000 gallons over 10,000 gallons
Multi-Unit Commercial/Industrial Water Rates	Comm/Industrial water rates + base rate x # of units
Commercial/Industrial Water Rates	\$50.00 base rate
	\$ 3.10 for each 1,000 gallons up to 5,000 gallons
	\$ 3.32 for each 1,000 gallons over 5,000 gallons up to 10,000 gallons
	\$ 3.55 for each 1,000 gallons over 10,000 gallons
Multi-Unit Residential Sewer Rates	Residential sewer rates + base rate x # of units
Residential Sewer Rates (Caribbean Village Customers - Base Rate is \$10.00)	\$15.00 base rate
	\$ 3.06 for each 1,000 gallons up to 5,000 gallons
	\$ 3.34 for each 1,000 gallons over 5,000 gallons up to 10,000 gallons
	\$ 3.62 for each 1,000 gallons over 10,000 gallons
Multi-Unit Commercial/Industrial Sewer Rates	Comm/industrial sewer rates + base rate x # of units
Commercial/Industrial Sewer Rates	\$60.00 base rate
	\$ 3.34 for each 1,000 gallons up to 5,000 gallons
	\$ 3.71 for each 1,000 gallons over 5,000 gallons up to 10,000 gallons
	\$ 3.90 for each 1,000 gallons over 10,000 gallons
Water Wholesale Rate to Bulk Customer (municipal or private)	\$3.00/1,000 gallons
Hydrant Meter Flushing of Surface Water Distribution System	\$1,000 deposit, \$0.945/1,000 gallons, \$100 administrative fee
Sewer Wholesale Rate (municipal, individual or private)	\$4.00/1,000 gallons
Delinquent Payment Service Charge	\$35.00
Reconnection of Water Service (7:30am-4pm weekdays)	\$30.00
Reconnection of Water Service (outside normal working hours, on weekends or holidays)	\$60.00
Unauthorized Use or Connection (Notwithstanding the fee established herein, the County may pursue any other civil and criminal remedies available at law or in equity for unauthorized and/or illegal connections)	\$100 (1st occurrence) \$500 per occurrence thereafter
Returned Check	\$30.00

Service Call (for issues such as leakage on customer side of meter, to flush hot water heater at customer request, repair/replace meter box due to customer damage - parts not included, uncover/raise meter, check meter again after initial check verifies accuracy, etc.)	\$35.00 (during normal working hours) \$65.00 (outside of normal working hours, on weekends and holidays)
Failure to Apply for Service Fee	\$30.00
Temporary Service Fee	\$100 for up to ten (10) business days water and/or sewer usage charged at rates above
ZONING	
Service Rendered	Assessed Fee
Sketch Plan Review	\$250.00 admin fee
Development Plan Review Fee (Fees INCLUDE in house engineer review and are due to be paid prior to plan approval)	Single Family Residential - \$175 + \$15 per lot Multi-Family Residential - \$175 + \$10 per unit Non-Residential - \$350 + \$80 per developed acre* Clearing and Grading Only - \$250 admin fee
	Fees exclude government, education and religious
Final Plat (including revisions)	Minor Subdivision (3 lots or less) - \$50.00 admin fee Major Subdivision (4 lots or more) - \$100.00 admin fee + \$10 per lot
Development Plan Re-review (after 3 submittals)	\$250.00 admin fee
Land Disturbing Activity Permit Fee	\$80.00 per acre to be divided equally between Effingham County & DNR-EPD**
Rezoning, Conditional Use, Rural/ Residential Business, Variance, Occupational Tax Administrative Fee	\$200.00 each \$30 (in addition to tax charge)
0-9 Employees	\$100
10-19 Employees	\$200
20-29 Employees	\$300
30-39 Employees	\$400
40-49 Employees	\$500
50 or more Employees	\$600
* developed acre = disturbed area with the exception of all building footprints	
All ordinances and resolutions in conflict herewith are repealed.	
Adopted by the Effingham County Board of Commissioners this day of June 1, 2021	
 Wesley M. Corbitt, Chairman	 Stephanie D. Johnson, County Clerk

City of Guyton, Georgia

Established 1887

Working Together to Make a Difference

Building Permits and Fees

All applicable fees, including impact and tap, must be paid in full before a permit is issued. Fees are applied per dwelling unit.

Residential Building Permit, New Construction:

1600 square feet or less	\$375
1601 – 2500 square feet	\$450
2501 – 4000 square feet	\$550
4001 square feet and greater	\$675, plus \$50 for each additional 500 square feet

Residential Building Permit, Additions, Renovations & Accessory Structures:

250 square feet or less	\$60
251 – 750 square feet	\$85
751 – 1000 square feet	\$110
1001 – 1500 square feet	\$220
1501 – 1800 square feet	\$300
1801 – 2500 square feet	\$350
2501 square feet and greater	\$450, plus \$50 for each additional 500 square feet
(No Admin Fee)	

Electrical Permit:

Less than 1000 square feet	\$85(Ga Power releases, other single inspections)
1000 – 1600 square feet	\$135
1601 – 2500 square feet	\$185
2501 – 4000 square feet	\$250
4001 square feet & greater	\$300, plus \$50 for each additional 500 square feet
(No Admin Fee on Single Projects)	

Plumbing Permit:

Less than 1000 Square feet	\$100
1000 - 1600 square feet	\$125
1601 - 2500 square feet	\$150
2501 – 4000 square feet	\$180
4001 square feet and greater	\$200, plus \$25 for each additional 500 square feet
(No Admin Fee on Single Projects)	

Effective 04/2015

310 Central Avenue, PO Box 99, Guyton, Georgia 31312
912.772.3353 www.cityofguyton.com

City of Guyton, Georgia

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Working Together to Make a Difference

Mechanical Permit:

Fee for Each New HVAC System	\$110
Fee for Additions & Renovations	\$60 per additional rooms and/or extension

Low Voltage Permit:

Per building unit	\$125, plus \$15 for each 1,000 square feet of building
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Gas Piping:

Fee per Outlet	\$60
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Demolition Permit:

Per Lot	\$125(includes \$75 admin fee)
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Mobile/Manufactures Home:

Fee per Dwelling Unit	\$325 (includes \$75 admin fee)
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Irrigation Well:

Application & Inspection	\$150 (includes electrical and \$75 admin fee)
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Swimming Pools:

Private Resident	\$100
Subdivisions/Multifamily	\$400 (includes \$75 admin fee)

Land Disturbance Permit:

Development of 1 Acre or Greater	\$40 per Acre
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Fence Permit:

Per Lot	\$125 (includes \$75 admin fee)
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Subdivision and Recombination Plats:

Minor Subdivision	\$50 (2 lots & no more than 1-acre total)
Major Subdivision	
More than 2 lots, more than 1-acre and does not include any new public infrastructure.	\$100, plus \$10 per lot
More than 2 lots, more than 1-acre and/or includes any new public infrastructure.	\$350, plus \$10 per lot

Effective 04/2015

City of Guyton, Georgia

Established 1887

Working Together to Make a Difference

Recording Documents:

Survey/Plat	\$25
Easement with Cross Reference	\$50
Easement	\$50
Deed	\$25
(Each additional page is \$5)	

Culvert Permit:

Per Single Family Home	\$175 (includes \$75 admin fee)
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Re-Inspection Fees:

1 st re-inspection	\$50
2 nd re-inspection	\$50
3 rd re-inspection	\$50

Penalties: Failure to Obtain a Building Permit

Single Family Home	\$500
Renovations/Additions	\$250

NOTE: Fine shall be paid in full before work can continue on project.

Zoning Requests:

Special Use Variance	\$120
Conditional Use Variance	\$120
Rezoning Request	\$250
Zoning Certification Letter	\$50

Effective 04/2015

310 Central Avenue, PO Box 99, Guyton, Georgia 31312
912.772.3353 www.cityofguyton.com



COMMERCIAL PERMITS AND INSPECTION FEES
CITY OF RINCON, GEORGIA
Building and Zoning Department
(912) 826-5996 P / (912) 826-2083 F
www.cityofrincon.com

All applicable fees (including impact and tap) must be paid in full before a permit is issued. Fees are applied per building, unless permitted individually.

Commercial Building Permit, New Construction and Additions

Per square foot \$.35

This fee includes all building inspections as outlined on the Inspections Reference Sheet. Any additional inspections will be assessed a fee.

Commercial Building Permit, Renovations

Per square foot \$.25

This fee includes all building inspections as outlined on the Inspections Reference Sheet. Any additional inspections will be assessed a fee.

Industrial Building Permit, New Construction and Additions

Per square foot \$.10

This fee includes all building inspections as outlined on the Inspections Reference Sheet. Any additional inspections will be assessed a fee.

Plan Review Fee (will receive credit when Building Permit issued)

New Construction \$250

Additions and Renovations \$150

Subdivision and Recombination Plats

Minor Subdivision \$50 (2 lots & no more than one acre total)

Major Subdivision

- More than 2 lots, more than one acre, and does not include any new public infrastructure \$100, plus \$10 per lot
- More than 2 lots, more than one and/or includes any new public infrastructure \$350, plus \$10 per lot acres,

Recording Fees:

Survey/Plat	\$25
Easement with Cross Reference	\$50
Additional Pages	\$5 per page
Easement	\$50
Additional Pages	\$5 per page
Deed	\$25
Additional Pages	\$5 per page

Electrical Permit

Per building unit \$125, plus \$15 for each 1,000 square feet of building

Plumbing Permit

Per building unit \$125, plus \$15 for each 1,000 square feet of building

Mechanical Permit

Per building unit \$125, plus \$15 for each 1,000 square feet of building

Fire Suppression Permit

Per building unit \$125, plus \$15 for each 1,000 square feet of building

Low Voltage Permit

Per building unit \$125, plus \$15 for each 1,000 square feet of building

Sign Permit

\$50, plus \$1.25 per square feet
Temporary Sign \$50

Gas Piping

Fee per outlet \$60

Demolition Permit

10,000 square feet or less	\$200
10,001 – 50,000 square feet	\$400
50,001 square feet and greater	\$100 per 1,000 square feet

Irrigation Well

Application and Inspection \$250

Land Disturbance Permit

Development of 1 acre or greater \$40 per acre

Fence Permit

Per lot \$100

Re-inspection Fees

1 st re-inspection	\$50
2 nd re-inspection	\$75
3 rd re-inspection	\$100
4 th re-inspection	\$125, plus a Stop Work Order shall be issued

Penalties

Failure to obtain a Building Permit	
New Construction	\$500
Renovations/Additions	\$250

Note: Fines shall be paid in full before work can continue on project. Misdemeanor charges may apply.

Zoning Requests

Special Use Variance	\$150
Conditional Use Variance	\$150
Rezoning Request	\$250
Zoning Certification letter	\$100



DEVELOPMENT AND REVIEW FEES

CITY OF RINCON, GEORGIA
Building and Zoning Department
(912) 826-5996 P / (912) 826-2083 F
www.cityofrincon.com

All applicable fees (including impact and tap) must be paid in full before a permit is issued.

Project Development Application

Per development \$500, plus \$50 per acre
(Major subdivisions, commercial projects, and/or all projects that require engineering review.)

Includes initial engineering fee. Additional fees will be incurred if project is tabled and/or additional meetings are required.

Land Development Permit (Residential, Office and Commercial)

\$50 per whole or fractional acre of land in the Project Development Area, plus one of the following fee, based on the total construction cost for the project referenced in the application:

\$90,000 or less	.18%
\$90,001 - \$200,000	.25%
\$200,001 - \$800,000	.415%
\$800,001 and greater	.825%

Fee includes all site development inspections by city staff, does not include engineering fees.

Land Development Permit (Industrial)

\$50 per whole or fractional acre of land in the Project Development Area, plus .25% of the total construction cost for the project.

Demolition Permit

10,000 square feet or less	\$200
100,001 – 50,000 square feet	\$400
50,001 square feet and greater	\$100 per 1,000 square feet



RESIDENTIAL PERMITS AND FEES
CITY OF RINCON, GEORGIA
Building and Zoning Department
(912) 826-5996 P / (912) 826-2083 F
www.cityofrincon.com

All applicable fees (including impact and tap) must be paid in full before a permit is issued. Fees are applied per dwelling unit.

Residential Building Permit, New Construction

1600 square feet and less	\$275
1601 – 2500 square feet	\$330
2501 – 4000 square feet	\$440
4001 square feet and greater square feet	\$600, plus \$50 for each additional 500

Residential Building Permit, Additions and Renovations

250 square feet and less	\$60
251 – 750 square feet	\$85
751 – 1000 square feet	\$110
1001 – 1500 square feet	\$220
1501 – 1800 square feet	\$300
1800 – 2500 square feet	\$350
2500 square feet and greater square feet	\$450, plus \$50 for each additional 500

Electrical Permit

Less than 1000 square feet inspections)	\$85 (Ga Power releases, other single
1000 - 1600 square feet	\$135
1601 – 2500 square feet	\$185
2501 – 4000 square feet	\$250
4001 square feet and greater square feet	\$300, plus \$50 for each additional 500

Plumbing Permit

Less than 1000 square feet	\$100
1000 - 1600 square feet	\$125
1601 – 2500 square feet	\$150
2501 – 4000 square feet	\$180
4001 square feet and greater square feet	\$200, plus \$50 for each additional 500

Mechanical Permit

Fee for each new HVAC systems	\$110
Fee for additions and renovations	\$60 per additional room and/or extension

<u>Low Voltage Permit</u>	
Per building unit	\$125, plus \$15 for each 1,000 square feet of building
<u>Gas Piping</u>	
Fee per outlet	\$60
<u>Demolition Permit</u>	
Per Lot	\$200
<u>Mobile/Manufactured Home</u>	
Fee per dwelling unit	\$250
<u>Irrigation Well</u>	
Application and Inspection	\$250
<u>Swimming Pools</u>	
Private Residential	\$225
Subdivisions/Multi-Family	\$325
<u>Land Disturbance Permit</u>	
Development of 1 acre or greater	\$40 per acre
<u>Fence Permit</u>	
Per Lot	\$50
<u>Subdivision and Recombination Plats</u>	
Minor Subdivision	\$50 (2 lots & no more than one acre total)
Major Subdivision	
• More than 2 lots, more than one and does not include any new public infrastructure	\$100, plus \$10 per lot acre,
• More than 2 lots, more than one acres, and/or includes any new public infrastructure	\$350, plus \$10 per lot
<u>Recording Fees:</u>	
• Survey/Plat	\$25
• Easement with Cross Reference	\$50
○ Additional Pages	\$5 per page
• Easement	\$50
○ Additional Pages	\$5 per page
• Deed	\$25
○ Additional Pages	\$5 per page

Culvert Permit
Per Single Family Home \$100

Re-inspection Fees

1st re-inspection \$25
2nd re-inspection \$50
3rd re-inspection \$75
4th re-inspection \$100, plus a Stop Work Order shall be issued

Penalties

Failure to obtain a Building Permit Single
Family Home \$500
Renovations/Additions \$250

Note: Fines shall be paid in full before work can continue on project.

Zoning Requests

Special Use Variance \$150
Conditional Use Variance \$150
Rezoning Request \$250
Zoning Certification Letter \$50



Public Works, Water and Sewer Special Fees

Utility Bills Not Paid by the 20 th of the Month	10 % Penalty Charge
Service Interruption Fee on the 1 st of the Following Month	\$35.00
Returned Check Fee	\$25.00
Special Call Out Fee for Service	\$25.00
Replacement Meter	\$400.00
Padlocks	\$15.00
Radio Antenna Replacement	\$15.00
Backflow Preventer	\$32.00
Meter Box Lid	\$25.00
Meter Box	\$25.00
Curbstop	\$76.50
Meter Register	\$200.00
Grinder Pump	Price Varies
Yard Debris/ Leaves	www.WasteProUSA.com/City-of-Rincon

<p>Declaration of water conservation measures ordinance watering schedule adopted from requirement of Georgia Environment Protection Division, June 2, 2010: Even numbered homes can water outside on Monday, Wednesday, and Saturday; odd numbered homes can water outside on Tuesday, Thursday and Sunday; No watering on Fridays</p>	<p>First offense – written warning Second offense-up to \$100 fine Third offense – up to \$250 fine</p>
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STATE OF GEORGIA
CITY OF SPRINGFIELD

ORDINANCE NO. 2021-20

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF SPRINGFIELD AMENDING THE CODE OF THE CITY OF SPRINGFIELD GEORGIA, CHAPTER 12, FEE SCHEDULE, SHALL BE AMENDED IN IT'S ENTIRETY; TO PROVIDE FOR NOTICE; TO PROVIDE FOR SEVERABILITY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND FOR OTHER PURPOSES.

WHEREAS, the duly elected governing authority of the City of Springfield, Georgia is authorized by O.C.G.A. § 36-35-3 to adopt ordinances relating to its property, affairs and local government;

WHEREAS, the Mayor and Council have authority to amend the City's ordinances from time to time and where necessary to maintain adequate regulations; and

NOW THEREFORE, IT IS HEREBY ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF SPRINGFIELD, in a regular meeting assembled and pursuant to lawful authority thereof, as follows:

- Section 1. Chapter 12, Fee Schedule shall be amended in its entirety to now read as stated on "Exhibit A", which is attached to and becomes part of this ordinance:
- Section 2. The amendments to Chapter 12 of the Code of Ordinances of the City of Springfield, Georgia as summarized in Section 1 herein are set forth in Attachment A which is attached hereto, incorporated herein by reference, and hereby made a part of this ordinance.
- Section 3. If any section, clause, sentence, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this ordinance.
- Section 4. This ordinance shall become effective January 1, 2022.
- Section 5. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

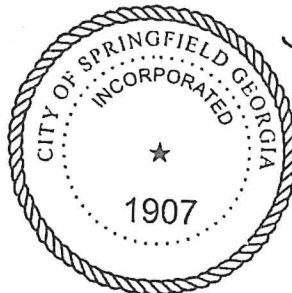
SO ORDAINED this 14 day of December, 2021.

CITY OF SPRINGFIELD


Barton A. Alderman, Mayor

ATTEST:


Jennifer Y. Smith, City Clerk



ATTACHMENT A – ORDINANCE 2021-20

Chapter 12

FEE SCHEDULE

Secs. 12-1. – 12-20. Reserved.

Sec. 12-21. Administration Rates and Charges

(a) Notary or Document Certification	\$2.50 per page
(b) Photocopies	\$0.10 per page
(c) Postage	Actual Cost of Mailing
(d) Return Check Fee	\$30.00

Sec. 12-22. Alcohol Licenses Rates and Charges

(a) Annual Renewal Fee	\$25.00
(b) Application Fee (<i>New Request for Alcohol License</i>)	\$250.00
(c) Consumption on Premises of Beer and Wine	\$1,000.00
(d) Consumption of Premises of Beer, Wine and Distilled Spirits	\$2,000.00
(e) Retail Sale of Beer and/or Wine	\$1,000.00
(f) Special Event Alcohol License	\$25.00

Sec. 12-23. Business License (Occupational Tax) Rates and Charges

(a) Based on the number of employees including owner:			
1.	0-3	Employees including owner	\$90.00
2.	4-9	Employees including owner	\$120.00
3.	10-19	Employees including owner	\$220.00
4.	20-29	Employees including owner	\$320.00
5.	30-39	Employees including owner	\$420.00
6.	40 or More	Employees including owner	\$520.00

New businesses opened after June 30th will be pro-rated at ½ the regular rate.

(b) Insurance Company License Registration Fee	\$40.00
(c) Business License Registration Fee	\$35.00
(d) Temporary Food Service License	\$25.00

ATTACHMENT A – ORDINANCE 2021-20

(e) Mobile Food Vending License \$150.00

Sec. 12-24. Candidate Qualification Fees

(a) Fixing and publishing of Candidate Qualification Fees shall be set in accordance with O.C.G.A. §21-2-131.

Sec. 12-25. Fire Service Rates and Charges

(a) Fire Service rates and charges for Residential, Commercial and Tax-Exempt properties located inside the City Limits are assessed and collected by Effingham County.

Sec. 12-26. Motorized Vehicle (Golf Cart) Permit Rates and Charges

(a) Administrative Fee \$10.00
(b) Permit Fee \$15.00

Sec. 12-27. Open Records Request Rates and Charges

(a) Fees shall be calculated to comply with the Open Records Act.

Sec. 12-28. Sanitation Service Rates and Charges

(a) 1 Garbage Roll Cart \$14.00 per month
(b) Additional Roll Cart (*upon customer's request*) \$7.50 per month

Sec. 12.29. Water and Sewer Deposit Rates and Charges

(a) Deposits are required for all customer accounts and are payable prior to connection of service.

1. Residential Inside City Limits (Water, Sewer & Garbage)	\$125.00 (Own) \$150.00 (Rent)
2. Residential Outside City Limits (Water & Sewer)	\$145.00 (Own) \$170.00 (Rent)
3. Residential (Water Only)	\$100.00 (Own) \$125.00 (Rent)
4. Residential (Sewer Only)	\$105.00 (Own) \$130.00 (Rent)
5. Residential (Garbage Only)	\$50.00
6. Commercial Inside or Outside City Limits	\$100.00
7. Hydrant Meter Deposit	\$750.00

ATTACHMENT A – ORDINANCE 2021-20

Sec. 12-30. Water Meter Equipment Fees

(a) Meter Equipment Fee	\$650.00
(b) Irrigation Meter Fee	\$750.00

Meter Equipment Fee is for a standard ¾” water meter. Other meter sizes will be charged based on market price at time of request.

Sec. 12-31 Water and Sewer Impact Fees

(a) Water Impact Fee	1 Equivalent Residential Unit	\$1,750.00
(b) Sewer Impact Fee	1 Equivalent Residential Unit	\$4,206.00

Impact fee rates may vary for locations outside the City Limits based on water and sewer agreements.

Sec. 12-32. Water and Sewer Tap Fees

(a) Standard Water Tap (no bore)	\$750.00
(b) Standard Sewer Tap (no bore)	\$750.00

Any tap requiring boring under roadway will be charged based on market price at time of request.

Sec. 12-33. Water and Sewer Service Rates and Charges

(a) Residential or Commercial Water Rates – Inside City Limits

1. 1 st Unit	0 - 2,000 gallons	\$12.13 Base
2. 2 nd Unit	2,000 – 5,000 gallons	\$2.43 per 1,000 Gallons
3. 3 rd Unit	5,000 – 20,000 gallons	\$3.03 per 1,000 Gallons
4. 4 th Unit	Over 20,000 gallons	\$3.34 per 1,000 Gallons

(b) Residential or Commercial Sewer Rates – Inside City Limits

1. 1 st Unit	0 – 2,000 gallons	\$18.92 Base
2. 2 nd Unit	Over 2,000 gallons	\$3.78 per 1,000 Gallons

(c) Residential or Commercial Water Rates – Outside City Limits

1. 1 st Unit	0 – 2,000 gallons	\$18.20 Base
2. 2 nd Unit	2,000 – 5,000 gallons	\$3.03 per 1,000 Gallons
3. 3 rd Unit	5,000 – 20,000 gallons	\$4.24 per 1,000 Gallons
4. 4 th Unit	Over 20,000 gallons	\$5.46 per 1,000 Gallons

ATTACHMENT A – ORDINANCE 2021-20

(u) Sign Construction Permit	\$25.00 + \$0.10 sq ft sign area
(v) Slab Permit	\$50.00 + \$0.10 sq ft
(w) Utility Permit (right-of-way)	\$50.00 + 100.00 plan review/inspect.
(x) Windows Permit	\$50.00 + \$5.00 per \$1,000 in est. cost
(y) Residential/Commercial Development Eng. Review Fee	\$1,000.00
(z) Engineering Inspection Fee *	\$250.00

* Commercial projects and residential subdivision developments will require inspections during the site development and construction phases. A fee will be assessed after each inspection. Inspections will include, but are not limited to: sewer main installation; pipe bedding and alignment; water pressure and chlorine testing; periodic road bed inspections for soil, rock, and pavement; lift station start-up; pre-final and final inspections. Additional inspection fees will be charged when re-inspections are required.

Sec. 12-35. Zoning Fees

(a) Rezoning Application Fee	\$250.00
(b) Conditional Use/Variance/Special Exemption Application Fee	\$100.00
(c) Plat Review Application Fee	\$25.00
(d) Sign Application Review Fee	\$25.00

Sec. 12-36. Subdivision Fees

(a) Preliminary Plate Review Fee	
1. Minor Subdivision (1-3 lots)	\$50.00 + \$25.00 for ea. lot subdivided
2. Intermediate Subdivision (4-49 lots)	\$100.00 + \$25.00 for ea. lot subdivided
3. Major Subdivision (50 or more lots)	\$250.00 + \$25.00 for ea. lot subdivided
(b) Final Plat Review Fee	\$100.00



City of Guyton

WATER, SEWER AND SANITATION RATES

Very important after hour number **912.445.0773**. If you experience problems (busted water lines, etc.) after 4:30PM, weekends or holidays, please call this number for assistance.

The following is a list of the monthly rate schedules for the City of Guyton water, sewer and sanitation customers:

New Service/Connection Fee

Water	\$75.00
Sewer	\$75.00
Garbage	\$18.83

Water - Residential (per gallon)

First 2,000	\$21.62
Per 1,000: for 2,000 - 5,000	\$3.83
Per 1,000: for 5,001 - 20,000	\$4.32
Per 1,000: for 20,001 - 30,000	\$6.08
Per 1,000: for 30,001 - 50,000	\$11.45
Per 1,000: for over 50,000	\$17.19

Water - Schools (per gallon)

Per 40,000	\$452.66
Per 1,000: for over 40,000	\$3.43

Sewer - Residential (per gallon)

First 2,000	\$33.71
Per 1,000: for 2,001 - 15,000	\$5.52
Per 1,000: for 5,001 - 20,000	\$6.22

Sewer - Schools (per gallon)

Per 40,000	\$651.83
Per 1,000: for over 40,000	\$4.94

Impact Fees/Inside City Limits

Water Impact (3/4")	\$2,300.00
Sewer Impact Fee (3/4")	\$3,500.00
Meter Fee	\$500.00
Admin Fee	\$100.00

Sanitation Rate/Recycle

Trash/Recycle Cart	\$18.83
Extra Trash Cart	\$6.28
Extra Recycle Cart	\$3.82

Water Commercial (per gallon)

First 5,000	\$38.82
Per 1,000: for 5,001 - 20,000	\$3.83
Per 1,000: for over 20,001	\$4.32

Water - Industrial &/or 2" Meters (per gallon)

Per 10,000	\$61.75
Per 1,000: for 10,001 - 20,000	\$3.83
Per 1,000: for over 20,000	\$4.32

Sewer - Commercial (per gallon)

First 5,000	\$55.90
Per 1,000: for 5,001 - 20,000	\$5.52
Per 1,000: for over 20,000	\$6.22

Sewer - Industrial &/or 2" Meters (per gallon)

First 10,000	\$61.25
Per 1,000: for 10,001 - 20,000	\$3.83
Per 1,000: for over 20,000	\$4.32

Reconnection Fee/Cutoff

Water/Sewer Reconnect	\$50.00
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For pricing on other size meter sizes and connections *outside* the City of Guyton, contact City Hall

Meter readings take place on the 18th of the month and the bills will be mailed out the last week of the month. Payment is due on the 15th of the billing month. On the 16th, a ten percent (10%) late fee will be applied to the account. If the account remains unpaid on the second Tuesday of the month following the billing due date, services will be disconnected for non-payment. Services will be reconnected when the past due amount and a \$50.00 reconnection fee is paid.