



# A DEVELOPMENT GUIDE TO THE CITY OF MARIETTA



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205 Lawrence St. Marietta, GA 30060

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# Introduction

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## **Purpose of the Guide**

*This guide is intended to be used by individuals and organizations looking to start, relocate and/or expand a business within Marietta. It does not comprehensively provide answers to questions businesses may have due to the many variables that may change that answer. Instead, this guide is designed to answer only one question: “Who should I talk to about \_\_\_\_\_?” If you have any questions, the Economic Development Division will be happy to assist you.*

Sincerely,

Daniel Cummings

Economic Development Manager

(770) 794-5668

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# Overview of the Process

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## **APPLY FOR A BUSINESS LICENSE**

Every business must obtain a business license through the Business License Division prior to opening in the City. The Business License Division administers business/occupation taxes; regulatory fees; franchise fees from telephone, electric power, cable television, fiber-optic cable and natural gas providers; alcoholic beverage excise taxes; hotel/motel occupancy taxes; rental motor vehicle excise taxes; and insurance premium taxes. Applications are received and processed at our Business License Office located on the first floor of City Hall, 205 Lawrence Street, Marietta, GA 30060.

### Contact:

Business License Division - 770-794-5520

### Website:

<https://www.mariettaga.gov/312/Business-License-Division>

## **APPLY FOR PERMITS (AS NEEDED)**

Prior to obtaining a business license, your project may require permits and approvals from the City. Depending upon the project's specifics, this review process can involve multiple City Departments including, Planning and Zoning, Engineering, Building Inspections, Fire Marshal, Marietta Water & Power, and Transportation. The application and approval process are primarily administered through Sages, a web-based site plan, plat, and building permit application software connected through the City website. During the review process, notification updates are sent to the applicant and City staff. All plans are reviewed and marked-up electronically.

### Contacts:

Jammie Newsome – Permit & Inspections Coordinator – 770-792-3951;  
[jnewsome@mariettaga.gov](mailto:jnewsome@mariettaga.gov)

### Websites:

<https://www.sagesgov.com/marietta-ga>

<https://www.mariettaga.gov/382/Building-Inspections>

## **ATTEND A PREDEVELOPMENT REVIEW MEETING (AS NEEDED)**

If you have development questions, the Predevelopment Review meeting is a venue for more detailed and comprehensive conversations. These meetings are held every Tuesday in 30-minute to one-hour intervals depending upon complexity. Projects can be discussed at any stage of the development process, from conceptual to fully planned. In attendance at the meeting are representatives from every relevant City Department, including Planning & Zoning, Building Inspections, Engineering, Fire, Transportation, and Marietta Power & Water. These staff members will provide guidance and feedback to the applicant. This meeting is also an excellent opportunity for the plan reviewers to become familiar with your project, which will expedite plan review and allow for more productive dialogue following application submittal. When the City better understands your vision, we are better able to help you achieve it.

### Contact:

Charles Richards, EIT – City Engineer – 770-792-3950; [crichards@mariettaga.gov](mailto:crichards@mariettaga.gov)

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# Departmental Overview

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Below is a general summary of what each City Department is responsible for within the context of your business. All divisions/departments described below are present at the Predevelopment Review meetings.

## **PLANNING & ZONING DIVISION (DEVELOPMENT SERVICES)**

The Planning and Zoning Division verifies that a property is zoned for a specific use and meets development standards, such as building setbacks, minimum lots sizes, signage, parking spaces, etc. If you desire to use a property in a manner restricted by the City's Zoning Ordinance, an application or request for approval must be submitted to this division. Following an internal review, staff guides the application to the applicable, procedural board(s), which may include City Council, the Planning Commission, the Board of Zoning Appeals, the Historic Board of Review or the Historic Preservation Commission. Each approval process has a timeline with associated deadlines. Due to public hearing and notification requirements, these schedules are important to maintain. These timelines can be found on the Planning and Zoning page of the City's website. Please see descriptions and general deadlines of the procedural boards below.

### Contacts:

Shelby Little – Planning and Zoning Manager - 770-794-5671; [slittle@mariettaga.gov](mailto:slittle@mariettaga.gov)

Sandra Lloyd – Administrative Assistant – 770-794-5669; [slloyd@mariettaga.gov](mailto:slloyd@mariettaga.gov)

### Website:

<https://www.mariettaga.gov/283/Planning-Zoning>

## **PLANNING COMMISSION –**

If a property owner seeks to change the zoning of their land, they should submit an application to Planning & Zoning, who will schedule a hearing with the Planning Commission. The Planning Commission will then hear the case and vote to make a recommendation to City Council. Council will then have the final vote to approve or reject the rezoning request.

Meetings are held the first Tuesday of each month at City Hall. Planning Commission Work Sessions are held at 5pm, the Planning Commission public hearings are held at 6pm, and City Council meetings are generally held at 7pm on Wednesday of the following week. Applicants or their representatives must be present at all meetings. Please visit <https://www.mariettaga.gov/333/Planning-Commission> for specific dates.

## **BOARD OF ZONING APPEALS (BZA) –**

If there is evidence that the City’s Zoning Ordinance will result in a particular hardship, property owners may appeal the restriction through the Board of Zoning Appeals (BZA) for variances.

Meetings are held on the last Monday of each month at 6pm at City Hall. Applications must be submitted six (6) weeks prior to the meeting. Please visit <https://www.mariettaga.gov/169/Board-of-Zoning-Appeals> for specific dates.

## **HISTORIC BOARD OF REVIEW (HBR) –**

Businesses located within the Downtown Historic District must get approval by the Historical Board of Review (HBR) for any changes to the exterior of their building. To preserve the authentic character of the Historic Marietta Square, the Central Business District (CBD) has a unique zoning category and design requirements each property/business owner in the Historic District must adhere to. Those businesses and property owners are required to have the design of proposed awnings, signs, and any exterior material changes to buildings evaluated by HBR prior to permitting and installation.

Meetings are held on the first Monday prior to the City Council meeting at 5:30pm at City Hall. Applications must be submitted one to two weeks prior to the meeting date, depending on the size of the project. Please visit <https://www.mariettaga.gov/238/Historic-Board-of-Review> for the list of deadlines.

## **HISTORIC PRESERVATION COMMISSION (HPC) –**

To preserve the historic aesthetic, homeowners residing in any of Marietta’s designated historic districts must obtain approval from the Historic Preservation Commission for façade changes, building additions, exterior renovations, or new construction. Meetings are held the first Monday prior to the regularly scheduled City council meetings unless otherwise called by the chairperson or majority. Meetings begin immediately after Historic Board of Review meetings and no earlier than 5:45pm. Please visit <https://www.mariettaga.gov/331/Historic-Preservation-Commission> for the list of deadlines.

## **BUILDING INSPECTION DIVISION**

Prior to and during building construction, the Building Inspection Division ensures that projects conform to established building codes. Building permits are required for all new construction, temporary buildings, and for alterations to existing construction. Building plans are submitted online via the Sages system. Following plan approval, the contractor is issued a permit to work on site. Throughout construction, Marietta’s building inspectors monitor the site to ensure compliance with submitted plans and relevant codes. Once the project is complete and all fees paid, building inspectors conduct a final inspection and issue a Certificate of Occupancy.

Contact:

Tim Forbes – Deputy Director of Public Works, Engineering & Inspections - 770-794-6994;  
[tforbes@mariettaga.gov](mailto:tforbes@mariettaga.gov)

Jammie Newsome – Permit & Inspections Coordinator – 770-792-3951;  
[jnewsome@mariettaga.gov](mailto:jnewsome@mariettaga.gov)

Websites:

<https://www.mariettaga.gov/382/Building-Inspections>

<http://ga-marietta.civicplus.com/400/Permits>

## **ENGINEERING DIVISION**

Marietta’s Engineering Division reviews site plans to verify their compliance with the City Code, the Georgia Erosion and Sedimentation Act, and the National Pollutant Discharge Elimination System (NPDES) general permit. The Engineering Division will assist in planning road closures during construction and coordinating the issuance of private utilities permits. Following plan approval, staff conducts a pre-construction meeting to clearly outline development standards. Once development begins, site inspections are performed to ensure that construction follows the approved permitted plans and that the site follows all applicable ordinances and laws.

Contact:

Charles Richards, EIT – City Engineer – 770-792-3950; [crichards@mariettaga.gov](mailto:crichards@mariettaga.gov)

Jennifer Kobylus, EIT, CPESC – Stormwater Engineer – 770-794-8197; [jkobylus@mariettaga.gov](mailto:jkobylus@mariettaga.gov)

Tim Dixon, CPESC – Field Engineer – 770-794-5653; [tdixon@mariettaga.gov](mailto:tdixon@mariettaga.gov)

Website:

<https://www.mariettaga.gov/280/Engineering>

## **FIRE DEPARTMENT**

During the plan review process, Fire Marshal staff evaluates the site's accessibility for the general public, emergency vehicles and fire hydrant locations. Additionally, they review the building plans for compliance with the Life Safety Code, the Georgia Accessibility Code, the State Fire Codes, and any other applicable City ordinances. The Fire Marshal's office also evaluates the project’s needs for fire alarms, fire sprinklers, and alternative fire protection systems in commercial and residential applications. Fire protection systems are permitted separately from the main building permit. During project construction, staff conduct inspections to confirm compliance.



Contact:

Grant Pearson – Fire Marshal – 770-794-5450; [gpearson@mariettaga.gov](mailto:gpearson@mariettaga.gov)

Jason Garner – Deputy Fire Marshal – 770-794-5458; [jgarner@mariettaga.gov](mailto:jgarner@mariettaga.gov)

Patrick Stewart – Deputy Fire Marshal – 770-794-5456; [pstewart@mariettaga.gov](mailto:pstewart@mariettaga.gov)

Tyler Goode – Fire Protection Specialist – 770-794-5459; [tgoode@mariettaga.gov](mailto:tgoode@mariettaga.gov)

Website:

<https://www.mariettaga.gov/702/Plan-Review>

## **TRANSPORTATION DIVISION**

For projects that impact the roadways, Marietta’s Transportation Division provides input and oversight concerning the standards for the design of the roads, warning signage, traffic impact and speed limits. Depending on the type of project, Transportation will also oversee requirements regarding sidewalks, pedestrian crossings, traffic calming, streetscapes, and the trail systems.

Contact:

Dan Conn – Deputy Director of Public Works, Transportation - 770-792-5658;

[dconn@mariettaga.gov](mailto:dconn@mariettaga.gov)

Marc Simmons – Transportation Project Engineer - 770-792-3958; [msimmons@mariettaga.gov](mailto:msimmons@mariettaga.gov)

Website:

<https://www.mariettaga.gov/1255/Transportation>

## **MARIETTA WATER & POWER**

Marietta Water & Power reviews water and sewer applications, provides cost estimates, and calculates system development fees for renovation and/or new construction projects.

Contact:

Eric Patten – Marietta Power – 770-794-5188; [epatten@mariettaga.gov](mailto:epatten@mariettaga.gov)

Mike Musser – Marietta Water/Sewer – 770-794-5724; [mmusser@mariettaga.gov](mailto:mmusser@mariettaga.gov)

Heidi Dasinger – Business Development Manager – 770-794-5183 – [hdasinger@mariettaga.gov](mailto:hdasinger@mariettaga.gov)

Website:

<https://www.mariettaga.gov/1255/Transportation>

## **POLICE DEPARTMENT**

Although not regulatory in nature, the Marietta Police Department provides advice and guidance regarding security procedures and resources that can aid in keeping your business safe. While they do not attend Predevelopment Review meetings, PD will still provide this service when requested.

### Contact:

David Baldwin - 770-794-5358; [dbaldwin@mariettaga.gov](mailto:dbaldwin@mariettaga.gov)

### Website:

<https://www.mariettaga.gov/150/Police>

# Contact Information

<b><u>City Contacts</u></b>			
<i>Division/Department</i>	<i>Contact</i>	<i>Phone Number</i>	<i>Email</i>
Business License	General Business License	770-792-5520	
Planning & Zoning	Shelby Little	770-794-5671	slittle@mariettaga.gov
	Sandra Lloyd	770-794-5669	slloyd@mariettaga.gov
Building Inspections/ Permits	Tim Forbes	770-794-6994	tforbes@mariettaga.gov
	Rusty Roth	770-794-5670	rroth@mariettaga.gov
	Jammie Newsome	770-792-3951	<a href="mailto:jnewsome@mariettaga.gov">jnewsome@mariettaga.gov</a>
Engineering	Charles Richards, EIT	770-792-3950	crichards@mariettaga.gov
	Jennifer Kobylus, EIT, CPESC	770-794-8197	jkobylus@mariettaga.gov
	Tim Dixon, CPESC	770-794-5653	tdixon@mariettaga.gov
Fire	Grant Pearson	770-794-5450	gpearson@mariettaga.gov
	Jason Garner	770-794-5458	jgarner@mariettaga.gov
	Patrick Stewart	770-794-5456	pstewart@mariettaga.gov
	Tyler Goode	770-794-5459	tgoode@mariettaga.gov
Transportation	Dan Conn	770-792-5658	msimmons@mariettaga.gov
	Marc Simmons	770-792-3959	dconn@mariettaga.gov
Marietta Water & Power	Eric Patten	770-794-5188	epatten@mariettaga.gov
	Mike Musser	770-794-5724	mmusser@mariettaga.gov
	Heidi Dasinger	770-794-5183	hdasinger@mariettaga.gov
Police	David Baldwin	770-794-5358	dbaldwin@mariettaga.gov
Economic Development	Daniel Cummings	770-794-5668	dcummings@mariettaga.gov
	Teresa Thorpe	770-794-5716	tthorpe@mariettaga.gov
	Courtney Verdier	770-794-5717	cverdier@mariettaga.gov
	Emily Haley	770-794-5512	ehaley@mariettaga.gov