



**A GUIDE TO
SITE/FACILITY SELECTION
FOR PROPOSED SITES
WHEN THE PROPERTY WILL
NOT BE OWNED
BY A SCHOOL SYSTEM**

**GEORGIA DEPARTMENT OF EDUCATION
FACILITIES SERVICES UNIT**

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http://www.gadoe.org/fbo_facilities.aspx

A GUIDE TO SITE/FACILITY SELECTION

The attached form is designed for use by a local school system in making determinations concerning the acceptability of a site/facility that will be owned by a charter school, leased, or used by contractual agreement without the school system having fee simple title to the property.

Definitions

Site: A defined area of land for a facility
Facility: A building or group of buildings on a site
Site/Facility: Refers to a site and/or Facility

Good Sites/Facilities are Important

A good, well-developed site and a well-equipped, functionally designed facility is a basic physical tool for a quality education. Without one or the other, the educational program may suffer. Current school programs include many activities that must be carried on outside the walls of the physical plant. Well-planned and properly developed outdoor areas are essential to support outdoor activities, provide vehicular circulation, adequate and convenient parking and also be conducive to the safety of children. The site is an integral part of the total facility and may enhance or inhibit the achievement of a school's educational objectives.

Environment is an influential factor in the lives of young children. Therefore, the facility site should contribute positively to the health, safety and social aspects of a child's life at school.

Choosing a good site/facility is one of the important early steps in overall planning. Success or failure in this initial step will be reflected in every subsequent stage in the developmental process.

For these reasons, the choice of a site/facility requires careful study, including a thorough and objective evaluation. Much thought should be given to the basic principles involved in good site/facility selection.

These principles, when studied in the light of their relation to the local situation, should provide a basis for the objective selection of the best site/facility available. Undue consideration given to the value or acquisition cost of a site/facility can be false economy, and often has proven to be very expensive.

Criteria for Selection of A Site/Facility

Utilities:

Utilities essential to the operation of a modern facility must be available.

Electricity and telephone services are essential to the operation of a facility and must be accessible to the proposed site.

The desirability of public water and sewage service to a site cannot be over emphasized. The cost of installing private systems, along with the continuing maintenance costs, plus environmental considerations all but eliminate consideration of private installations. Only in cases of overriding circumstances will site approval be granted at locations which cannot be served by public sewage systems.

Safety Hazards:

The site/facility should be free of conditions and installations which endanger the life, safety and health of children. If potential hazards exist on or near a proposed site/facility, further consideration should be given to (a) evaluating other sites where these potential hazards do not exist, or (b) determining how the potential risk posed to students and faculty by an existing hazard could be minimized. Costs associated with implementing risk reduction measures should be considered when making a final decision regarding a proposed site.

Environmental Factors:

The facility site should possess physically desirable characteristics and be located so surrounding areas reflect characteristics conducive to the development of attitudes and responses in children considered to be socially, culturally and educationally desirable.

Whenever possible, the selection of a site/facility in an area zoned for commercial or industrial development should be avoided. The facility location should be insulated from business and industrial development. The routes to and from the site should not expose children to hazardous environmental materials or safety hazards.

The location of a site should be acceptable to the school patronage community from the standpoint of general environmental surroundings and vehicular accessibility.

GEORGIA DEPARTMENT OF EDUCATION PRELIMINARY SCHOOL SITE EVALUATION FORM

[FOR USE ONLY WHEN PROPERTY (SITE/FACILITY) IS TO BE USED FOR INSTRUCTIONAL PURPOSES BUT IS NOT OWNED BY THE SCHOOL SYSTEM]

Sections I through VII of this form will be completed by the educational entity requesting the site/facility approval and is designed for the following two purposes:

- (1) For use by the educational entity to evaluate a proposed site/facility to be used for instructional purposes by a charter school or other program operator under a lease or some other form of agreement, but the school system does not and will not have fee simple title to the proposed property.
- (2) To summarize the information required for Site/Facility Committee Members to evaluate a proposed school site/facility and provide recommendations/comments regarding a proposed school site/facility to be used for instructional purposes but not owned by the school system.

Sections VIII will be completed by the School System's Site/Facility Committee during their official review and evaluation of the site/facility and is designed for the following purposes:

- (1) To evaluate the proposed school site/facility and provide recommendations and comments regarding a proposed school site/facility to be used for instructional purposes but not owned by the school system.
- (2) To recommend or not recommend the proposed site/facility to the School Board for approval.

Sections IX will be completed by a Representative of the Department of Human Resources and Build Code Enforcement Officer (if building is present on the site) during his/her official review and evaluation of the site and facility (if present) and is designed for the following purposes:

- (1) To evaluate the proposed site by the Department of Human Resources.
- (2) To provide recommendations and comments regarding a proposed school site and/or facility to be used for instructional purposes but not owned by the school system.
- (3) To evaluate any existing buildings (if any) in relation to all applicable life safety codes and local building regulations by the local Building Codes Enforcement Officer.

Section X will be completed by the School Board after official action has been taken to approve or not approve the proposed site/facility for instructional use. If the site/facility is not approved, the School Board will state the reasons for not approving the site/facility.

I. SCHOOL SYSTEM IDENTIFICATION AND CONTACT PERSON

School System: _____ _____	Name of Superintendent: _____ Person to Contact (designee): _____
Mailing Address: _____ _____ _____ _____	Phone Number: _____ FAX Number: _____ E-mail Address: _____

II. FACILITY IDENTIFICATION AND CONTACT PERSON

Facility Name: _____ _____	Facility Supervisor: _____ Person to Contact (designee): _____
Mailing Address: _____ _____ _____ _____	Phone Number: _____ FAX Number: _____ E-mail Address: _____

III. LOCATION OF PROPOSED SITE/FACILITY

Address of Proposed Site/Facility and/or legal definition of the site: _____ _____ _____ _____	
Acreage in proposed Site: _____	Site is Owned by a Charter School: _____ Site is Leased: _____ Site is Used through an agreement _____

IV. PROPOSED FACILITY TO BE LOCATED ON THIS SITE

Name of Proposed Facility: _____		
Proposed Grades: _____	Approximate Number of Students: _____	
Number of Instructional Units Proposed: _____	Is this the maximum size planned for this Facility? (Circle One) Yes No	Is this facility being designed for future expansion? (Circle One) Yes No
Estimated date facility is to be occupied: Date: _____ Comments: _____		If expanded, maximum number of instructional units proposed in the future: _____ I.U.

V. UTILITIES AVAILABLE ON THE PROPOSED SITE

(If Utilities are not currently available on the site, please indicate when utility providers anticipate delivery of utilities to the site.)

UTILITY	CURRENTLY AVAILABLE?		WHEN AVAILABLE?	OTHER RELEVANT FACTORS	
	Yes	No	(Date)		
(a) Electricity				Voltage: _____	Phase: _____
(b) Natural Gas				Line Size: _____	Line Pressure: _____
(c) Telephone					
(d) Cable					
(e) Water					
Public				Line Size: _____	Line Pressure: _____ Attach FLOW TEST results (See Note Below)*
Private				Line Size: _____	Line Pressure: _____ Attach FLOW TEST results (See Note Below)*
(f) Sewage					
Public					
Private					

VI. MISCELLANEOUS SITE INFORMATION

(For each item, circle the appropriate response. If "Other" is selected, please enter appropriate response.)

(a) Property Zoned	Residential	Industrial	Commercial	Other: _____
(b) Adjacent Development or Existing Community Design	Residential	Industrial	Commercial	Other: _____ _____
(c) Traffic Conditions Around Site	Congested	Moderate	Light	Other: _____
(d) Topography	Steep	Rolling	Gently Sloping	Flat
(e) Grading for Building	Excessive	Moderate	Minimal	Comments: _____ (Continue on reverse)
(f) Rock Excavation	Unlikely	Some But Not Excessive	Excessive	Comments: _____ _____ (Continue on reverse)
(g) Area Available for Parking	Adequate Space	Limited Space	Inadequate Space	Comments: _____ _____ (Continue on reverse)
(h) Vehicular Access to Site	Excellent Potential	Development Restricted	Development Difficult	Comments: _____ _____ (Continue on reverse)
(i) Area Available for Athletic and Recreation Area Development	Adequate	Limited	Inadequate	Comments: _____ _____ (Continue on reverse)

X. SCHOOL SYSTEM APPROVAL FOR USE OF THE SITE/FACILITIES

(Facility Name)

FOR INSTRUCTIONAL PURPOSES WHEN THE SCHOOL SYSTEM DOES NOT HOLD FEE/SIMPLE TITLE TO THE PROPERTY NAMED BELOW.

After carefully considering the findings from all studies completed and evaluating the potential sites available for use by _____ for
(Name of Program Operator or Charter School)

the instructional programs planned, the _____
(Name of Board of Education)

Board of Education () approves, () approves with comments, or () does not approve the site/facility named below for the instructional programs planned. Approval comments or reasons for not approving the site/facility are to be attached to this form.

Location of Site: _____

Facility Name: _____

Superintendent:

(Superintendent's Signature)

(Date)

School Board Chairman:

(School Board Chairman's Signature)

(Date)

Submit one copy of the completed approval form to the Facility Services Unit, 1670 Twin Towers East, 205 Jessie Hill Jr. Drive, Atlanta, GA 30334.