

Garden City Fire Protection Fees

Fire Protection Fee Credit Manual

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SECTION 1 – GENERAL INFORMATION

The basis for the Fire Protection Fee charge is the “Needed Fire Flow” that must be delivered by the Garden City Fire Department (GCFD) to provide fire protection services to a particular property (customer), as calculated per the Garden City Fire Protection Services Report (latest version). The billing rate to establish the fire protection fee charge for customers is based on a Residential Equivalent Unit (REU) of 500 Gallons Per Minute (GPM) of needed fire flow which corresponds to 1.0 billing unit (i.e. 1.0 billing unit = 1 REU = 500 GPM).

The existence of on-site fire protection/suppression facilities and/or emergency management programs which mitigate the response burden imposed on the GCFD, and the Fire Protection Utility’s cost of providing fire protection and/or emergency management services should be taken into account when establishing the fire protection service fee charge for that property. This reduction should be in the form of a fire protection fee charge credit, and such credit should be conditioned upon continuing provision of such facilities in a manner complying with the standards and codes as determined by the GCFD. Credits for privately owned and maintained fire protection / suppression facilities, systems, or emergency management programs shall be generally proportional to the effect that such facilities, systems, or emergency management programs have on mitigation of the fire risk associated with the property and the associated reduction in cost associated with provision of fire protection and/or emergency management services on that property.

Fire Protection fee credits shall be made available to private and public entities that undertake specific activities to reduce their need for/demand on the City’s Fire Protection services and the associated costs that would otherwise be expended by the City’s Fire Department. If a customer enacts a specific credit activity that is approved by the City, then the customer will receive a credit on their monthly fire protection fee bill. Credits will be periodically reviewed by the City for compliance with the applicable standards in the Fire Protection Fee Manual (the Manual). Credits will be given for both structural and non-structural activities and include, but are not limited to, the following: sprinkler systems, fire resistant construction, and approved emergency response programs.

The Manual outlines the criteria and procedures for the Garden City Fire Protection customers to secure and maintain a fire protection fee credit(s) for their property/customer account. Implementation of the credit activities by the customer should reduce the cost burden to the City’s Fire Department to provide fire protection services to the subject property and/or correspond to the reduced fire flow necessary to fight a potential fire at the subject property. **The responsibility for the credit application process is on the property/customer.** The credit is only applicable for City approved activities/construction that are properly designed, constructed (or implemented) and maintained in accordance with this Manual and applicable National Fire Protection Association (NFPA) code provisions.

Definitions

The definitions included in the Fire Protection Services Enterprise Fund Ordinance and Rate Ordinance are adopted herein by reference.

Summary of Fire Protection Fee Credits

Table 1 summarizes the user fee credits available to public and private Fire Protection customers. At this time, no fire protection fee credits are available for residential fire protection customers. Please refer to the ensuing sections of this document for further detail on the various credits, the policies, the procedures and other pertinent information. Under no circumstances can a Fire Protection Fee Credit reduce the Needed Fire Flow for any customer in Garden City below 500 GPM. Therefore, the minimum Fire Protection Fee charge per customer, even with credit(s) applied shall be 1.0 REU (1.0 billing unit).

With the exception of the Emergency Shelter Credit and the Undeveloped Land Fire Prevention Credit, the credits herein will reduce the Effective Area calculation used to determine the Needed Fire Flow for a particular property. For more information on the Needed Fire Flow or Effective Area calculations, please refer to the Garden City Fire Protection Services Report (latest version).

The credits summarized in the following table will be offered by the City in accordance with the credit policy outlined in this Manual. **The burden will be on the customer to apply to the City for the credit and produce the necessary documentation and/or pass the necessary inspections to secure a credit on their fire protection fee bill.** The credits are divided into two major categories: (1) Fire Prevention and Emergency Management Credit, and (2) Fire Risk Mitigation Credits. The first category of credits is for services and programs that non-residential customers may provide related to disaster preparedness or emergency response. These credits require planning coordination with the City, approval from various organizations, and participation in an educational program. The second category of credits is for fire risk mitigation during the design and construction of the non-residential facility (i.e. sprinkler systems, fire resistant walls, etc).

Table 1: Summary of Fire Protection Fee Credits

Credit	Potential Customer	Credit Description	Credit Term	Additional Conditions
Fire Prevention & Emergency Management Credits				
Emergency Shelter	Institutional	Provide Emergency Shelter Facilities to American Red Cross and Chatham County Health Dept. Standards; Identification of indigent population	One Year, Required Re-Certification by applicable agencies	Staff Training on fire safety, first aid, and disaster preparedness; applicable certification by Health Dept. and Red Cross.
Fire Risk Mitigation Credits				
Automatic Sprinkler System Credit	Any Non-Residential Customer	Area covered by the fire protection system shall be removed from the needed fire flow calculation	Requires annual certification of sprinkler system	No highly combustible material storage; must meet NFPA Standard 13.
Effective Area Credit	Any Non-Residential Customer	ISO recommends that certain areas are not included in the needed fire flow calculation	Up to five years	
Division Wall Credit	Any Non-Residential Customer	Walls constructed entirely of noncombustible materials with a fire resistance rating of not less than one hour reduce needed fire flow calculation	Up to five years	
Vertical Openings Credit	Any Non-Residential Customer	Doors rated for fire protection can receive this credit	Up to five years	Must be class 5 or 6 construction
Un-developed Land Fire Prevention BMP Credit	Un-developed Property Customers	For implementation of the following Best Management Practices (BMPs): Fire Breaks Fire Roads Prescribed burn	One year	

Fire Protection Fee Credit Policies

The City has established the following general policies regarding consideration and approval of Fire Protection fee credits.

- No credit shall reduce a customer's bill below 1.0 REU.
- All credit applications shall be subject to inspection and approval by the Garden City. Representatives of the City will, at their discretion, undertake periodic fire inspections of the building on properties for which Fire Protection fee credits have been granted.
- Applications for a Fire Protection fee credit for existing facilities may be submitted to the City at any time. Approved credits will be applied to the customer's next Fire Protection fee bill following approval.
- Applications for a Fire Protection fee credit associated with new development (or redevelopment) sites may be submitted once the building is constructed, the building has been inspected by representatives of the GCFD and the Fire Protection Fee is scheduled for billing.
- Credits are only approved for (and applied to) eligible customers that meet applicable criteria as set forth in the Manual. The Fire Protection fee is being assessed on an individual customer account basis as outlined in the Enterprise Fund and Rate Ordinances. Therefore, credit applications must be made by the entity that is responsible for payment of the public utility account as documented with the City Utility Billing Department. If the responsible entity for payment of City utility services changes, the new customer must re-apply for the credit with the City regardless if the term has expired or is still active. The new customer may be able to rely on some (or all) of the information from a previous credit application package but it will be the responsibility of the applicant to verify the information within the submitted credit application package.
- A group of customers cannot apply for a credit except as stipulated below. If a group of units, residential or commercial are contained within one building, then the credit can be applied for by the owner of the building/property or any property associations related to said building/development. This applicant will be referred to as the primary applicant. If the primary applicant provides an agreement between the primary applicant and another customer(s) within the same building, the City will consider application of the credit to all customers named in the agreement. The credit shall be applied to all applicants until such time as the primary applicant notifies the City that the agreement is no longer in effect or the term of the credit expires, whichever occurs sooner.
- The term of the credit varies based upon the type credit (see Table 1 for Fire Protection fee credit terms). During the credit term, the City may conduct random fire inspections such that any credit could potentially be revoked. If the activity/construction is found to be functional and being properly maintained, the credit will remain in effect. Likewise, if the activity/construction is not functional or is not being maintained, the City has the authority to void the credit on the next billing cycle. Before a credit is re-instated, the customer will have to reapply for the credit as outlined in this manual.

Fire Protection Fee Credit Application Process

The following is a general summary of the Fire Protection fee application process.

- The Fire Protection customer seeking the credit must submit a complete application package to the City for review based on procedures outlined in the Manual.
- The Fire Protection customer will be responsible for scheduling a site inspection with the Garden City Fire Marshal. (912-963-2756) The customer should consult the City's current fee schedule to determine if payment of a credit application review fee is required.
- The City staff, or their designee, will review the application package for completeness and to establish if the request adheres to the applicable criteria in the Manual.
- The City will notify the customer if the request is approved or denied within 30 days of receipt of the completed application. Incomplete application packages will not be considered by the City and will be returned to the customer for completion and/or revision.
- If the credit application is approved, the City will apply the Fire Protection fee credit to the next customer billing cycle.
- The City may elect to perform an inspection of the customer's site/building and proposed activity, or to review the non-structural practice being implemented, to ensure conformance to the Manual criteria. As such, the customer must grant the City a Right-of-Entry or access easement as part of the application and approval process. The City may elect to conduct follow up or periodic inspections of the site and credit activities to ensure continued compliance with applicable requirements.
- Approved credits will result in a corresponding credit to the customer's monthly fire protection fee charge.
- **Fire Protection fee credits do expire so it will be the responsibility of the customer to renew the credit at the appropriate time by resubmitting the required information package for review, approval and renewal by the City.**

SECTION 2 – CREDIT POLICY AND PROCEDURES

This section explains the procedures involved in applying for a Fire Protection fee credit. The procedures include step-by-step instructions and eligibility requirements for obtaining the Fire Protection fee credit.

Emergency Shelter Credit

The City encourages and supports the efforts of both public and private organizations to provide assistance to the citizens of Garden City in the event of an emergency. In an effort to recognize the costs associated to the fire protection fee customers providing these types of services, the City shall offer an Emergency Shelter credit that can be applied as a user fee credit to the eligible customer's fire protection fee bill.

The Emergency Shelter Credit shall be made available to all non-profit public or private organizations that have been certified by the Red Cross and inspected by the Chatham County Health Department to provide shelter services in the event of an emergency. Shelter services may be for critical workforce, critical equipment, or the general population. The facility/property must be on the official list of emergency shelters and certified as such by any and all applicable agencies. In order to receive this credit, the fire protection fee customer must also participate in an education program for their members/students/employees related to emergency preparedness; fire safety, prevention and response; basic first aid; and any other applicable educational topic as stipulated by the GCFD.

If the proposed customer is a religious or educational institution, that customer shall provide the name of any special needs residents who regularly attend or are members of that institution and will require assistance in the event of a hurricane evacuation or other emergency. If the customer can meet the requirements above a credit of up to 25% off the fire fee charge will be granted for a period of one year.

Fire Protection Fee Credit Application Procedures

The Fire Protection Fee customer shall follow the procedures below when applying for a Fire Protection fee credit for an Automatic Sprinkler System:

STEP 1: Obtain a Manual and credit application packet from the City.

STEP 2: The customer shall submit the user fee credit application, a documentation of the applicable emergency shelter certification, an executed Right of Entry Agreement and an educational plan consistent with the requirements above.

STEP 3: The customer shall maintain the facility and personnel in accordance with applicable requirements including the education plan and provide documentation to the City.

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the Fire Protection fee credit will be applied, starting with the next customer billing cycle. If the City does not approve the customer's application, the City will send a letter or other piece of correspondence to the customer explaining why the credit application was not approved.

The customer shall continue to maintain Emergency Shelter Credit for the credit term of one year. Renewal of the credit shall be in accordance with the procedures outlined in this Manual.

Automatic Sprinkler System Credit

In buildings protected by an acceptable system of automatic sprinklers or other acceptable automatic fire protection systems (as outlined below), the area covered by the fire protection system shall be removed from the effective area calculations, provided that there are no Combustibility Class C-5 occupancies on the floor (see "Occupancy Factor," i.e., "Rapid burning or flash burning"). In no case shall the fire flow reserved for any property be less than 500 GPM. To qualify for this credit, the automatic sprinkler system must be installed and maintained as outlined in the NFPA Standard 13 *Standard for the Installation of Sprinkler Systems*, NFPA 25 *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, 13E and any other and any and all requirements as specified by the ICC codes/Georgia State Fire Marshal State Fire Code as amended.

The City classifies a system as acceptable, if it meets the following minimum conditions, or as otherwise allowed by the GCFD and/or the City Fire Marshall:

1. Annual Sprinkler Certification by a certified sprinkler company, certifications must be provided to the City with the credit application.
2. "You are here" evacuations signs/maps must be posted throughout the building to aid not only evacuations but also in location of zones and exits especially in large buildings and warehouses.
3. All exit and emergency lighting must be maintained and are subject to random inspection throughout the year by City staff including GCFD personnel and/or the Garden City Fire Marshall.
4. FDC signage and postings must be approved and erected prior to the credit review.
5. Knox box installation is required where necessary.
6. All sprinklers must be tied to a monitored fire alarm system so that if there is activation or a fire, the GCFD response is not delayed. Audible water gongs not monitored are not approved.
7. All sprinklers OS/Y valves must be chained with a breakable lock in open position.
8. All post indicator valves must be painted red and be visible at all times
9. Zone posting on all alarms as follows:
 - a. All Alarm panels must be labeled with descriptive labels that tell the GCFD what zone the fire is located
 - b. A Zone Map must be provided to the GCFD for the preplans and must be posted on the wall next to the sprinkler/fire alarm panel.
10. The sprinklered building must have assured maintenance. Shut down, idle, or vacant structures must have an acceptable watchman or water flow and control-valve supervision (remote or central station) or a caretaker. A caretaker is a responsible person who visits the premises not less than weekly.
11. A contact person i.e. building maintenance/management and the name and a 24-hour contact number for the watchman or caretaker.
12. If a sprinkler system is inactivated due to maintenance, the building operator must notify the GCFD. If the system is to be down through the night, then the facility must provide a manned fire watch.
13. Installation must have evidence of flushing and hydrostatic tests of both the underground and overhead piping in accordance with NFPA Standard 13. A full flow main drain test must have been witnessed within the last 48 months by certified professionals. Dry-pipe installations must have evidence of a satisfactory or partly satisfactory dry-pipe trip test conducted within the last 48 months. Fire-pump installations have evidence and results of a fire-pump test conducted within the last 48 months.

Fire Protection Fee Credit Application Procedures

The Fire Protection Fee customer shall follow the procedures below when applying for a Fire Protection fee credit for an Automatic Sprinkler System:

STEP 1: Obtain a Manual and credit application packet from the City.

STEP 2: The customer shall submit the user fee credit application, a request for a fire inspection of the subject building and sprinkler system, an executed Right of Entry Agreement or use an alternative site access procedure, and a maintenance plan/schedule for the sprinkler system to the City.

STEP 3: The customer shall provide any supporting documentation as requested by the GCFD and Fire Marshal to show evidence of proper installation and maintenance of the sprinkler system.

Upon receipt of the credit application, the City shall review the documentation. The customer shall contact the City Fire Marshal for a final credit inspection. Based on the application and the results of the inspection, the City shall approve or deny the credit application. If the credit is approved, the Fire Protection fee credit will be applied to the fire protection fee bill of the applicant. If the City representative does not approve of the customer's application, the City will send a letter or other piece of correspondence to the applicant explaining why the credit application was not approved.

The customer shall continue to maintain Automatic Sprinkler System for the credit term of one calendar year. Renewal of the Fire Protection fee credit shall be in accordance with the procedures outlined in this Manual. The customer will provide the Annual Sprinkler Certification as renewal of credit on a yearly bases and not the whole application.

Effective Area Credit

If the fire customer can demonstrate the following conditions to be true for their property, these areas shall be removed from the effective area of the building in the calculation of needed fire flow:

- Basement and subbasement areas which are vacant, or which are occupied by occupancies having C-1 or C-2 contents combustibility (see “Occupancy Factor”) regardless of the combustibility class applicable to the building. A basement is a story of a building which is 50% or more below grade, unless such story is accessible at grade level on one or more sides. A story which is less than 50% below grade shall also be considered a basement if such story is wholly enclosed by blank masonry foundation walls.
- Roof structures, sheds, or similar attachments.
- Areas of mezzanines less than 25% times the square foot area of the floor immediately below.

Fire Protection Fee Credit Application Procedures

The Fire Protection fee customer shall follow the procedures below when applying for an Effective Area credit:

STEP 1: Obtain a Manual and credit application packet from the City.

STEP 2: The customer shall submit the user fee credit application.

STEP 3: The customer shall provide any supporting documentation, including site and construction plans, as requested by the GCFD and Fire Marshal, to show evidence of building construction consistent with the credit terms above.

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the Fire Protection fee credit will be applied, starting with the next customer billing cycle. If the City representative does not approve of the customer’s application, the City will send a letter or other piece of correspondence to the customer explaining why the credit application was not approved.

The customer shall continue to maintain the Effective Area credit during the full credit term of five years. Renewal of the Fire Protection fee credit shall be in accordance with the procedures outlined in this Manual.

Division Wall Credit

An acceptable division wall shall be constructed entirely of noncombustible materials with a fire resistance rating of not less than one hour, or of masonry materials, and shall:

- Extend from one exterior wall to another (or form an enclosed area within the building).
- Extend from one masonry or fire-resistive floor to another masonry or fire-resistive floor, or from a masonry or fire-resistive floor to a roof of any construction.
- Have all openings through the wall protected by an automatic or self-closing labeled Class B (not less than one-hour) fire Emergency or normal rated exit opening.

Where division walls meet the above requirements, the maximum area on any floor used to determine the effective area shall be the largest undivided area plus 50% of the second largest undivided area on that floor. All penetrations through existing or newly constructed fire walls will be protected with UL and ICC protective sealant.

Fire Protection Fee Credit Application Procedures

The Fire Protection fee customer shall follow the procedures below when applying for a Division Wall credit:

STEP 1: Obtain a Manual and credit application packet from the City.

STEP 2: The customer shall submit the user fee credit application.

STEP 3: The customer shall provide any supporting documentation, including site and construction plans, as requested by the GCFD and Fire Marshal, to show evidence of building construction consistent with the credit terms above.

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the Fire Protection fee credit will be applied, starting with the next customer billing cycle. If the City representative does not approve of the customer's application, the City will send a letter or other piece of correspondence to the customer explaining why the credit application was not approved.

The customer shall continue to maintain the Division Wall credit during the full credit term of five years. Renewal of the Fire Protection fee credit shall be in accordance with the procedures outlined in this Manual.

Vertical Openings Credit

This credit is only available to buildings classified as Construction Classes 5 or 6:

If all vertical openings in the building are protected per the requirements listed below, the effective area shall be the largest undivided area plus 25% times the remaining area not exceeding the two other largest floors.

Protection: The following materials are acceptable for one-hour construction in enclosure walls: 4-inch brick, 4-inch reinforced concrete, 6-inch hollow block, 6-inch tile, or masonry or noncombustible materials (double sheet rock 5/8") listed with a fire-resistance rating of not less than one hour.

Protected openings: Enclosures shall have walls of masonry or fire-resistive construction with a fire resistance rating of not less than one hour. Doors shall be automatic or self-closing and be labeled for Class B opening protection (not less than one-hour rating). Elevator doors shall be of metal or metal-covered construction, so arranged that the doors must normally be closed for operation of the elevator.

Unprotected openings: Unprotected floor openings. Also includes doors or enclosures not meeting the minimum requirements for protected openings, above.

Fire Protection Fee Credit Application Procedures

The Fire Protection fee customer shall follow the procedures below when applying for a Fire Protection fee credit for a Vertical Openings credit:

STEP 1: Obtain a Manual and credit application packet from the City.

STEP 2: The customer shall submit the user fee credit application.

STEP 3: The customer shall provide any supporting documentation, including site and construction plans, as requested by the City Fire Department and Fire Marshall, to show evidence of building construction consistent with the credit terms above.

Upon receipt of the credit application, the City shall review the documentation. If the credit is approved, the Fire Protection fee credit will be applied, starting with the next customer billing cycle. If the City representative does not approve of the customer's application, the City will send a letter or other piece of correspondence to the customer explaining why the credit application was not approved.

The customer shall continue to maintain the Vertical Openings credit during the full credit term of five years. Renewal of the Fire Protection fee credit shall be in accordance with the procedures outlined in this Manual.

Undeveloped Land Fire Protection Best Management Practice (BMP) Credit

In order to encourage the implementation of forestry best management practices for wild land fire prevention, the City will offer the following credits on fire protection fees charged to undeveloped property.

The following forestry wild land practices can result in a credit for the property owner/fire protection customer, if they are properly implemented.

Best Management Practice	BMP Criteria	Available Credit
Maintained fire breaks based on the recommendations of the local Fire Chief/EMA and or Ga. Forestry local representatives	Break based on the recommendations of the local Fire Chief/EMA and or Ga. Forestry local representative	5%
Maintain existing fire roads to allow fire and forestry resources to access the fires	Fire must meet the requirements as prescribed by the Fire Chief or Private Land management Forestry consultant or the Ga. Forestry	5%
Working with Ga. Forestry to develop and implement a prescribed burn policy	Working with the local Ga. Forestry create and or maintain prescribed burn policy. Burning will be permitted and correctly completed based on sound and safe practices	5%

A fire protection customer may elect to pursue one or more of the above BMP credit opportunities.

- If the fire protection fee customer implements one of the BMPs above, they will receive 5% off their fire protection fee bill;
- If they implement two of the BMPs above, they shall receive 10% off their fire protection fee bill;
- If they implement all three BMPs they shall receive a total of 15% off their fire protection fee bill.

A periodic review will be conducted by the GCFD through onsite inspection and/or documentation by the property owner. If in the event of a fire conditions that were previously described were not met or maintained, the credit will be revoked.

Fire Protection Fee Credit Application Procedures

The Fire Protection fee customer shall follow the procedures below when applying for a Fire Protection fee credit for an Undeveloped Land Fire Prevention BMP credit:

STEP 1: Obtain a Manual and credit application packet from the City.

STEP 2: Submit the fire protection fee credit application.

STEP 3: The customer shall provide any supporting documentation, as requested by the GCFD and Fire Marshall, to show evidence of BMP implementation.

Upon receipt of the credit application, the City shall review the documentation. If required, the City shall contact the applicant to schedule a site inspection. Based on the application and the results of the inspection, the City shall approve or deny the credit application. If the credit is approved, the Fire Protection fee credit will be applied to the fire protection fee bill of the applicant. If the City representative does not approve of the customer's application, the City will send a letter or other piece of correspondence to the applicant explaining why the credit application was not approved.

The customer shall continue to maintain the Undeveloped Land Fire Prevention BMP credit for a credit term of one year. Renewal of credit shall be in accordance with the procedures outlined in this Manual.



Fire Fee Credit Application Forms & Other Miscellaneous Forms

Fire protection fee credit applications are required to secure approval of all credits offered in this Manual. The required application forms are included in Appendix A. All credit applications must include all of the forms included in Appendix A.

APPENDIX A

Fire Protection Fee Credit Application Forms

Garden City Fire Protection Fee Credit Application Form - Page 1

Instructions:

Fill out this form completely. One application must be submitted for each customer account. Follow the steps outlined in the applicable section of this Manual. Attach all appropriate documentation to support this request, as outlined herein.

Fill out and attach appropriate documentation. Mail completed form (with attachments) to:

Garden City
Attn: Fire Chief
Garden City Fire Department
100 Central Ave
Garden City, GA 31408

I hereby request Garden City to review this application for a Fire fee credit(s). I further authorize the City to investigate the site characteristics of the above identified parcel for the purpose of evaluation for a Fire fee credit(s). I certify that I have authority to make such a request and grant such authority for the City staff (or their designee) to evaluate this property for the purposes of approval or denial of the Fire fee credit. The attached information is true and correct to the best of my knowledge and belief. I agree to provide corrected information should there be any change in the information provided herein.

Type or print name

Owner and/or Tenant

Fire Fee Utility Account No.

Signature

Date

This form must be signed by an individual person who is responsible for the site operations and/or payment of the monthly utility bill. If the responsible person is not an individual person then the form must be signed by an officer, director, partner, or registered agent with authority to execute instruments for the customer account.

Approval:

Fire Chief Or Designee

Date

Fire Marshall Or Designee

Date

Garden City Fire Protection Fee Credit Application Form - Page 2

General Customer Information:

Customer Name:	
Fire Fee Utility Account Number:	
Mailing Address:	
Mailing City/Zip:	
Contact Phone/Fax Number:	
Contact E-mail Address:	

Property Information:

Parcel/Property Address (number and street):	
Parcel/Property Address (city and state and zip):	
Parcel Identification Number:	
Parcel/Property Location/Development:	
Authorized Contact, if different than Customer:	

Please check those credits for which you are applying:

Emergency Shelter Credit		
Automatic Sprinkler System Credit		
Effective Area Credit		
Division Wall Credit		
Vertical Openings Credit		
Un-developed Land Fire Prevention BMP Credit	Fire Breaks	
	Fire Roads	
	Prescribed Burn	

Garden City Fire Protection Fee Credit Application Form - Page 3

Documentation shall include, but not necessarily limited to, the following:

If you are applying for an Automatic Sprinkler System Credit:

1. Facility site plan with facilities/Fire Sprinkler controls with a delineated Fire Zone area.
2. Description of the type of Fire Alarm and Sprinkler control systems for the facility(s).
3. Appropriate plan, inspections and certifications (latest version) and/or the ICC/NFPA specifications (latest version) identifying design requirements for each on-site control.
4. Documentation that the Fire Sprinkler/Alarm control systems for the facilities meet one or more criteria for the fire sprinkler credit user fee credit(s).
5. Appropriate professional certification(s), if required per this Manual.
6. Pertinent regulatory compliance documentation, if applicable.
7. Completed Right-of-Entry Agreement (if applicable) per the requirements of this Manual.
8. Other pertinent information to support the user fee credit request.

If you are applying for an Emergency Shelter Credit:

1. Evidence of certification by Red Cross as an Emergency Shelter
2. Documentation of Coastal Georgia Public Health Department Inspection
3. Documentation of staff support for shelter, if applicable
4. List of special needs residents who will require assistance in an emergency
5. Details of proposed Education Plan.
6. Completed Right-of-Entry Agreement (if applicable) per the requirements of this Manual.
7. Other pertinent information to support the user fee credit request.

If you are applying for the Effective Area, Division Wall, or Vertical Opening Credits:

1. Construction Plans for building showing the fire suppressant construction.
2. Completed Right-of-Entry Agreement (if applicable) per the requirements of this Manual.
3. Other pertinent information to support the user fee credit request.

If you are applying for an Undeveloped Land Fire Prevention BMP Credit

1. Map of the property showing the location of the BMPs.
2. Completed Right-of-Entry Agreement (if applicable) per the requirements of this Manual.
3. Other pertinent information to support the user fee credit request.

Fire Protection Fee Credit(s) Application Form - Page 4

Right of Entry Agreement

STATE OF GEORGIA, CHATHAM COUNTY

I/We _____, the owner and/or tenant (circle which one or both) of the property commonly identified as _____, Garden City, Chatham County, State of Georgia, do hereby grant and give freely and without coercion, the right of access and entry to said property to Garden City, its agents, contractors, and subcontractors thereof, for the purpose of performing necessary evaluations of onsite Fire Inspection and Preplan updates for facilities, controls and site activities related to Fire Prevention and management on the _____ (hereinafter "facility") located on Land Lot_in Garden City, Georgia.

The undersigned agrees and warrants to waive and hold harmless Garden City, its agents, employees, contractors, and subcontractors, for damage of any type, or any claim or action, either legal or equitable that might arise out of any activities on the above described property that are conducted by Garden City, its agents, employees, contractors and subcontractors, pursuant to this Agreement.

In consideration of this Right of Entry Agreement and the rights granted to Garden City herein, the receipt and sufficiency of which is hereby acknowledged, Garden City agrees, to perform only visual evaluations, and review pertinent facility records and information, necessary to verify Fire fee credit eligibility. I/We, will not/have not receive(d) any compensation for this Right of Entry Agreement.

For the considerations and purposes set forth herein, I set my hand this _____ day of _____ 20__.

Operator or Owner (identify which one) _____

Witness _____

Address _____

Notary _____

Address _____

My Commission Expires _____

City Acknowledgement:

City Fire Chief or Designee

Date