

City of Cumming
Department of Planning and Zoning
Planning Technician

General Nature of Job

The purpose of this classification is to process various planning documentation, to include publishing legal advertisements, accepting rezoning applications, business license applications, reviews and approves site and development plans, approve land disturbance permits, review land development applications, conduct building inspections, uphold compliance of City codes, and providing staff support for Planning Commission, City Council and Department Director. This position reports to the Director of Planning and Zoning.

Examples of Work

- Prepares legal advertisements for publication in local newspapers; prepares advertisements and related documentation for zoning condition amendments, home occupation permits, road name changes, business license applications, annexations, and maintains files.
- Receives rezoning applications, business license applications, annexation applications, conditional use permit applications, and home occupation permit applications; reviews applications for completeness and determines whether to accept/process or reject.
- Monitors status of rezoning applications to ensure compliance with deadlines during various stages of processing; prepares subject property maps from geographical information system (GIS) for rezonings; prepares table of contents for rezoning book; prepares notifications for adjoining property owners.
- Provides administrative support for Planning Commission; prepares agendas and meeting packets; accepts public participation reports and letters of opposition to rezonings; prepares letters to send to rezoning applicants with agenda; attends Planning Commission meetings; prepares recommendations following Planning Commission meetings to send to applicants and to City Council; prepares City Council agenda requests for rezonings; prepares confirmation letters for rezonings after City Council meetings; distributes documentation and maintains records.
- Coordinates the review and approval of site and construction plans; approves for recording preliminary and final plats; oversees issuance of land disturbance, building, mechanical, electrical, plumbing, sign and other necessary permits, and issuance of CO's for all City commercial and residential projects.
- Coordinates daily work activities and monitors status of work in progress; inspects completed work when requested; confers with assigned staff to assist with resolutions of situations as needed; and provides technical expertise as necessary.
- Interprets, applies and enforces the provisions of ICC Building and CABO Dwelling Codes, including all Georgia amendments; ADA, energy and life safety codes; other applicable federal, state and local codes; all City development laws, ordinances, procedures, regulations, rules, specifications and standards.

- Researches code-related issues in codebooks as needed and initiates actions necessary to correct construction work deviations and violations, up to and including a Stop Work Order (SWO).
- Consults and confers with the Director of the Planning and Zoning Department and, if necessary, other City Officials, to review Department activities and operations; review and resolve issues; receive advice, direction and provide recommendations.
- Provide information and technical assistance regarding code interpretation and requirements, plan reviews, building inspections, code violations and related issues; discuss concerns with business and property owners, developers, contractors, engineers, architects; provides initial response to questions and/or complaints concerning contractor and code violations; researches and recommend solutions to previously-mentioned issues; provide information and technical assistance to other Department staff members.
- Reviews individual land disturbance permit applications on subdivision lots; approves and issues individual land disturbance permits on subdivision lots as appropriate.
- Reviews building permits to identify errors and assesses compliance with applicable standards to approve or deny permits; verifies and files plan review submittal forms/documentation; verifies completion of all required inspections.
- Prepares daily inspection schedule according to geographic location.
- Performs on-site erosion control, building, mechanical, electrical and plumbing inspections, in accordance with federal, state and local regulations, to ensure all construction complies with applicable building code standards. Visually inspects building structure and systems, to detect and note deficiencies and violations of building code standards.
- Inspects foundation, footing, framing and wiring on new commercial and residential construction, to ensure compliance will all applicable building codes.
- Issues approval or denial notices to contractors regarding inspection results.
- Confers with contractors, sub-contractors, engineers, fabricators and others, regarding construction and repair practices;, code requirements, safety issues and other matters related to inspections.
- Performs follow-up inspections to ensure that noted deficiencies are corrected and their installation complies with all applicable building codes.
- Completes reports in order to document inspection activities, including inputting data into City computerized inspection program.
- Assists in assigning street numbers.
- Maintains records/logs of rezoning applications, conditional use permits, home occupation applications, annexation and business licenses, and other departmental documentation; maintains computer database of zoning applications; maintains and updates rezoning files.
- Conducts research of geographical information system (GIS) system, computer databases, Internet sites, hardcopy materials, or other sources as needed; researches ownership of adjoining properties using GIS.

- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, geographical information system (GIS) system, e-mail, Internet, or other computer programs.
- Prepares or completes various forms, reports, correspondence, legal advertisements, agendas, meeting minutes, agenda requests, resolutions, confirmation letters, submitted/approved grading permit reports, charts, or other documents.
- Receives various forms, reports, correspondence, rezoning applications, conditional use permit applications, business license applications, home occupation permit applications, public participation reports, blueprints, plats, zoning maps, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates with supervisor, employees, other departments, City officials, Planning Commission members, attorneys, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Interprets and applies City codes, ordinances, and regulations pertaining to zoning, land use, and site development; researches code-related issues in code books as needed; initiates any actions necessary to correct deviations.
- Provides information and technical assistance to citizens, property owners, land developers, contractors, architects, staff members, City officials, or other individuals/agencies regarding planning/zoning issues, land use issues, codes/ordinances, land development review procedures, site plan reviews, permits, fees, or other issues; responds to routine questions or complaints; researches problems and initiates problem resolution; assists the public at front counter with various issues.
- Conducts review of land development permit applications, administrative variance applications, subdivision plats, architectural drawings, site plans, grading plans, elevations, legal descriptions, surveys, or other documentation for proposed projects; reviews development plans for new lots; reviews as-built drawings for certificates of occupancy; reviews applications for appeals/variances; meets with applicant, agents, or other parties as needed.
- Determines whether proposed development complies with City codes/ordinances; prepares certificates of zoning compliance, recommends approval or denial of applications; prepares staff technical reviews, recommendations, and comments regarding proposed projects, approves subdivision plats for recording as legal document.
- Serves as staff contact person for the Planning Commission and City Council; provides advice and information to the Planning Commission and City Council at meetings and public hearings.
- Inspects properties as needed; performs visual inspections and takes photographs of property and surrounding areas for staff reports to boards/commissions.
- Receives various forms, reports, correspondence, applications, staff technical reviews, architectural drawings, site plans, elevations, plats, legal descriptions, surveys, photographs, technical reports/articles, land use maps, zoning maps, topographical maps, codes, ordinances, regulations, standards, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Maintains a comprehensive, current knowledge of applicable codes, regulations, and standards; reviews new codes and changes to existing codes; maintains an awareness of new methods, materials, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops, and training sessions as appropriate.
- Attends meetings as needed.

Additional Functions

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Desired Education, Training and Experience

High school diploma or GED; supplemented by college level course work (college degree preferred with emphasis on course work related to planning and development), and personal computer operations; supplemented by one (1) year previous experience and/or training involving office administration, computerized mapping, database administration, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Minimum Physical Requirements

Must be able to exert up to 20 pounds of force occasionally and 10 pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

FSLA Status: Exempt