DeKalb County Planning and Sustainability Department
Land Development Action Plan during COVID-19 crisis
(for both working from home and office/building)

DC DeKalb County
GEORGIA

Staff	Duties/Task	Monitoring
Tynise Cameron	- Plans review - Respond to emails - Assist customers as necessary - Work on the stormwater facility reports	- Copy me on all emails exchanged with customers - Provide me with a daily report of projects completed
Gamiliel Herry	- Plans review - Respond to emails - Assist customer as necessary - Work on the stormwater facility reports	- Copy me on all emails exchanged with customers - Provide me with a daily report of projects completed
Cassondra Lee	- Process all new online applications - Process all new paper applications - Assist customers with paying fees online - As-built review	- Copy me on all emails exchanged with customers - Provide me with a daily report of applications processed
Gregory Curtis	- Plans review - Assist customers with inquiries - Tree bank/tree ordinance	- Copy me on all emails exchanged with customers - Provide me with a daily report of plans reviewed
Russell Tonning	- Plans reviews - Assist customer with inquiries - Tree bank/tree ordinance	- Copy me on all emails exchanged with customers - Provide me with a daily report of plans reviewed
Donovan Cushnie	- Land Development plans review,	- Post comments in I.P.S. for the review and update review status

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	- Floodplain encroachment applications - HEC-RAS Reports review - I.P.S. Ad Hoc and formal reports creation and editing - Stormwater and floodplain management consultations - Elevation certificate, floodplain certificate review for acceptance - LOMA processing - Issue Notices of Violation	- Enter comments for differing log types in the application - Have report DV-509 available as a means of tracking staff activity based on log entries - Copy emails as necessary
Franck Houenou	- Plans review - Respond to emails - Assist customers as necessary - Monitor and provide guidance for new intake and advise staff when necessary - Run the Eplan report in Hansen to see if new applications have been submitted remotely	- Stay in touch with staff - Run work report and update workload frequently - Copy staff on emails

Additional guidance:

- **Email Correspondence:** starting 3/16/2020, and until further notice, in order to facilitate the permitting process; all departments shall provide/send their comments to the applicants electronically since the applicants can no longer come to the 2nd floor to pick up their comments.

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- **Virtual Meetings:** All employees are to download the ZOOM app so that we should be able to have virtual meetings when necessary
- **Drop-off boxes** are being created and are placed at the entrance of our building (330 W Ponce de Leon Ave) where applicants/customers can drop off their plans/resubmittal for projects that are not currently eplans
- **Submit Plans Electronically:** In case where we are not to report to work, applicants/customers may resubmit their plans for reviews electronically as a pdf. The following instructions to be provided to the customers:
  - ➢ The project name & AP#
  - ➢ Email must specify which departments the pdf is to be sent to
  - ➢ The comments from each one of those departments must be attached to the email.
  - ➢ Comments from each department shall be provided as separate attachments. Do not combine all comments as one document/attachments.
- **eplans:** All new applications will be processed as eplans when we are no longer able to report to work.
  - ➢ The application form will be sent to the customer through email
  - ➢ Customer will complete the application and sent it back OR submit application online by themselves
  - ➢ Application will be processed and fees generated
  - ➢ The customer will be required to create an account to match the application processed on IPS dynamic portal and pay the fees
  - ➢ Project will be moved to ProjectDox and customer will be notify to upload the plans
  - ➢ Eplans upload guidelines shall be sent to the customer with the ProjectDox login information