

Instructions for Right of Entry for Debris Removal Form

To request that Glynn County remove debris from the **private streets** or rights of way in your residential neighborhood (whether it is a gated community or not), please complete and submit the **RIGHT OF ENTRY ONTO PRIVATE RIGHT OF WAYS FOR DEBRIS REMOVAL ASSISTANCE** and **CERTIFICATION REGARDING INSURANCE ON PRIVATE RIGHT OF WAYS** forms, which can be found here:

<http://www.glynncounty.org/ROE> , or picked up in person at the Harold Pate Building, 1725 Reynolds Street, Suite 224.

Fully completed forms should be submitted to Glynn County by emailing them to a debris pick-up coordinator, or hand delivered to the Harold Pate Building, 1725 Reynolds Street, Suite 224. If there is a Homeowner's Association or similar entity with legal authority to grant access to the private streets of a subdivision for debris removal, the authorized representative of that Homeowner's Association (or similar entity) may complete and submit a single form for the entire subdivision. If there is no such Homeowner's Association with authority to grant access for debris removal, individual homeowners requesting debris removal from the private street or right of way immediately adjacent to their property will need to submit completed forms individually.

To assist Glynn County with debris removal documentation and processing, when submitting your completed **RIGHT OF ENTRY ONTO PRIVATE RIGHT OF WAYS FOR DEBRIS REMOVAL ASSISTANCE** form, you will need to submit pictures reflecting the debris, along with a written description of the debris conditions along the streets in your subdivision (if an HOA) or street immediately adjacent your property (if an individual). If there are any questions about the form or the processing of same, please call (912) 554-7731 or email debrisremoval@glynncounty-ga.gov.

*** You will need to fill in the areas highlighted in yellow on the form. ***

- 1. Address:** Provide the address or if there is a Home Owners Association (HOA), please provide a subdivision name
 - In the case of an HOA, only one form will need to be submitted per neighborhood.
- 2. Parcel number:** Can be found on the bottom left hand corner of your property tax bill or the Glynn County Property Record Search website located at <http://qpublic.net/ga/glynn/>
 - You will need to accept the statement on the page to proceed.
 - Click on the link to "Search by Location Address." You do not need to log in to continue.
 - Fill in the information required (where applicable) and click the Address Search button.
 - The Parcel Number will be located at the top –left side of the search results screen.
 - Leave this line blank if you are applying as an HOA.

3. **Ownership Interest:** Check the line that best applies. In the case of a single property not covered by an HOA, check the top line: "The owner(s) with authority to grant access..." In the case of an HOA, check the bottom line: "The authorized agent..."
4. **Release of Insurance Information:** If you have insurance coverage that covers the cost of debris removal, you are obligated to file an insurance claim and provide a release of the insurance information (insurance Company, claim number, and policy number)
5. **Signature and Witness:** In order for this document to be considered complete, you must sign and date on the appropriate lines and gather the signature of two witnesses. The two witnesses must be 18 years of age or older.
6. In order to assist Glynn County with debris removal documentation and processing, you will need to **submit pictures of the debris**, along with a **written description** of the debris conditions and how those conditions are a hazard to the general health and safety of the community.