

Electronic Signature Policy

Oconee County Community Development Office

Pursuant to the Oconee County Electronic Signature Policy (Section 2-5 Oconee County Code of Ordinances, as amended), the Community Development Department will accept duly prepared and submitted signatures on various electronic records, forms, and other documents required as part of permitting-related activities conducted by departmental divisions. These divisions include Addressing, Building Codes, Permitting, Planning, and Zoning. To that end, the following standards will be observed in the creation, generation, communication, storage, processing, use, and reliance upon electronic signatures.

Standards

1. The Department will accept electronic signatures on the following documents:

Applications for rezoning, applications for zoning permits, applications for conditional use permits, applications for special exceptions and/or variances, applications for planned unit development and other changes in the permitted use of a parcel of real property; applications for site plan approval; applications for building permits or other permits related to the improvement of real property; applications, preliminary plats and other documents pertaining to the subdivision of a parcel of real property; applications for encroachment permits; any documents included within any of the foregoing applications, such as, but not limited to, boundary surveys, affidavits, engineering drawings, and sketches of legal descriptions.

2. Other documents not listed above may be approved or required for submission in electronic format with electronic signature by the County Administrator.

3. Login and/or user names used to access a Community Development digital system will be considered the electronic signature.

4. Login passwords utilized to access a Community Development digital system will be considered Personal Identification Numbers (PIN).

5. Signature information will be stored and maintained in a manner designed to ensure an appropriate level of security.

6. The creation of a user account on a Community Development digital system will constitute an acknowledgement of agreement to comply with all applicable standards related to the account.

7. The submission of any form, record or document through a Community Development digital system will be considered the equivalent of the same item in

hard-copy form containing a manual signature, with all terms and conditions legally binding.

8. Notice of this Electronic Signature Policy shall be provided to all users of a Community Development digital system, with the following statement prominently displayed on submittal forms:

The creation of a user account in this digital system constitutes acknowledgement that the user understands and agrees to be bound by the terms and conditions of the account; furthermore, the submission of any form, document or other digital item through an account is considered to constitute both an act of signing in agreement to the item's intent, and verification of the accuracy of the information contained therein.

9. All electronic signatures shall remain linked to the form, record, document or other digital item for the lifetime of said item; as such, appropriate steps shall be taken to ensure the safe and effective management and storage of all records and electronic signatures.