



COMMERCIAL NEW CONSTRUCTION PROCEDURE

- 'Development Review Application' and required information to begin Site Plan Approval process.
- 'Commercial Building Plan Review Application' and detailed drawings may be submitted during this same time for review/approval.
 - **Two (2) hard copies & digital file (cd, flash drive or electronic file)** of signed and sealed architectural drawings shall be required on all new/additions commercial construction. These drawings shall include but not be limited to the following information:
 - **Cover sheet** indicating design criteria, specifically but not limited to: areas, types of construction, occupancy classification, etc.
 - **Roof/ Floor Truss Framing Plan** including load design under seal and signature design professional or detailed framing plan for dimensional lumber.
 - **Floor Plans** including dimensions, wall types, openings (with required protections), identifications of each individual space and all plumbing fixtures (handicapped accessibility if applicable).
 - **Foundation Plans** indicating design in accordance with site conditions, as well as type and location of all anchors.
 - **Elevation** of all floors, roofs, doors, windows, ventilations or discharge openings, and significant architectural features.
 - **Roof/ Wall Plans** including section details (framing, spacing, sizes, spans, beams/headers), door, window/skylight schedule, locations of equipment, etc.
 - **Electrical Plans** indicating all circuits to be installed, including wire size for each circuit; panel location, size in amps, number of spaces, over-current protection of each circuit, service entrance location, size and type of service entrance cable
 - **Mechanical Plans** depicting all equipment locations, layout of ductwork and location of combustion air source(s).
 - **Plumbing** schematic with service, distribution, drain, waste and vent size indicated.
 - **Fire Protection** and/or Fire alarm system plans indicating type of systems, locations of any command stations, manual pull stations, audible alarms, smoke and heat detectors, sprinkler heads and standpipes.
 - Completed COMcheck report (www.energycodes.gov/comcheck)
- Once Site Plans have been approved by all departments, a Pre-Construction Meeting is held.
- Must show proof of payment or written waiver for the following fees prior to issuing Building Permit:
 - Impact Fee – paid to Spalding County Government
 - Water/ Sewer Tap Fee – City of Griffin Water Department
 - Capacity Recovery Fee – City of Griffin Water Department
 - Erosion and Soil Bond – City of Griffin Planning & Development
 - O & M Agreement – City of Griffin Planning & Development
 - NPDES Fee – if impervious space 1+ acres.
- **A Certificate of Occupancy will not be issued without the following approval/ inspections:**
 - As Builts – Brian Haynes (770) 412 – 9950 Ext. 607
 - Fire Safety Inspection – Michael Thompson (770) 229 – 6415 Ext. 556
 - Water / Waste Water/ F.O.G. – Doug White (678) 692 – 0404 Ext. 648
 - Occupational Tax & Licensing – Karen Bennett (770) 229 – 6402 Ext. 310



DEVELOPMENT REVIEW
 Department of Planning and Development
 100 S. Hill Street, Griffin, GA 30223
 Phone: (770) 233-4130 Fax: (770) 233-2915

| | | |
|------------------|--------------|-----------------|
| Project Name: | | |
| Project Address: | | |
| Tax Map: | Lot: | Block: |
| Zoning: | Parcel Size: | Disturbed Area: |

| Proposed Use (Check Applicable) | | |
|---|---|--|
| <input type="checkbox"/> Single Family Detached | <input type="checkbox"/> Single Family Attached | <input type="checkbox"/> Multi-Family / Apartments |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Office / Institutional | <input type="checkbox"/> Industrial |

| | | |
|--------------------|--------|------|
| Developer Name: | | |
| Developer Address: | | |
| City: | State: | Zip: |

| | | |
|-----------------|--------|------|
| Property Owner: | | |
| Owner Address: | | |
| City: | State: | Zip: |

| | | |
|------------------------------|--------|------|
| Engineer/Architect: | | |
| Engineer/ Architect Address: | | |
| City: | State: | Zip: |

| | | |
|---------------------------|--|--|
| Applicant/Contact Person: | | |
| Phone Number: | | |
| Email: | | |

I attest that this review request, and its attachments, meet all applicable requirements of the City of Griffin Zoning, Development, and Stormwater Ordinances and Regulations to the best of my knowledge.

 Signature of Applicant (or authorized representative)

Date: _____

Griffin

OWNER'S AUTHORIZATION

This is to certify that:

(Name of Owner or Representative of the Owner)

The person named above is the Owner or Representative of the Owner holding interest in the property that is subject to the attached application.

By execution of this form, authorization is given to the person name as "Applicant" below, acting on behalf of the owner, to file for and pursue a request for approval of the following:

Lot Division Subdivision Plat Approval Development Review

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

Signature of Owner

Date: _____

Signature of Representative

Date: _____

Notary Signature and Seal

Commission Expiration Date: _____

Site and Subdivision Plan Requirement Checklist

ADMINISTRATIVE ITEMS

- Completed City of Griffin "Development Review"
- Limited Power of Attorney form (only if Application Form is not signed by owner)
- 3 hard copies of plans, 1 PDF file, and 1 CAD file of plans as detailed below
- Hydrology Report (1 hard copy/ 1 PDF file) needed for any site 1+ acre and/or 5000+ sq. ft. impervious area.
- Completed Stormwater Management Checklist
- Development Review Application fee - \$695.00

PLAN DETAIL ITEMS

- Sheet size not to exceed 24" x 38"; More than two sheets indexed with match lines
- Plan scale of no less than 1" = 50' for subdivision and 1" = 30' for site plans
- Contour with intervals no greater than 2', referenced to USGS datum, extending 50' beyond parcel's property lines
- Date of plan, north arrow, match lines, sheet numbers
- Vicinity map, preferably at 1" = 2,000' scale
- Seal and signature of engineer that prepared plan on each plan set sheet
- Present zoning and use of the project's lot(s) and all adjacent lots within 50' of project site
- Project's tax map, block, lot number(s) and all adjacent lots within 50' of project site
- Total project site acreage
- Street right-of-ways, including names and widths
- Boundary survey with 1/10,000 closure ratio, including area tabulations
- All existing and proposed easements, including type and width, covenants and other restrictions on use shown
- Streams, ponds, marshes, wetlands areas on the project site and within 100' of the property lines
- 100-year flood area boundary
- Permanent open spaces, tabulation in acres, buffers, parks and recreation and areas including ownership and size of facility
- Existing buildings and other structures on the project property and within 50' of the property lines
- Traffic counts
- Percent of grade noted at all driveway entrances
- Subdivision, easement and/or dedication plat(s)
- Floodplain study – If applicable

- Proposed lot layout (for subdivision), including lot numbers, area of each lot and street dedication area tabulations
- Density tabulation, provided by section and overall total number of proposed lots/dwelling units and lots/units numbers
- Existing and proposed streets, roads, travel ways, and other right-of-ways, including street classification widths, vertical curve with sight distance
- Off-street parking and loading layout, including typical size, number of spaces by location and tabulation use
- Proposed buildings and structures, including use, height, square footage, distance to property lines and between buildings
- Proposed utility lines and structures, including sewer, water and gas; showing size, types of pipe, plan and profile views. Location of fire hydrants, control valves, pump stations and anticipated flows and calculations (3 sets of fire flow calculations submitted separately)
- Storm drainage system, including all required computations on the project parcel and within 50', type of pipe size and flow direction on the property within 50' of the property lines
- Stormwater management plans and BMP facilities on the project site and within 50' of the property lines, including 10, 25 and 100 year water surface elevations and all required computations, access and maintenance easements
- Final grading plan
- Limits of clearing and grading, clearly labeled
- Erosion and sedimentation control devices, their design and locations, and a copy of the Ste NPDES NOI permit (dated letter of submittal is acceptable)
- Buffer areas as required, screening and landscaping including number, species and size
- Tree save area and/or individual trees to be saved, including type and size (DBH)
- Electrical load calculation data
- Plans showing revision to approved plans shall have a completed revision block on each sheet
- After 1st cycle of review, all subsequent plan revisions shall be circled in "red" on all plans

SITE PLAN REVIEW TIMELINE

- ∞ Site plans submitted.
- ∞ 10 days to review and approve/make comments.
- ∞ Plans returned to applicant with any comments.
- ∞ 5 days to review revised plans and approve/make comments.
- ∞ Once plans have been completely approved, 4 clean sets of plans are required for signatures.
- ∞ Completed O & M Agreement and recording fee must be submitted to our office before or at the time of Pre – Con Meeting.



Office of the City Manager, Kenny Smith
One Griffin Center | 100 S. Hill Street-P.O. Box T | Griffin, GA 30224
P 770.229.6408 F 678.692.6403 W cityofgriffin.com

Nov. 29, 2018

From: Brice Martin, Deputy Director
To: Toussaint Kirk, Director of Planning & Development
Subject: Stormwater Development Checklist

The City of Griffin regulates stormwater management on new development and redevelopment to protect public health and safety, prevent flooding, and to protect our local water resources. Additionally, the City is required to enforce certain development standards to comply with our regulatory obligations under the National Pollution Discharge Elimination System (NPDES) program.

The City ensures these standards are met through its Development Plan Review process. In an effort to ensure a quick and thorough review of development plans, the Stormwater Division has drafted a *Stormwater Development Plan Review Checklist* for projects that are required to have a Stormwater Management Plan, i.e. **projects that disturb more than 1 acre and/or create 5000 square feet or more of impervious cover.**

Each checklist item is pulled directly from the City Code of Ordinances and/or the Unified Development Code. As such, this checklist is intended to be a tool for design professionals to ensure that their project meets the minimum standards of our local stormwater regulations prior to initial submittal.

A copy of the current checklist will be included in the Development Plan Review packet provided by the Planning & Development Department.

Beginning Monday, February 1, 2016 the Stormwater Division will not approve any development plans for projects required to have a Stormwater Management Plan unless the applicant provides a completed *Stormwater Development Plan Review Checklist* prior to review.

Cc: Brant Keller, Director of Public Works & Utilities

Growing, TOGETHER

Board Of Commissioners: Cynthia Reid-Ward • Cora Flowers • Holly Murray • David Brock • Truman Tinsley • Rodney McCord • Doug Hollberg, Chairman

**Stormwater Development Plan Review Checklist-
Projects >1acre and/or 5000sqft impervious**



Development Name: _____ Disturbed Area: _____
 Permit Applicant: _____ Proposed Impervious: _____
 Engineering Firm: _____ Design Professional: _____
 Location: _____ Date Submitted: _____
 Reviewed by: _____ Date Reviewed: _____

Instructions: To ensure a quick and thorough review of your proposed development, below is a checklist of items required by the City of Griffin Code of Ordinances. Please check 'Included' or 'Compliant' for each item included in your submittal. If you believe an item is not applicable for your submittal, check 'N/A'. Submittals may not be reviewed without a completed checklist.

To be completed by...
Applicant | **Reviewer**

| | Included | N/A | Approved |
|---|----------|-----|----------|
| A Administrative | | | |
| 1 Development Application Form | | | |
| 2 Common address & legal description | | | |
| 3 Vicinity map | | | |
| 4 Sizing & location of all SW pipes to be responsibility of design engineer | | | |
| 5 Scale no less than 1"=50' (subdivisions) or 1"= 30' (all other site plans) | | | |
| 6 Date, north arrow, match lines, sheet numbers | | | |
| 7 Tax map, block and lot number | | | |
| 8 Total project acreage | | | |
| 9 Revisions to approved plans with completed revision blocks | | | |
| 10 Seal and signature | | | |
| B Existing Conditions | | | |
| 1 Topographic map of existing site conditions- 2' contours minimum | | | |
| 2 Delineation of drainage basin boundaries | | | |
| 3 Acreage, soil types and land cover for each sub-basin | | | |
| 4 All surface water features, including wetlands, ponds, perennial and intermittent streams | | | |
| 5 All existing stormwater conveyances and structural control facilities | | | |
| 6 Direction of flow and exits from the site | | | |
| 7 Boundary survey | | | |
| 8 Municipal or publicly-owned land with 50' of property | | | |
| 9 Street rights of way w/ name, number, widths | | | |
| 10 Existing stormwater controls and conveyances | | | |
| 11 Buildings and other structures | | | |
| C E&SC | | | |
| 1 Grading plan | | | |
| 2 Limits of clearing and grading | | | |
| 3 Erosion and sedimentation control plan in accordance with chapter 42, environment, article III, erosion and sedimentation control, of the Code of Griffin, Georgia, or NPDES permit for construction activities | | | |
| 4 A completed copy of the appropriate GSWCC Erosion, Sedimentation & Pollution Control Plan Checklist | | | |
| D Proposed Conditions | | | |
| 1 Topographic map of developed site conditions with the post-development drainage basin boundaries indicated | | | |
| 2 Total area of post-development impervious surfaces and other land cover areas for each subbasin affected by the project | | | |
| 3 Location and boundaries of proposed natural feature protection and conservation areas | | | |

| Stormwater management system | | Included | N/A | Approved |
|--|---|-----------------|------------|-----------------|
| 4 | Map/drawing of the stormwater management facilities | | | |
| 5 | Locations of existing and proposed structural stormwater controls | | | |
| 6 | Design surface water elevations | | | |
| 7 | Storage volumes available from zero to maximum head | | | |
| 8 | Location of inlets and outlets | | | |
| 9 | Locations of bypass and discharge systems | | | |
| 10 | All orifice/restrictor sizes | | | |
| 11 | Cross section and profile drawings and design details for each of the structural stormwater controls in the system | | | |
| 12 | Drawings, elevations and hydraulic grade lines for all existing and proposed stormwater conveyance elements including stormwater drains, pipes, culverts, catch basins, channels, swales and areas of overland flow | | | |
| 13 | Where applicable, a narrative describing how the stormwater management system corresponds with any watershed protection plans and/or local greenspace protection plan. | | | |
| 14 | SW management facilities, including 10, 25, 100 year surface elevations, computations, and access & maintenance easements | | | |
| Landscaping & Open Space Plan | | Included | N/A | Approved |
| 15 | Plan describing the woody and herbaceous vegetation that will be used within and adjacent to stormwater management facilities and practices | | | |
| 16 | Natural and greenspace areas and other landscaped features on the site plan | | | |
| 17 | Descriptions and standards for the methods, materials and vegetation that are to be used in the construction | | | |
| 18 | Contours no greater than 2' | | | |
| 19 | Permanent open spaces, including buffers, parks, and recreation areas | | | |
| 20 | Storm drainage system, including all required computations, sizes, pipe type, gradients, invert elevations, direction of flow, drainage divides and areas | | | |
| 21 | Lot layout | | | |
| 22 | Existing and proposed buildings | | | |
| Specifications | | Included | N/A | Approved |
| 1 | SW pipes to be sloped to maintain minimum velocity of 3 fps for 2-year event | | | |
| 2 | 25-year event to be used in sizing storm drains within ROW. Pipes crossing public streets shall be designed to pass 100-year event. All other storm sewer systems to be sized to convey the 50 year event. | | | |
| 3 | Storm sewers may not flow under pressure at design storm | | | |
| 4 | Hydraulic grade lines shall be delineated on all construction drawings. | | | |
| 5 | Storm sewers to be design using Manning's equation | | | |
| 6 | Storm sewers shall be 18" or greater | | | |
| 7 | No corrugated metal pipe | | | |
| 8 | No storm drains under accel/decel lanes | | | |
| 9 | Storm drainage to be collected in storm sewers at or near perimeter of property on the upstream end and piped to an existing storm drainage system. | | | |
| 10 | Max continuous length of pipe shall be 300' for pipes <42" diameter | | | |
| 11 | Exit velocity not to exceed 4 fps during 25 year event without the design to additional energy dissipaters (not including rip-rap) | | | |
| 12 | Max runoff velocity in vegetated swales to be 5.0 fps during 25-year event. Swales to be lined with stone, concrete, and/or approved matting for higher velocities. | | | |
| 13 | Inlets to be designed to GDOT standard 1033D and/or 1034D. Alternates subject to city approval. | | | |
| 14 | Catch basins shall be located outside intersection radii, unless special hardship. | | | |
| 15 | Catch basin spacing: 500' on grades to 7%, 400' on grades 7-10%, 250' on grades >10% | | | |
| 16 | Gutter spread to be 1/2 travel lane for 25-year event | | | |

| | | | | |
|--|---|-----------------|------------|-----------------|
| 17 | Outlet end of all storm drain pipes (except driveway pipes) to have flared end sections or concrete headwall. | | | |
| 18 | Drop inlets to be designed to GDOT Standard 1019A. Weir drop inlets shall be provided for landscaped areas. Grated drop inlets shall be provided in paved areas. | | | |
| 19 | J-boxes or manholes to be constructed to GDOT Standard 9031U or 1011A. | | | |
| 20 | Detention pond riser structures to be designed to GDOT standards. | | | |
| 3 Operations & Maintenance | | Included | N/A | Approved |
| Inspection & maintenance agreements | | | | |
| 1 | Complete signed and notarized Stormwater Facility Inspection & Maintenance Agreement submitted, to include: | | | |
| 2 | Legal description | | | |
| 3 | Certificate of Title | | | |
| 4 | Description of who will be responsible for ongoing maintenance of vegetation for the stormwater management facility and what practices will be employed to ensure that adequate vegetative cover is preserved | | | |
| 5 | Existing & proposed easements | | | |
| 6 | Drainage easements to be at least 20' along pipes and around detention ponds | | | |
| 4 Operations and maintenance plan | | | | |
| 7 | Plans identify the parts or components of a stormwater management facility or practice that need to be regularly or periodically inspected and maintained, and the equipment and skills or training necessary | | | |
| 8 | Inspection and maintenance schedule & maintenance tasks | | | |
| 9 | Identify the responsible parties for performing maintenance, access and safety issues | | | |
| 5 Floodplain | | Included | N/A | Approved |
| 1 | 100 year floodplain delineated | | | |
| 2 | Floodplain study if necessary | | | |
| 6 Hydrology | | Included | N/A | Approved |
| Existing conditions hydrologic analysis | | | | |
| 1 | Topographic map of existing site conditions | | | |
| 2 | Delineation of drainage basin boundaries | | | |
| 3 | Acreage, soil types and land cover for each sub-basin | | | |
| 4 | All surface water features, including perennial and intermittent streams | | | |
| 5 | All existing stormwater conveyances and structural control facilities | | | |
| 6 | Direction of flow and exits from the site | | | |
| 7 | Hydrologic analysis for stormwater runoff rates, volumes, and velocities | | | |
| 8 | Methodologies, assumptions, site parameters and supporting design calculations used in determining site hydrology | | | |
| Post-development hydrologic analysis | | | | |
| 9 | Topographic map of developed site conditions with the post-development drainage basin boundaries indicated | | | |
| 10 | Total area of post-development impervious surfaces and other land cover areas for each subbasin affected by the project | | | |
| 11 | Calculations for determining the runoff volumes that need to be addressed for each subbasin for the development project to meet the post-development stormwater management performance criteria in § 94-164 | | | |
| 12 | Location and boundaries of proposed natural feature protection and conservation areas | | | |
| 13 | Documentation and calculations for any applicable site design credits that are being utilized | | | |
| 14 | Methodologies, assumptions, site parameters and supporting design calculations used in analyzing the existing conditions site hydrology | | | |

| | | | | |
|---|--|-----------------|------------|-----------------|
| 15 | If the land development activity on a redevelopment site constitutes more than 50 percent of the site area for the entire site, then the performance criteria in § 94-164 must be met for the stormwater runoff from the entire site | | | |
| Stormwater management system | | Included | N/A | Approved |
| 16 | Narrative describing how the selected structural stormwater controls will be appropriate and effective | | | |
| 17 | Map/drawing of the stormwater management facilities | | | |
| 18 | Locations of existing and proposed structural stormwater controls | | | |
| 19 | Design water surface elevations | | | |
| 20 | Storage volumes available from zero to maximum head | | | |
| 21 | Location of inlets and outlets | | | |
| 22 | Locations of bypass and discharge systems | | | |
| 23 | All orifice/restrictor sizes | | | |
| 24 | Cross section and profile drawings and design details for each of the structural stormwater controls in the system, including supporting calculations to show that the facility is designed according to the applicable design criteria | | | |
| 25 | Hydrologic and hydraulic analysis of the stormwater management system for all applicable design storms | | | |
| 26 | Documentation and supporting calculations to show that the stormwater management system adequately meets the post-development stormwater management performance criteria § 94-164 | | | |
| 27 | Drawings, design calculations, elevations and hydraulic grade lines for all existing and proposed stormwater conveyance elements including stormwater drains, pipes, culverts, catch basins, channels, swales and areas of overland flow | | | |
| 28 | Where applicable, a narrative describing how the stormwater management system corresponds with any watershed protection plans and/or local greenspace protection plan. | | | |
| Post-development Downstream Analysis | | Included | N/A | Approved |
| 29 | Includes assumptions, results and supporting calculations to show safe passage of post-development design flows downstream. | | | |
| 30 | Addresses each and every point or area along the project site's boundaries at which runoff will exit the property. | | | |
| 31 | Extends downstream from the project to a point in the drainage basin where the project area is ten percent of the total basin area. | | | |

Comments

- Approved as submitted
- Conditionally Approved with Comments
- Not approved

After recording
Return to:
THE WHALEN LAW FIRM
100 S. Hill St., Ste. 524
Griffin, GA 30223

STATE OF GEORGIA,
COUNTY OF SPALDING.

STORMWATER FACILITY INSPECTION & MAINTENANCE AGREEMENT

LANDOWNER:
PROPERTY LOCATION:
TAX MAP ____ BLOCK ____ LOT NO. ____

THIS AGREEMENT, made and entered into this ____ day of _____,
20 ___, by and between _____,
(hereinafter called the "Landowner"), and the **CITY OF GRIFFIN**, a Georgia municipal
corporation (hereinafter called the "City"), provides as follows:

WHEREAS, the Landowner is the owner of certain real property more particularly described as set forth in Exhibit "A" attached hereto, which by reference is made a part hereof (hereafter called the "Subject Property"). Landowner certifies that it has caused all lenders/mortgagees having a security interest or lien on the Subject Property to assent to this Agreement;

WHEREAS, the Landowner is proceeding to develop the property for a residential subdivision / commercial development / other: _____, in accordance with the approved Final Site Plan/Subdivision Plat; Erosion, Sedimentation, and Pollution Control Plan; and Stormwater Management Site Plan, approved by and on file in the records of the City (hereinafter called the "Plans"), which are expressly made a part hereof, by reference. As approved, said Plans provide for management and detention of stormwater within the confines of the Subject Property;

WHEREAS, the City and the Landowner, its successors and assigns, including any duly incorporated association of homeowners, agree that the health, safety, and welfare of the residents of Griffin, Spalding County, Georgia, require that on-site stormwater management facilities be constructed as designed and maintained properly; and

WHEREAS, the City requires that on-site stormwater management facilities as shown on the Plans be constructed and adequately maintained by the Landowner, its successors and assigns, including any homeowners association.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the Sum of One and no/100ths Dollar (\$1.00), paid by City to Landowner, receipt of which is hereby acknowledged, which Landowner further acknowledges to be sufficient consideration for the obligations hereafter undertaken, the parties hereto agree as follows:

1. The on-site stormwater management facilities shall be constructed by the Landowner, its successors and assigns, in accordance with the plans and specifications identified in the Plans.

2. The Landowner, its successors and assigns, including any homeowners association, shall adequately maintain the stormwater management facilities. This includes all pipes, channels or other conveyances built to convey stormwater to the facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. "Adequate maintenance" is herein defined as good working condition so that these facilities are performing their design functions. The Stormwater Structural Control Maintenance Checklists, Appendix E to Volume 2 of the most recent version of the Georgia Stormwater Management Manual ("GSMM"), are to be used to establish what good working condition is acceptable to the City.

3. The Landowner, its successors and assigns, shall inspect the stormwater management facility and submit an inspection report annually to the City Stormwater Director or his designee. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure, pond areas, access roads, etc. Any deficiencies shall be noted in the inspection report.

4. The Landowner, its successors and assigns, hereby grant permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the stormwater management facilities whenever the City deems necessary. The purpose of inspection is to follow-up on reported deficiencies and/or to respond to citizen complaints. The City shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with repairs, if necessary.

5. In the event the Landowner, its successors and assigns, fails to maintain the stormwater management facilities in good working condition acceptable to the City, the City may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowner, its successors and assigns. This provision shall not be construed to allow the City to erect any structure of permanent nature on the land of the Landowner outside of any designated easement or land area set aside on the Final Plat for the stormwater management facilities. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.

6. The Landowner, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate, in accordance with the maintenance schedule for the stormwater management facilities (including sediment removal) as incorporated in the approved plans.

7. In the event the City pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner, its successors and assigns, shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City hereunder. Should Landowner, its successors and assigns, not promptly pay the City its demand, when due, the City may call upon any commercial surety bond, letter of credit, or other assurance of financial security given to secure the obligations of Landowner, its successors and assigns, under this Agreement.

8. This Agreement imposes no liability of any kind whatsoever on the City and the Landowner, its successors and assigns, agree to indemnify and hold the City harmless from any liability in the event the stormwater management facilities fail to operate properly or were negligently designed. In the event of any suit, claim, or demand upon the City during the term of this Agreement by any person or entity contending damages or seeking injunctive relief due to storm water invasions of their property from failure of proper operation and/or maintenance of the stormwater facilities on the Subject Property, the City shall promptly notify the Landowner, its successors and assigns, in writing by certified mail at the address last shown in the City's records.

9. The term of this Agreement shall be perpetual, unless and until such time as the City accepts formal dedication of the stormwater facilities on the Subject Property for future maintenance and operation.

10. This Agreement shall be recorded among the land records of Spalding County, Georgia, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any homeowners association.

EXECUTED the day and year above written under hand and seal of the parties by their duly authorized officers.

LANDOWNER:

Company/Corporation/Partnership Name (Seal)

By: _____

Type Name and Title:

Attest: _____

Type Name and Title:

Witnessed in the presence of:

Unofficial Witness

NOTARY PUBLIC

My Commission Expires: _____

(Any secured lenders / mortgagees or persons having a legal interest in the Subject Property must also sign this Agreement assenting to its terms.)

CITY:

CITY OF GRIFFIN, GEORGIA (Seal)

By: _____
Chairperson

Attest: _____
Secretary

Witnessed in the presence of:

Unofficial Witness

NOTARY PUBLIC
My Commission Expires: _____

Approved as to Form:

By: _____
City Attorney

EXHIBIT "A"

LEGAL DESCRIPTION



COMMERCIAL PLAN REVIEW

100 S Hill St Griffin, Ga. 30223

Phone: (770)233-4130 Fax: (770)233-2915

Date of application: _____

Project Information:

Architect/Engineer:

| | |
|------------------|-------------------|
| Project Name: | Name: |
| Address: | Address: |
| City: | City: State: Zip: |
| State: Zip: | Telephone: |
| Shopping Center: | Email: |

Property Owner:

Builder/Contractor:

| | |
|-------------------|-------------------|
| Name: | Name: |
| Address: | Address: |
| City: State: Zip: | City: State: Zip: |
| Telephone: | Telephone: |
| Email: | Email: |

| | |
|---|--|
| <p>Occupancy Type:</p> <input type="checkbox"/> Retail <input type="checkbox"/> Apartment <input type="checkbox"/> Assembly <input type="checkbox"/> Business/Office <input type="checkbox"/> Education <input type="checkbox"/> Mercantile <input type="checkbox"/> Factory/Industrial <input type="checkbox"/> Other: _____ | <p>Type of Work:</p> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Tenant Build out <input type="checkbox"/> Repair <input type="checkbox"/> 80% Shell Only <input type="checkbox"/> Slab Only <input type="checkbox"/> 20% Interior Finish |
| <p>Construction Type (New Construction/Addition):</p> <input type="checkbox"/> Type IA <input type="checkbox"/> Type IB <input type="checkbox"/> Type VB <input type="checkbox"/> Type IIA <input type="checkbox"/> Type IIB <input type="checkbox"/> Type IIIA <input type="checkbox"/> Type IIIB <input type="checkbox"/> Type IV <input type="checkbox"/> Type VA | <p>Describe scope of Work:</p> |

Cost of Construction: _____

| | | | | | | |
|---|-------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|--|------------------------------|
| INDICATE ALL ADDITIONAL WORK REQUIRED TO COMPLETE THIS JOB: | | | | | | |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> HVAC | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Hood System | <input type="checkbox"/> Low Voltage | <input type="checkbox"/> Fire Sprinklers | <input type="checkbox"/> Gas |
| Total Sq. Footage: | # of Stories: | # of Spaces/Units: | # of Kitchens: | # of Bedrooms: | | |

Signature of Applicant

Printed Name



AS-BUILT PLAN REQUIRED INFORMATION

As-built plans are required on all completed development projects except those only requiring minor site plans. As-built plans are required to be prepared and certified by a registered land surveyor or professional engineer. Final inspections will not be conducted until the as-built plans have been submitted to the City of Griffin Public Works Department and Planning and Development Department for approval. Any discrepancies with the as-built plans must be corrected and approved before the Certificate of Occupancy is granted.

The following information shall be included on the plans:

| GENERAL | |
|---|--|
| <input type="checkbox"/> Buildings | • Footprint of all new buildings and structures drawn |
| <input type="checkbox"/> Easements | • Cover sheet is required to show the deed book and page number(s) for all recorded easements for: access, electric, stormwater, water, wastewater easements and/or subdivision plats. |
| <input type="checkbox"/> Impervious Areas | • Drawn with total area measurements given in sq. ft. |
| <input type="checkbox"/> Parcel Lines | • Entire property line drawn as recorded |
| <input type="checkbox"/> Tie-in's | • Show all tie-ins to existing stormwater, water, and wastewater |

| STORMWATER | |
|--|--|
| <input type="checkbox"/> Ditches / Swales | • Spot elevations showing inverts in dedicated drainage easements |
| <input type="checkbox"/> Head Walls | • Top Elevation • Invert In • Invert Out |
| <input type="checkbox"/> Inlets | • Type (Drop, Hooded, Catch Basin) • Top Elevation • Invert In • Invert Out |
| <input type="checkbox"/> Junction Boxes | • Top Elevation • Invert In • Invert Out |
| <input type="checkbox"/> Outlet Structures | • Top Elevation • Invert In • Invert Out |
| <input type="checkbox"/> Pipes | • Pipe Material • Pipe Diameter |
| <input type="checkbox"/> Structural BMP's | • Type (Bioretention, Dry Detention, Dry Extended Detention, Infiltration Practice, Multi-Purpose Detention, Porous Asphalt, Proprietary System, Rain Garden, Sand Filter, Pond, Wetland, Underground Detention, etc.) • Topography on stormwater detention basins and verification of storage volumes. (2 foot contours) • Detailed as-built information for special design drainage and stormwater management structures |

| WATER | |
|---|--------------------------------------|
| <input type="checkbox"/> All Backflow Devices | • Type |
| <input type="checkbox"/> Hydrants | |
| <input type="checkbox"/> Mains | • Pipe Material • Pipe Diameter |
| <input type="checkbox"/> Meters | • Type • Size |
| <input type="checkbox"/> Service Lines | • Pipe Material • Pipe Diameter |
| <input type="checkbox"/> Valves | • Type • Size |

| WASTEWATER | |
|--|--|
| <input type="checkbox"/> Clean Outs | |
| <input type="checkbox"/> Gravity Mains | • Pipe Material • Pipe Diameter |
| <input type="checkbox"/> Grease Traps | • Capacity |
| <input type="checkbox"/> Lateral Lines | • Pipe Material • Pipe Diameter |
| <input type="checkbox"/> Manholes | • Top Elevation • Invert In • Invert Out |

| OTHER | |
|--|--|
| <input type="checkbox"/> Graphic Scale | • In feet |
| <input type="checkbox"/> Legend | • Showing all symbology represented in the drawing |
| <input type="checkbox"/> Circle In Red | • Any changes from the approved construction plans must be indicated by circling the change in red |

| DIGITAL AS-BUILTS | |
|--------------------------------------|--|
| <input type="checkbox"/> Format | • Digital as-built submittal will be required in one of the following formats: AutoCAD .dwg or .dxf files ESRI GIS "shape" files ESRI GIS "geodatabase" files • If you have any computer file format questions please contact Brian Haynes at 770-412-9950 Ext 1 or bhaynes@cityofgriffin.com |
| <input type="checkbox"/> Coordinates | • Digital as-built data must be in the City of Griffin's coordinate system, which is the West Georgia State Plane Coordinate System (NAD83), and the vertical datum must be NAVD88 (North American Vertical Datum of 1988) • The City of Griffin has a survey monument system for reference in the above coordinate system available for contractors to tie in to. Any information regarding the City of Griffin's monuments can be accessed by visiting: http://www.cityofgriffin.com/Departments/PublicWorks/GIS/ControlPointMonuments.aspx |

| STATEMENTS | |
|------------------------------------|---|
| <input type="checkbox"/> Statement | • The following statement certifying compliance of the site to approved plans and conformance of any revisions, to all applicable standards <i>"This physical survey has been reviewed, and in my professional opinion, based upon my knowledge, information, and belief, the design elements measured by the physical survey comply with the approved plans. This review does not imply in any way that (i) inspections were made during the construction, (ii) to the quality of the work, or (iii) to any element of structure not visible or depicted on the physical survey."</i> |



Planning and Development Services
Fee Schedule Effective May 1, 2018

| ZONING APPLICATIONS | | |
|--|--|--|
| \$250.00 - Residential \$350.00 - Commercial | | Rezoning & Annexation Application |
| \$200.00 - Residential \$250.00 - Commercial 75 - Administrative | | Variance Application |
| \$250.00 - Residential \$300.00 - Commercial | | Special Use Application |
| \$100.00 \$150.00 \$35.00 \$35.00 \$50.00 | | Temporary Use/ Tent Permit Appeal of Zoning Decision Plat Review Application Zoning Verification Letter Historic Preservation Certificate of Appropriateness |
| DEVELOPMENT APPLICATIONS | | |
| \$695.00 - Major Review \$300.00 - Minor Review | | Development Review |
| Land Disturbance | \$250.00 \$450.00 \$500.00 \$550.00 \$600.00 | Up to 1 acre 1.1 - 5 acres 5.1 - 10 acres 10.1 - 30 acres 30.1 acres or more |
| \$3000.00 - per acre/ lot | | Erosion & Sediment Bond |
| SIGN PERMITS | | |
| \$25.00 | | Sign Review (due at time of submittal) |
| Building | \$55.00 \$110.00 \$165.00 \$220.00 | 0 - 55 Sq. Ft. 56 - 110 Sq. Ft. 111 - 165 Sq. Ft. 166 - 220 Sq. Ft. |
| Freestanding | \$65.00 \$130.00 \$195.00 \$260.00 | 0 - 65 Sq. Ft. 66 - 130 Sq. Ft. 131 - 195 Sq. Ft. 196 - 300 Sq. Ft. |
| Billboard | \$200.00 \$350.00 \$500.00 | 0 - 200 Sq. Ft. 201 - 400 Sq. Ft. 401 - 672 Sq. Ft. |
| Other | \$65.00 \$35.00 \$35.00 | Changeable Copy Temporary Banner Instructional Sign |
| ALCOHOL LICENSING | | |
| \$150.00 | | Application Fee (due at time of submittal) |
| \$5,000.00 | | Manufacturer - Distillery, Brewery, Winery |
| \$100.00 | | Wholesale - Malt beverages/ wine |
| \$3,500.00 | | Wholesale - Distilled Spirits |
| \$1,500.00 | | Brewpub - Beer only |
| \$500.00 | | Eating Establishment (on premise consumption) - Malt beverages |
| \$500.00 | | Eating Establishment (on premises consumption) - Wine |
| \$5,000.00 | | Eating Establishment (on premise consumption) - Distilled Spirits |
| \$1,000.00 | | Public Club & Bar (on premise consumption) - Malt beverages |
| \$1,000.00 | | Public Club & Bar (on premise consumption) - Wine |
| \$5,000.00 | | Public Club & Bar (on premise consumption) - Distilled Spirits |
| \$1,500.00 | | Retail Package - Malt beverages & Wine |
| \$5,000.00 | | Retail Package - Distilled Spirits (includes Malt beverages & Wine) |
| \$1,500.00 | | Retail Package - Specialty package retailer (Malt beverages & Wine) |
| \$350.00 | | Private Club & Fraternal Org. (on premise consumption) - Malt beverage & wine |
| \$1,000.00 | | Private Club & Fraternal Org. (on premise consumption) - Distilled Spirits |



**Planning and Development Services
Fee Schedule Effective May 1, 2018**

| | |
|---|--|
| \$50.00 | Alcohol beverage caterer - Malt beverages & Wine |
| \$100.00 | Alcohol beverage caterer - Distilled Spirits (includes Malt beverages & Wine) |
| \$25.00 (per day & event) | Alcohol beverage Event Permit - maximum 3 days |
| \$150.00 | Ancillary Tasting - Malt beverages and/ or Wine |
| TAX AND LICENSING | |
| \$90.00 | Occupational Tax Certificate (Base Fee & Administrative Fee) |
| \$60.00 (each) | Full - time Employee |
| \$30.00 (each) | Part - time Employee |
| \$400.00 (each) | Professionals' Fee |
| BUILDING PLAN REVIEW | |
| 50 % of Building Permit Fee | Commercial & Multi Family |
| 25 % of Building Permit Fee | Residential |
| \$150.00 | Additional Plan Review required by changes, additions or revisions to approved plans |
| \$50.00 | Residential Certificate of Occupancy (Certificate of Completion \$35.00) |
| \$100.00 | Commerical Certificate of Occupancy (Certificate of Completion \$50.00) |
| BUILDING PERMIT CALCULATION | |
| TOTAL VALUATION | |
| up to \$2,000.00 | \$75.00 (minimum permit fee) |
| \$2,001.00 to \$25,000.00 | \$75.00 for first \$2,000.00 plus \$14.00 per addt'l. \$1,000.00 (or fraction there of), to and including \$25,000. |
| \$25,001.00 to \$50,000.00 | \$391.25 for first \$25,000.00 plus \$8.00 per addt'l. \$1,000.00 (or fraction there of), to and including \$50,000. |
| \$50,001.00 to \$100,000.00 | \$591.25 for first \$50,000.00 plus \$5.00 per addt'l. \$1,000.00 (or fraction there of), to and including \$100,000. |
| \$100,001.00 to \$500,000.00 | \$841.25 for first \$100,000.00 plus \$4.00 per addt'l. \$1,000.00 (or fraction there of), to and including \$500,000. |
| \$500,001.00 to \$1,000,000.00 | \$2,441.25 for first \$500,000.00 plus \$3.25 per addt'l. \$1,000.00 (or fraction there of), to and including \$1,000,000. |
| \$1,000,001.00 and up | \$4,066.25 for first \$1,000,000.00 plus \$2.50 per addt'l. \$1,000.00 (or fraction there of). |
| *Unless otherwise stated, the <u>total valuation</u> will be calculated using the most recent Building Valuation Data as published in the Building Safety Journal by the ICC. A current copy is available upon request. * | |
| OTHER PERMIT FEES AND INSPECTIONS | |
| \$45.00 | Administrative Fee - applied all permits unless otherwise noted (*) |
| 80% Total Value Calculation | Building Shell Only |
| 40% Total Value Calculation | Interior Remodel/ Renovation/ Tenant Buildout |
| \$200.00 or Valuation | Roof - Commercial (minimum \$200 or based on the valuation table above) |
| \$50.00 | Roof - Residential |
| \$75.00 | Building Permit - no fee is specifically indicated (ex: deck, Res. pre fab build, etc) |
| \$100.00 | Siding or Window Replacement (Permit not required if no change to window size) |
| \$100.00* | Fence Permit |
| \$10.00 (per linear foot) | Retaining Wall |
| \$100.00 | Demolition or Removal of a structure |
| \$75.00* | Electrical Service Re-connection (up to 400 AMPs) |
| \$200.00* | Electrical Service Re-connection (over 400 AMPs) |
| \$50.00 (unit) | Furnace/ Air Conditioner/ Water Heater Replacement |
| 15% - Building Permit Fee | Trade Permit - Commerical (in combination with Building Permit/ Plan Review) |
| \$100.00 | Trade Permit - Commerical (stand alone) |
| \$45.00 | Trade Permit - Residential (in combination with Building Permit/ Plan Review) |
| \$75.00 | Trade Permit - Residential (stand alone) |
| \$100.00 | Fire Supression/ Sprinkler System |
| \$250.00 | Swimming Pool/ Spa - Residential (includes Plan Review) |
| \$500.00 | Swimming Pool/ Spa - Commercial/ Community (includes Plan Review) |
| 200% of Permit Fee | Work begun prior to permitting |
| \$45.00* | Permit Renewal |
| \$50.00* | Re-inspection Fee |
| \$250.00 (hr)* | Inspections outside of normal business hours - MUST BE PAID IN ADVANCE |