

### **Section 3. Residential and Non-Residential Subdivision Application and Approval Process**

It shall be the policy of the Cherokee County government to review development proposals for compliance with the standards adopted by the Cherokee County Board of Commissioners. This policy shall also include performing this review in a timely manner so as not to delay development. In order to enhance the operational efficiency of this policy it is imperative that, developers thoroughly familiarize themselves with all the pertinent County land development policies, regulations and standards.

#### **3.01. General Procedures**

- A. When any subdivision for residential or non-residential land is proposed, and before any permits for development of the subdivision are granted, the developer or his authorized agent shall apply for and secure approval of the proposed development in accordance with the following procedure.
- B. All fees for both residential and non-residential developments subdivision approval shall be determined by resolution of the Cherokee County Board of Commissioners.
- C. Residential and non-residential single lot developments shall meet the requirements contained in Section 6 of the Development Ordinance.
- D. It shall be a condition of the Development Regulations of Cherokee County that any person seeking a land disturbance permit shall be required to have completed a class and received certification per Section 3.02-A-4.
- E. Traffic studies shall be required for all non-residential single lot developments having a total floor space of 25,000 sq. ft. or more. Such studies will, at a minimum, address the level of traffic generated by the proposed development and its distribution on the existing road network; the need for deceleration lanes, left turn lanes, other additional lanes and traffic signals on all existing and proposed roadways.

#### **3.02. Construction Plans**

##### **A. General**

At the time of construction plan submittal the following must be presented in order for the County to accept the plans:

1. The centerline of the development entrance shall be located by nail and cap at the centerline or edge of pavement of the roadway that the development will access. Said nail and cap location shall be indicated on the submitted construction plans along with the date that the nail and cap were placed.
2. A copy of the NPDES Notice Of Intent (NOI) ensuring compliance with that state permit and a copy of either the certification indicating the developers' completion of a NPDES class thereby permitting him/her to monitor his/her own site or a

copy of a contract from a professional engineer currently registered on the State of Georgia stating that he/she been hired to monitor the development.

3. A letter of approval from the Environmental Health Department must be submitted with the construction plans to address developments containing septic tank systems.
4. A copy of a certificate indicating the completion of one of the following:
  - a. The Cherokee County or Cobb County soil erosion class.
  - b. The University of Georgia Erosion Control Course.
  - c. NPDES Certification, or
  - d. The Georgia Department of Transportation Work Site Erosion Control Supervisor Course.
5. A copy of the developer's contract or a letter of commitment from a professional geo-technical engineer currently registered in the State of Georgia.
6. If a clearing and stumping permit only is being requested, the applicant shall submit the erosion and sedimentation control plan as well as the tree save plan.

#### **B. Step 1 – Plan Submittal**

1. All portions of the construction plans must be submitted through the online software portal. All plans will be assigned a plan number to assist in tracking plans during process. **All plans submitted must be complete. Failure to submit complete plans shall result in a delay of the reviewing process.**
2. The applicant is responsible for submitting all structural drawings and or architectural building plans (for all non-residential projects and residential projects over 2000 square feet) through the online software portal prior to any building permits being issued.
3. The applicant is responsible for submitting a set of plans to the Water and Sewer Department and the Environmental Health Department of each municipality if applicable.

#### **C. Step 2 – Plan Routing**

The Development Coordinator shall send out the electronic copies of the plans to all departments stated herein for plan review. Please note any plans items missing, to include but not limited to (if applicable), NOI, arborist report, tree preservation and replacement plan, lighting plan, stormwater management agreements, bonds, traffic studies, erosion and sedimentation checklists, etc will delay review of the plans.

1. Engineering Department
2. GIS Addressing Services
3. Building Inspections Department
4. Stormwater Department

5. Fire Marshal's Office
6. Natural Resource Conservation Services
7. Planning and Zoning Department
8. Transportation Department
9. Cherokee County Arborist

**D. Step 3 – Review by Departments**

1. The Development Coordinator shall oversee communication with review agencies during the two (2) week review period regarding review comments. Once all comments have been made, a notification will be sent out with all corrections needed or with approval of the plans.
2. Resubmittals will need to be uploaded via the electronic software portal and will be sent to all reviewers. This will continue until all approvals are received. Once all approvals are received, the Development Coordinator will send a final approval letter with remaining steps and/or fees due in order to receive permit.

**E. Step 4 – Technical Review**

Every Thursday, the Plan Approval team will meet and discuss projects with applicants. The Development Coordinator shall coordinate scheduling with the applicants and with the team.

**F. Step 5 – Development Control Pre-Construction Conference**

1. Prior to beginning any work on a new development the following items shall be completed prior to the developer requesting a pre-construction conference with the appropriate County Officials:
  - a. Advance warning signs with speed reduction advisory plates shall be placed on connecting thoroughfares at 1000' and 500' points on either side of the intersection. The signing shall be reviewed and approved by the County Development Inspector.
  - b. All buffers (state, county and those required by zoning) shall be protected with orange tree save fencing material prior to clearing and must be reviewed and approved by the County Arborist.
2. If the developer calls for a pre-construction conference and the items outlined above are not completed than the County Official will not grant a Land Disturbance Permit. The developer will have to complete the insufficient items and re-schedule another pre-construction conference and pay a fee outlined in Section 3.05-B-4.
3. Once all items outlined above have been inspected and approved by the appropriate County Official and the land disturbance County fee has been paid, then the developer will receive a Land Disturbance Permit.

4. For the calculation of County permit fees, contact the Cherokee County Engineering Department.
5. All permits shall be posted in a visible place so that they will be legible from the roadway providing frontage.

#### **G. Step 6 – Revisions to Construction Plans after Permit Approval**

Any revisions or changes made to construction plans as a result of changes made out in the field are required to be documented under the following criteria:

##### **1. Revised Construction Plans (Major)**

- a. All major changes requires the construction plans to be re-submitted in accordance with SECTION 3.02-B- STEP1 - PLAN SUBMITTAL of the Cherokee County Development Ordinance prior to any construction changes made in the field. The following are definitions of what constitutes a major change:
  1. Any increase in the number of lots.
  2. Any revision to an approved detention pond.
  3. Any shifting of storm drainage pipes resulting in an increase of drainage basin by 10% or more.
  4. Any revision to a road grade that has been approved at 6% or greater that result in an increase in road grade or in a reduction in road grades of 4% or more.
  5. Any revision to a road layout resulting in an increase of road length by 10% or more.
  6. Any renumbering of lot numbers, blocks, pods, etc.
  7. Any renaming of streets.

##### **2. Revised Construction Plans (Minor)**

- a. The following procedures must be followed for a minor change to be accepted at the time of final plat submittal.
  1. The change must be minor.
  2. The Development Inspector must review in the field and communicated his findings with the Engineering Manager.
  3. The Engineer of record must contact the Engineering Manager.
  4. The Engineer of record must follow-up with a letter indicating the revision or a plan as needed.
  5. The final plat is to be submitted with the revision attached as documentation.
- b. The following are definitions of what constitutes a minor change:
  1. Any decrease in the number of lots.

2. Any shifting of storm drainage pipes resulting in less than a 10% increase of drainage basin.
3. Any revision to an approved road grade that results in a change not exceeding 4% reduction.
4. Any revision to a road layout resulting in a decrease in road length.
5. Shifting of lot lines within a phase with no increase in the total number of approved lots.
6. Buffer revisions or variances that have been approved in compliance with County regulations.
7. Any extension of pipes for aesthetic purposes.
8. The division of an approved single-phase development into one or more phases.

## **H. Specifications for Construction Documents to be Submitted**

The construction plans shall include, at a minimum, the following items. A cover sheet with sheet sizes of either 24" x 36" or 30" x 42". The scale shall be no smaller than 1" equals 100', except for the overall project site plan, which may be done at a scale of 1" equals 200'.

### **1. General**

- a. Subdivision name.
- b. Name, address and phone number of the property owner(s) and developer.
- c. Name, address and phone number of the design firm.
- d. Submittal date and date of most recent revisions.
- e. Graphic scale.
- f. Vicinity map, with owner names and zoning shown for abutting properties.
- g. North arrow.
- h. Location and mean sea level elevation of the benchmark.
- i. Land lot, section and district.
- j. Exact boundary lines of the tract indicated by a heavy line giving lengths and bearings.
- k. Ground elevations of the tract determined from field surveys or aerial photographs. The basis for the topographic information shall be shown. Contours shall be drawn at intervals of two feet, and shall be mean sea level contours.
- l. Natural features within the proposed subdivision, including drainage channels, bodies of water, and other significant features.
- m. Location of the 100-year flood plain, or a statement that no part of the property lies within the 100-year flood plain.
- n. All existing county roads which abut the property, showing right-of-way and pavement widths.
- o. Existing easements, city or county lines, utility lines, bridges, street culverts and similar features.

- p. Proposed street layout.
- q. Proposed lot layout, with approximate dimensions.
- r. Proposed street names.
- s. Unit lines, for subdivisions to be developed in units.
- t. Lots numbered consecutively, disregarding phasing.
- u. Total number of lots, total acreage and lots per acre.
- v. Average lot size and minimum lot size.
- w. Present zoning of the tract, and the zoning of abutting land.
- x. Proposed use of the property.
- y. Proposed zoning of the tract, if to be rezoned, and the corresponding minimum lot size.
- z. Required setbacks for the proposed zoning.
- aa. Front yard setback line for each lot.
- bb. Indication of whether utilities will be located underground or overhead.
- cc. Proposed type of water and sanitary sewer service.
- dd. Any proposed easements.
- ee. Appropriate state approved professional's stamp.
- ff. For all lots that are adjacent to or affected by a tree save area, as indicated on the tree protection plan, a “▲” symbol shall be placed on each lot and a note indicating that the area adjacent to that lot shall be protected.
- gg. All lots that contain wetlands within its boundaries shall be denoted with a “◆” symbol.

## 2. General Notes

- a. Approval of these plans does not constitute approval by Cherokee County of any Land Disturbing Activities within wetland areas. It is the responsibility of the property owner to contact the appropriate regulatory agency for approval of any wetland that is disturbed.
- b. Approval of these plans does not constitute approval by Cherokee County of any Land Disturbing Activities that may impact any endangered species. It is the responsibility of the property owner to contact the appropriate regulatory agency for approval of any disturbance which may this effect.
- c. On-site disposal or bury pits are permitted within Cherokee County for the disposal of inert waste. Inert waste is defined as and limited to earthlike products, concrete, cured asphalt, rocks, bricks, yard trimmings, stumps, limbs and leaves. No off-site inert waste may be used for on-site disposal or a bury pit. A permit for said on-site disposal or bury pit is required. See the Cherokee County Building Inspections Department for permitting procedures.
- d. All other notes or notations as may be required by the Cherokee County Engineering Department.

### **3. Roads and Streets**

- a. Deceleration lanes at development entrances.
- b. The plan, profile and speed limit for the existing county road at the development entrance, demonstrating that the minimum horizontal and vertical stopping sight distances are satisfied.
- c. Profiles and typical sections for all proposed streets.
- d. Proposed street grades.
- e. Proposed lengths of all vertical curves.
- f. Vertical stopping sight distance at all proposed internal subdivision intersections.
- g. Street horizontal curve radii.
- h. All radii, curb setbacks and taper details.
- i. Typical construction details.
- j. Street sign locations.
- k. Intersection plans for intersections of county roads and proposed roads, showing topographic features, storm drainage, intersection geometry, existing and proposed contours at a one-foot (1') contour for local roads and a two-foot (2') contour for collector and arterial roads, spot elevations at a grid of twenty feet (20') to show sufficient drainage, traffic control devices and signs, pavement markings, typical paving sections and other pertinent details of a scale of one inch equals twenty feet (1"=20').
- l. Station Numbers at every one hundred (100) feet.

### **4. Storm Water Management**

- a. Topographic layout of the development at two-foot contour intervals based on mean sea level datum with the storm drain layout.
- b. Location, size and length of the existing drainage structures with the drainage area.
- c. Description, by an appropriate state approved professional, demonstrating how the method of runoff control will not adversely affect downstream properties.
- d. Location, size, length and type of all proposed drainage structures.
- e. Drainage area to each inlet point of the drainage system.
- f. Ditch profiles.
- g. Ditch cross-sections at each point where there is a change in grade with velocity of the runoff.
- h. Hydrology study by a state approved professional, if detention ponds are required.
- i. Location and elevations of the 100-year flood plain, or a statement that no part of the property lies within the 100-year flood plain.
- j. For lots upstream of culvert road crossings, a statement shall be provided that finished floor elevations shall be no less than one foot above the low point in

- the road. Proposed driveway culverts and sizes shall be indicated by a “●” symbol in the note column.
- k. The location of the 100-year flood plain and a statement prohibiting house finished floor elevations lower than three (3) feet above the flood plain, or a statement that no part of the property lies within the 100-year flood plain.
  - l. A “✱” symbol shall indicate all lots that are adjacent to a 100-year flood plain requiring an elevation certificate indicating that the finish floor elevation of the structure shall be a minimum of three (3) feet above the 100-year flood elevation. Said elevation certificate shall be submitted to the Building Inspections Department.
  - m. Profiles of storm drainage pipes.
  - n. All cross drainpipes shown on street profiles.
  - o. Water travel distance in street between catch basins.
  - p. Drainage at intersections, indicated by flow arrows on plan sheet.
  - q. The method and calculations used to size all storm drainage structures.
  - r. Easements for the drainage system or drainage easements off of the County right-of-way shall be clearly defined on the construction plans. The property owner will be required to keep the easement free from obstruction in such a way as to ensure the maximum designed flow at all times. The property owner shall not alter any drainage improvements without the prior written approval from the Cherokee County Engineering Department. No structure except driveways shall be constructed or erected in an easement without the prior written approval of the Cherokee County Engineering Department.
  - s. Dam breach zone is required if an existing or proposed pond or lake is part of the proposed development and if there are any lots located within the dam breach zone. All lots that are located within a dam breach zone shall be denoted with a “■” symbol. If there is an existing or proposed pond/lake, a geotechnical engineer must certify the integrity of the dam regardless of lot location. Certification that there is not a potential for a “Category 1” structure must be submitted as a part of the LDP review process. (NOTE: Dam breach analysis *is not required* for dry detention ponds unless otherwise specified in this ordinance).
  - t. Cul-de-sac grading detail for steep downhill cul-de- sacs.
  - u. Twenty-five-foot (25') Undisturbed State Water Buffer and fifty-foot (50') Undisturbed Cherokee County Stream Buffer.

## 5. Water and Sewer Layout

All water and sewer information shall be provided as required in the Cherokee County Water and Sewer Authority or applicable City Water and Sewer Department construction documents or the Cherokee County Health Department documents. Two copies of the as-built drawings shall also be submitted to the Cherokee County Engineering Department.



## **6. Additional Requirements**

- a. The preliminary plat shall be submitted with the construction plans and shall contain all zoning conditions as well as setbacks and buffers mandated by the Cherokee County Zoning Ordinance.
- b. The soil erosion and sedimentation control plan shall be submitted with the construction plans.
- c. Construction plans shall indicate placement of sidewalks if required or otherwise provided.
- d. If the development will utilize on site wastewater disposal, the location of all wells on or within 100 feet of the property shall be indicated, or a statement provided certifying that there are no such wells.
- e. The names of all utility companies serving the development.
- f. Standard utility placement cross section detail.
- g. Additional utility easements.

### **I. Specifications for Construction Documents to be Submitted, Non- Residential**

The construction plans shall include, at a minimum, the following items. A cover sheet with sheet sizes of either 24" x 36" or 30" x 42". The scale shall be no smaller than 1" equals 100', except for the overall project site plan, which may be done at a scale of 1" equals 200'.

#### **1. General**

- a. Name of proposed business.
- b. Name, address and phone number of the property owner(s) and developer, 24-hour phone number for contact.
- c. Name, address and phone number of the design firm.
- d. Submittal date and date of most recent revisions.
- e. Graphic scale.
- f. Vicinity map, with owner names and zoning shown for abutting properties.
- g. North arrow.
- h. Land lot, section and district.
- i. Exact boundary lines of the tract indicated by a heavy line giving lengths and bearings.
- j. Ground elevations of the tract determined from field surveys or aerial photographs. The basis for the topographic information shall be shown. Contours shall be drawn at intervals of two feet, and shall be mean sea level contours.
- k. Proposed grading, if different than existing contours.
- l. Location of the 100-year flood plain, or a statement that no part of the property lies within the 100-year flood plain.
- m. All existing county roads which the property, showing right-of-way and pavement widths.

- n. Existing easements, city or county lines, utility lines, bridges, street culverts and similar features.
- o. Present zoning of the tract, and the zoning of abutting land.
- p. Proposed zoning, if different from the existing zoning.
- q. A statement of the required setbacks for the proposed zoning.
- r. The front, rear and side setback lines shown graphically.
- s. Total acreage of the site.
- t. State approved design professional's stamp and signature.
- u. Deceleration lanes at development entrances.
- v. Dimensions of turning radii.
- w. The plan, profile and speed limit for the existing county road at the development entrance, demonstrating that the minimum horizontal and stopping sight distances are satisfied.
- x. Future right-of-way, if additional right-of-way is required to bring an existing county road up to current standards.
- y. Detail for paving on right-of-way.
- z. Curb and gutter detail.
- aa. Details of temporary construction exits at all construction access points to county roads.
- bb. Location, size, length and type of all existing and proposed drainage structures.
- cc. Drainage area to each inlet point of the drainage system.
- dd. Hydrology study by a state approved professional, if detention ponds are required.
- ee. Proposed type of water and sanitary sewer service.
- ff. All water and sewer information required in the Cherokee County Water and Sewer Authority or applicable City Water and Sewer Department construction documents or the Cherokee County Health Department documents.
- gg. Location of nearest existing fire hydrant.
- hh. The soil erosion and sedimentation control plan shall be submitted with the commercial site plans
- ii. Proposed off-street parking facilities, including the dimensions of the parking lot, location of parking spaces, and maneuvering aisles.
- jj. The proposed finished floor elevations of all buildings.
- kk. A standard detail of a commercial driveway entering a street.
- ll. The location, height and size of any proposed signs.
- mm. Placement of sidewalks if required or otherwise provided.
- nn. Names of all utility companies, and indication of whether utilities will be located underground or overhead.
- oo. Any proposed easements.
- pp. Certification that a water flow test has been performed specifically for this project within the past twelve month period of time.

qq. All other notations as may be required by the Cherokee County Engineering Department.

**3.03. As-Built Plans  
Residential and Non-Residential**

- A. Two copies of the as-built plans as required by and submitted to the Cherokee County Water and Sewerage Authority or applicable city Water and Sewer Department for the subdivision.
- B. All as-built plans shall be prepared by an appropriate state approved professional certifying a field run survey of as-built conditions.
- C. Two copies of as-built plans that provide storm sewer plans, sanitary sewer plans and profiles and vertical grade data, including storm drainage and detention structure and basins.
- D. Two copies of as-builts documenting that the actual tree protection plan areas at the end of construction are the same as the approved construction plans.
- E. All as-built plans shall contain the following items:
  1. Location, size and type for all storm drains.
  2. A topographical map of all detention areas and a stage/storage table showing the volume of the pond.
  3. An as-built detail of all outlet control structures.
  4. All drainage easements that were shown on the approved construction plans including detention ponds.
  5. A twenty (20) foot access easement around all detention ponds.
  6. Show all 100-year storm upstream headwater elevations at all pipes and in detention ponds.
  7. The professional engineer of record currently registered in the State of Georgia shall certify with his seal and signature that the detention pond(s) provides the required storage and outflow rates as required by the approved construction plans and the approved hydrology study for the development. Any modifications to a storm water detention area shall require a revised hydrology study to be submitted.
  8. A signed sealed statement by a Professional Engineer, Registered Land Surveyor, or Registered Landscape Architect currently registered in the State of Georgia that the “as-built” condition of the storm drainage system will function as designed and engineered in the approved construction plans.

**3.04. Final Plat**

At the time of final plat submittal, the as-built plans must be presented in order for the County to accept the plat.

**A. Step 1 – Plat Submittal**

Final Plats must be submitted through the online software portal. All plans will be assigned a plan number will be assigned to assist in tracking plans during process.

All plats submitted must be complete. Failure to submit complete plat shall result in a delay of the reviewing process.

### **B. Step 2 – Plat Routing**

The Development Coordinator shall coordinate routing of development plans to all agencies stated herein:

1. Building Inspections Department
2. GIS Addressing Services
3. Engineering Department
4. Stormwater Department
5. Fire Marshal's Office
6. Planning and Zoning Department
7. Transportation Department
8. Cherokee County Arborist

### **C. Step 3 – Review by Departments**

1. The Development Coordinator shall oversee communication with review agencies during the two (2) week review period regarding review comments. Once all comments have been made, a notification will be sent out with all corrections needed or with approval of the plans.
2. Resubmittals will need to be uploaded via the electronic software portal and will be sent to all reviewers. This will continue until all approvals are received. Once all approvals are received, the Development Coordinator will send a final approval letter with remaining steps and/or fees due in order to receive signed plat.

### **D. Step 4 – Technical Review of Final Plats**

Every Thursday, the Plan Approval team will meet and discuss projects with applicants. The Development Coordinator shall coordinate scheduling with the applicants and with the team.

The final plat and the as-builts shall be reviewed for conformance with the approved construction plans, the requirements of these regulations, and any special conditions or restrictions imposed by the Planning and Zoning Department or any other reviewing entity.

Final approval shall be granted provided the final plat is substantially the same as the approved construction plans or approved revisions, fulfills all conditions specified by the Planning and Zoning Department or any other reviewing entity and contains all of the specifications set forth in Section 3.02-H: Specifications for Construction Documents to be Submitted, Residential.

The Development Coordinator shall be responsible for distributing final approval documentation to all designated agencies.

The Planning Department representative and/or the County Development Inspector may find the final plat in conflict with the approved construction plans or with these regulations, requiring the disapproval of the final plat. A statement of the reasons for disapproval shall be placed on all copies of the final plat. The original plat shall be returned to the subdivider. The final plat may be resubmitted for a new review for approval after the corrections noted by the Planning and Zoning Department and/or County Development Inspector is made.

#### **E. Specifications for Final Plats to be Submitted**

The final plat shall include, at a minimum, the following items. The data required herein shall apply to the entire tract. Sheet sizes shall be no larger than 36" x 24". Character height shall be no less than 0.09 inches before reduction. Minimum line width shall be no less than 0.01 inches before reduction. Final plats with multiple pages shall contain a cover sheet.

1. Subdivision name.
2. Name, address and phone number of the property owner and developer.
3. Vicinity map.
4. Submittal date.
5. Graphic scale.
6. North arrow.
7. Name and address of surveyor or surveyor's firm.
8. Surveyor's stamp and signature.
9. Exact boundary lines of the tract, as determined by the field survey, indicated by a heavy line giving lengths and bearings.
10. Field survey error of closure, not to exceed one to ten thousand.
11. Exact locations, right-of-way widths, and names of all streets and alleys within and immediately abutting the subdivision.
12. Appropriate curve data for all streets.
13. Land lot lines or the nearest existing street intersection shall be tied to the subdivision by bearings and distances.
14. Lot lines with dimensions to the nearest tenth foot and bearings to the nearest minute.
15. Lots shall be numbered consecutively, with no duplication of numbers. There will be no block lettering or phasing. Division will be made by units.
16. Lot areas in acres.
17. All existing easements.
18. All required storm drainage easements off of the County right-of-way. The property owner will be required to keep the easement free of obstruction in such a way as to ensure the maximum designed flow at all times. The property owner shall not alter any drainage improvements without the prior written approval from the Cherokee County Engineering Department.
19. All required water and sewer line easements.
20. Any private easements for permanent ponds or lakes.

21. Location and size of storm drains.
22. For lots upstream of culvert road crossings, a statement shall be provided that finished floor elevations shall be no less than one foot above the low point in the road. Proposed driveway culverts and sizes shall be indicated by a “●” symbol in the note column.
23. The location of the 100-year flood plain and a statement prohibiting house finished floor elevations lower than three (3) feet above the flood plain, or a statement that no part of the property lies within the 100-year flood plain.
24. A “★” symbol shall indicate all lots that are adjacent to a 100-year flood plain requiring an elevation certificate indicating that the finish floor elevation of the structure shall be a minimum of three (3) feet above the 100-year flood elevation. Said elevation certificate shall be submitted to the building department.
25. Dam breach zone is required if an existing or proposed pond or lake is part of the proposed development and if there are any lots located within the dam breach zone. All lots that are located within a dam breach zone shall be denoted with a “□” symbol. If there is an existing or proposed pond/lake, a geotechnical engineer must certify the integrity of the dam regardless of lot location. Certification that there is not a potential for a “Category 1” structure must be submitted as a part of the LDP review process. (NOTE: Dam breach analysis *is not required* for dry detention ponds unless otherwise specified in this ordinance).
26. Show all front yard setbacks, side yard setbacks on corner lots, and special outside development setbacks.
27. Side and rear setbacks stated in notes.
28. Any protective covenants, with deed book and page number information, or a statement indicating that there are no protective covenants.
29. Accurate locations and descriptions of all monuments and markers.
30. Surveyor's certification statement.
31. Owner's certification and dedication statements.
32. Health Department certification statement, if required.
33. Planning Department certification statement.
34. Statement explaining plat changes, if the plat is being re-recorded.
35. References to recorded subdivision plats of abutting land by record name, plat book, and page number.
36. Name of former subdivision, if any or all of the land had been previously subdivided.
37. Street address of each lot.
38. Certification Statement for Engineering Manager.
39. Location of Twenty-five-foot (25') Undisturbed State Water Buffer and fifty-foot (50') Undisturbed Cherokee County Stream Buffer.
40. Stations at one hundred-foot (100') intervals shall be shown.
41. Stop signs and speed limit signs shall be shown.
42. Fire hydrants shall be shown.

43. All zoning conditions as well as setbacks and buffers mandated by the Cherokee County zoning ordinance.
44. For all lots that are adjacent to a tree save area, as indicated on the tree protection plan, a “▲” symbol shall be placed on each lot and a note indicating that the area adjacent to that lot shall be protected.
45. The professional engineer of record currently registered in the State of Georgia shall certify with his seal and signature that the detention pond(s) provides the required storage and outflow rates as required by the approved construction plans and the approved hydrology study for the development. Any modifications to a storm water detention area shall require a revised hydrology study to be submitted.
46. A signed sealed statement by a Professional Engineer, Registered Land Surveyor, or Registered Landscape Architect currently registered in the State of Georgia that the “as-built” condition of the storm drainage system will function as designed and engineered in the approved construction plans.
47. The final plat shall contain a note in the event that underground storm water storage is being provided for the development stating that the maintenance of underground detention facilities is the responsibility of the owner. That the owner agrees to perform annual inspections and provide any necessary maintenance.
48. It is the policy of Cherokee County that drainage easements are dedicated to the public use and are not accepted by Cherokee County for County maintenance and are not considered County property. Therefore, it is Cherokee County Policy that no County forces or equipment shall be used to perform construction to any drainage easement within Cherokee County, unless said easement lies within Cherokee County right-of-way and/or said work is necessary to protect County right-of-way per Cherokee County Policy adopted January 14, 1997.
49. All sidewalk locations shall be indicated.
50. Table of dedication.
51. All other notes or notations as may be required by the Cherokee County Engineering Department.

### **3.05. Approval and Recording of the Final Plat**

#### **A. General**

1. Once the final plat has been approved and all required public improvements complete, with the exception of the final coat of paving or required tree planting, which require a performance guarantee to be posted, the final plat shall be signed by all responsible County departments and presented by the developer to the Clerk of the Superior Court of Cherokee County for recording.
2. Approval shall be so indicated on all copies of the final plat, and include the signatures of both the Planning and Zoning Department representative and Engineering Manager, and the date of approval.

**B. Step 1 – Approval of Improvements for Final Plat Recording**

1. Upon the completion of paving, the Developer shall fax or e-mail the Development Inspector requesting a final punch list. If the Development Inspector has not completed the punch list within three (3) working days, the Developer shall post the maintenance guarantee amount, calculated in accordance with the Cherokee County Fee Computation Sheet, as amended from time to time by the Engineering Manager.
2. If the County Development Inspector finds upon inspection that all improvements meet the requirements of Cherokee County, he shall provide written notice of acceptance to the developer. If a performance guarantee has been posted, the final plat shall be approved and released to the developer for approval.
3. If the County Development Inspector finds, upon inspection, that the improvements do not meet the requirements of Cherokee County, he/she shall provide the developer with written notice detailing the reasons for his/her rejection of the improvements.
4. The County Development Inspector shall re-inspect the project for compliance and release. If an additional re-inspection is necessary, then a charge of \$100.00 shall be levied. The fee for any re-inspections after that will be doubled each time a re-inspection takes place as a part of the final plat acceptance and recording procedure. All re-inspection fees shall be paid in full prior to the approval of a final plat (residential) or certificate of occupancy (non-residential).

**C. Step 2 – Performance Guarantee**

At the discretion of the County Development Inspection Division Manager, a developer who wishes to submit a final plat and has not completed the required final coat of paving and/or required tree planting may submit a performance guarantee in the form of a bond, cash or assignment of certificate of deposit. The amount of such guarantee shall be set by the County Development Control Inspection Manager. The amount of the performance guarantee will be based upon 110% of the construction cost necessary to cover the installation of the final course of paving and/or required tree planting. The Developer shall be required to keep the performance guarantee active until all work covered by the guarantee is completed. If all work is not completed within one year of the posting of the performance guarantee, the amount of the performance guarantee will be reviewed by the County Development Control Inspection Manager, to determine if the amount is still acceptable to cover the construction cost of the required improvement. If the amount of the guarantee is found not to be sufficient to cover the construction cost of the required improvement, the Developer shall post a revised guarantee in the revised amount. Bonds shall be issued by sureties licensed by and active with the Georgia Insurance and Fire Safety Commissioner and listed in Circular 570 (Federal Register Vol. 62, No. 126) among companies holding certificates of authority as acceptable sureties on Federal bonds



and as acceptable reinsuring companies. Assignments of certificates of deposit shall be issued by banks or savings and loan associations, as defined in O.C.G.A. § 7-1-4, licensed to do business in Georgia and shall be fully insured by the Federal Deposit Insurance Corporation. All bonds and assignments of certificates of deposit shall be on the form supplied by the County and must be approved as to execution and as to the validity of any attached power of attorney by the County Attorney.

#### **D. Step 3 – Maintenance Guarantee**

The developer shall submit a maintenance guarantee, in the form of a bond, cash or assignment of certificate of deposit, to cover the cost of maintaining or repairing the constructed improvements for a fifteen (15) month period; beginning from the date that all improvements have been installed and approved by the County Development Inspector. The Developer shall be required to keep the fifteen (15) month maintenance guarantee active until the improvements have been accepted as outlined in Section 3.05-B or the County will have no recourse but to call the bond, cash or assignment of certificate of deposit and make any improvements or repairs necessary for County acceptance. If all maintenance repairs are not completed within the fifteen (15) month maintenance period, the amount of the maintenance guarantee will be reviewed by the County Development Control Inspection Manager, to determine if the amount is still acceptable to cover the construction cost of the required repairs. If the amount of the guarantee is found not to be sufficient to cover the construction cost of the required repairs, the Developer shall post a revised guarantee in the revised amount. Bonds shall be issued by sureties licensed by and active with the Georgia Insurance and Fire Safety Commissioner and listed in Circular 570 (Federal Register Vol. 62, No. 126) among companies holding certificates of authority as acceptable sureties on Federal bonds and as acceptable reinsuring companies. Assignments of certificates of deposit shall be issued by banks or savings and loan associations, as defined in O.C.G.A. § 7-1-4, licensed to do business in Georgia and shall be fully insured by the Federal Deposit Insurance Corporation. All bonds and assignments of certificates of deposit shall be on the form supplied by the County and must be approved as to execution and as to the validity of any attached power of attorney by the County Attorney.

#### **E. Step 4 – Approval of Improvements for County Acceptance**

The fifteen-month maintenance period will allow the Development Control Inspectors to observe the improvements for a full twelve (12) month period before the bond expires. The Developer shall be required to contact the County Development Inspector in writing by fax or e-mail at the end of the 12-month period to initiate the County's punch list.

The Development Inspector shall prepare a punch list to the Developer affording him/her a 60-day period in which to make all necessary repairs. The Developer shall be required to contact the County Development Inspector at the end of the 60-day period in writing by fax or e-mail after all punch list items have been completed. The

County Development Inspector shall have 30 days to make his/her final review for approval and shall notify the developer in writing of the results of this inspection. An extension of the maintenance guarantee can be granted at the discretion of the Engineering Manager. The amount of the maintenance guarantee will be reviewed by the County Development Control Inspection Manager, to determine if the amount is still acceptable to cover the construction cost of the required repairs, prior to granting any extensions. If any needed repairs are not completed by the Developer within the specified period of time, the maintenance guarantee shall be called in to pay for such repairs. Should the amount of the maintenance guarantee be inadequate to pay for the full cost of the repairs, Cherokee County shall have the authority to collect the remaining amount from the developer.

At the time that the work is inspected and found free from defects the County Development Inspector shall provide the Developer with written approval and the Engineering Manager or his designated representative shall submit the improvements for County acceptance.

**3.06. Official Acceptance of Improvements**

After the final plat has been approved and recorded, any performance and maintenance guarantees have been released, and fifteen (15) month maintenance approval has been granted, the Cherokee County Government shall officially accept the subdivision improvements. Such acceptance shall be made as an item of business conducted at the next regular meeting of the Cherokee County Board of Commissioners.

**3.07. Performance and Maintenance Guarantees for Special Situations**

It shall be the policy of Cherokee County that any project proposing improvements to County right of way that does not require Final Plat approval or issuance of a Certificate of Occupancy from Cherokee County be required to provide Performance and Maintenance Guarantees for this work.

These amounts will be based on pricing provided by the owner/developer and include: clearing, grading, storm drainage, subgrade preparation, graded aggregate base, asphalt base, asphalt binder, asphalt topping, curbing, sidewalk, roadway striping and signage.

These guarantees must be received by Cherokee County before project approval. The Performance Guarantee will remain in place until all site work is completed and the Maintenance Guarantee will remain in place until after a minimum 15-month maintenance period beginning from the date all improvements are complete.