

Commercial As-built Plan Requirements (Required prior to Certificate of Occupancy)

- The applicant should review all standards and specifications outlined on the approved construction documents. The items listed below are not comprehensive. Cherokee County reserves the right to require additional items prior to Certificate of Occupancy per ordinance #2004-Z-001 7.5-3.3-h
- Boundary survey
- Address of site
- Building setbacks
- Location, elevation, height, and square footage of building(s)
- Parking areas
- Striping (crosswalks, turn arrows, handicapped parking, stop bars, etc.)
- Signage (stop, yield, speed limit, etc.)
- Sight distance easements
- Sidewalk and handicapped ramps
- Provide GDOT acceptance letter for applicable state route work
- Utilities (water, sanitary, meters, vaults, valves, etc.)
- Retaining walls and associated features (handrails, drainage swales, easements, etc.) (Engineer's certification is needed for all retaining walls under separate cover)
- Zoning buffers
- Landscape strips
- Zoning conditions/Variance information
- Floodplain limits, cross-sections, elevations, zones and associated finished floor elevations, if applicable
- Stream buffers and impervious setbacks
- Location, size, and type of all storm drain pipe

- Topographical survey of all detention areas and a stage/storage table showing the volume of the pond(s)
- As-built detail of all outlet control structures
- As-built location of all drainage easements that were shown on the approved construction plans, including stormwater ponds
- Access easement to and around all stormwater facilities (show gate/fence)
- 100-year storm upstream headwater elevations at all pipes and in stormwater facilities
- A signed, dated, and sealed statement by a Professional Engineer, Registered Land Surveyor, or Registered Landscape Architect currently registered in the State of Georgia shall be included on the as-built:

The “as-built” condition of the storm drainage system will function as designed and engineered on the approved construction plans.

- Provide an engineering certification on the stormwater facilities for volume, flowrates, treatment, etc. on the site as-built. Any sediment removal or volume excavation in stormwater facilities should be complete prior to site release. Engineer should fill out the as-built certification letter found at <http://www.cherokeega.com/Stormwater-Management/documents.cfm>
- A Maintenance Agreement is required for this project prior to the site release or issue of a certificate of occupancy. A draft copy of the required agreement can be downloaded from [http://www.cherokeega.com/Engineering/documents/Development%20Regulations/Maintenance Agreement-Updated 7 20 2010.pdf](http://www.cherokeega.com/Engineering/documents/Development%20Regulations/Maintenance%20Agreement-Updated%207%202010.pdf)

The agreement should be submitted via e-mail or on Citiview for preliminary review and approval. Please note that Exhibits A, B, C, and D must be included and must be applicable to the project under review. After preliminary approval, the original complete document should be submitted to the Engineering Department for signature by the County Engineer and notarized. Then, the agreement must then be picked up by the applicant and recorded with the Cherokee County Clerk of Court (Deeds and Records). Deeds and Records only accepts original documents with the notary, and they must be 8.5x11 or 8.5x14. The recorded document can be emailed or returned to Cherokee County Engineering prior to issuance of a final plat or site release or issue of a certificate of occupancy.

- Provide an AutoCAD file of the as-built on state plan coordinates; this should be emailed to erosion@cherokeega.com