



Johns Creek

www.JohnsCreekGA.gov
678-512-3200 ~ 678-512-3303 (fax)
12000 Findley Road, Suite 400, Johns Creek, GA 30097

Date: ___/___/___

Permit No.: _____

Fee: \$ _____

AS-BUILT & END OF DEVELOPMENT PERMIT APPLICATION

NON-SUBDIVISION

TYPE

Description of development (check all that apply):

- Multi-Family Development
- Commercial / Office / Retail
- Mixed-Use

PROJECT

Name of Project or Subdivision (note name of former Subdivision, if any) LDP# _____

Property Address Suite/Apt #. City State Zip Code

Property ID / PIN Zoning Zoning Case No. Total Acreage Disturbed Acreage

Owner of Record (Company / Individual) Owner of Record Email

Owner Address Suite/Apt #. City State Zip Code

APPLICANT

Applicant Name

Company

Mailing Address Suite/Apt #. City State Zip Code

Phone Cell Phone Fax Phone E-mail (for sending review comments)

I hereby certify that all information provided herein is true and correct.

Applicant Signature: Property Owner or Owner's Representative Date

AS-BUILT & END OF DEVELOPMENT APPLICATION & CHECKLIST

NON – SUBDIVISION PROJECTS

OVERVIEW

This document contains the information required to submit as-built drawings for City of Johns Creek approval. As-builts and stormwater facilities maintenance agreements are required for both commercial and residential projects. Water & Sewer as-builts must be approved by Fulton County and storm system as-builts and maintenance agreements are required and reviewed and approved by the City of Johns Creek. All documentation is required prior to the issuance of a Certificate of Occupancy or Completion. Submittal deadline is **Tuesday by 11:00 am** to receive plan review comments/approval by Wednesday of the following week.

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CONTACT US

678-512-3200

Planning & Zoning.....	Nicole Dozier
Site Plan Review.....	Joshua Davidson/Chris Moss
Addressing.....	Nick O'Day
City Arborist.....	Jennifer Glenn
Land Development Manager.....	David Chastant
Public Works.....	Ken Hildebrandt
Land Development Inspectors.....	Joshua Davidson/Chris Moss

OTHER HELPFUL TELEPHONE NUMBERS

Fulton County Environmental Health Services.....	(404) 332-1801
Water Meters, Septic Tank Permits (Residential & Commercial), Water Well Permits, Community Swimming Pools	
Call Before You Dig.....	(800) 282-7411 or 811
Georgia Department of Transportation.....	(404) 986-1094
Fulton County Water / Sewer.....	(404) 730-7399

The City of Johns Creek reserves the right to change this packet and/or review criteria deemed necessary at any time.

2. MINIMUM SUBMITTAL CHECKLIST

When submitting plans for review, provide **all** items listed below. If not applicable, please explain justification to plans intake personnel upon submittal. Incomplete applications **will not** be accepted into the review process.

FOR CITY OF JOHNS CREEK USE (to be initialed by Permit Plans Intake personnel):

Applicant COJC

Please check each item only if complete and included



-
- ___ ___ 1. Completed As-Built Application
- ___ ___ 2. Provide four (4) sets of as-builts, bearing the design professional's seal and signature. Maximum sheet size shall be 30" x 42".
- Site Plan as-built
 - Stormwater Management Facility(s) as-built
 - Storm drainage system as-builts: plan & profile
 - Roadway improvements as-builts: plan & profile
- ___ ___ 4. As-built hydrology study
- ___ ___ 5. As-built flood study (if applicable)
- ___ ___ 6. Recorded Stormwater Facilities Maintenance Agreement
- ___ ___ 7. Final site approval from City of Johns Creek Development Inspector

3. ENGINEERING FEE SCHEDULE

1. No Fees are required at this time

4. AS-BUILT CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied

Applicant *COJC* Please check each item only if complete and included

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-
- ___ ___ 1. Provide Professional Engineer's seal and signature on As-Built drawings for stormwater management facilities.
- ___ ___ 2. Fulton County water as-built approval required
- ___ ___ 3. Fulton County sanitary sewer as-built approval required
- ___ ___ 4. List project name including a.k.a./f.k.a, the City of Johns Creek Land Disturbance Permit (L.D.P.) number and HTE number.
- ___ ___ 5. Provide North Arrow (state plane GA West)
- ___ ___ 6. Indicate engineer's name, address, and phone number. Dates of revision shall be included and plans shall be signed and sealed by a Professional Engineer.
- ___ ___ 7. Depict Land Lot, Districts, Section, City, and County.
- ___ ___ 8. List owner's name, address, and telephone number and 24 hour contact name/local phone.
- ___ ___ 9. The as-built submittal shall be to scale on 24" x 36" sheets. Include a location map.
- ___ ___ 10. Street names shall match that of the final plat/LDP.
- ___ ___ 11. Show all new improvements:
- ___ ___ A. Building/structure, parking lot with striping, sidewalks and/or trails, outdoor lighting, etc.
- ___ ___ B. Right-of-Way improvements including roadway expansion, curb & gutter, sidewalks, striping, etc.
- ___ ___ 12. Show all building setback lines, zoning buffers, and landscape strips.
- ___ ___ 13. Show all adjacent property lines, subdivisions, and existing buildings.
- ___ ___ 14. Show all pipe crossings (storm drainage, sanitary sewer, water, and sewer laterals) on plan and profile views.
- ___ ___ 15. Indicate type of pipe, size, slope, and length of sanitary sewer, storm drainage system, and water. Delineate centerline of all streams, local and state stream buffers, and 100-yr floodplain.
- ___ ___ 16. All manholes indicated with identification, station number, top elevation, invert elevations (in and out).
- ___ ___ 17. Show ALL easements (water, sanitary sewer, drainage, access, utility, combination, etc.). All public easements must be recorded and clearly shown as such. All storm drain lines and conveyances shall have a twenty (20) feet drainage easement shown.
- ___ ___ 18. Show all storm drainage systems, including profile of storm pipes and detention ponds, and all offsite drainage easements. All storm drain lines and conveyances shall have a twenty (20) feet drainage easement shown.
- ___ ___ 19. Provide two (2) X, Y coordinates at opposing points of the property boundaries or course and distance to the nearest two (2) Fulton County or Johns Creek G.I.S. Monuments (must state monument I.D. number)

- ___ ___ 20. Show the following on detention ponds:
 - ___ ___ A. 6 ft. fence, 10 ft. inside access easement, 20 ft. landscape strip around pond, and a 20 ft. access easement leading to pond.
 - ___ ___ B. Outlet structure with dimensions.
 - ___ ___ C. Indicate 25-yr. and 100-yr. storm elevations, volume of pond and how detention is provided if no pond is on site.
- ___ ___ 21. Provide an As-Built Hydrology Study signed and sealed by Professional Engineer. Study must indicate and state that the stormwater management facility(s) functions as designed per the land disturbance permit and that all stormwater management requirements of the City of Johns Creek have been met.
- ___ ___ 22. Show size, length and width of rip-rap at head walls.
- ___ ___ 23. All alterations and/or field changes must be reflected on as-built prior to final approval.
- ___ ___ 24. Stormwater Facilities Maintenance Agreement: recorded with the Clerk of Superior Court of Fulton County showing the Deed Book and Page Number on the Final Plat.

5. REQUIRED DOCUMENTS INSTRUCTIONS

As-Built Stormwater Management Facility As-built Hydrology Study

Provide an As-Built Hydrology Study signed and sealed by Professional Engineer. Study must indicate and state that the stormwater management facility(s) functions as designed per the land disturbance permit and that all stormwater management requirements of the City of Johns Creek have been met.

As-Built Flood Study (if applicable)

Stormwater Facilities Maintenance Agreement

This agreement, which shall be recorded among the deed records of the Clerk of Superior Court of Fulton County, states that all stormwater facilities will be maintained by the property owner. The following must be submitted and approved by the City of Johns Creek prior to recording:

- *Stormwater Maintenance Agreement* (pgs. 35-37 of this packet) plus **one** of the *signature and notary pages* (pgs. 38-41) depending on what type of ownership (Property Owner Corporation, Partnership, LLC, or Individual or Property Owned Jointly by Several Individuals)
- *Exhibit "A"* – Full Plat and Legal Description (reduced to 8.5" x 11") of **entire property** showing extent of stormwater drainage system, detention facilities, and all pipes, channels, or other conveyances.
- *Exhibit "B"* – A short narrative describing the Maintenance and Inspections Schedule for the stormwater facilities. Include **method and frequency of inspections** (minimum 1/year) and the **person or entity responsible** for performing the inspections. Inspections shall be recorded on the *BMP Facility Operation and Maintenance Inspection Report for Pond Facilities* document (Exhibit "D").
- *Exhibit "C"* – *Permanent Water Quality BMP and Access Easement Agreement* (pg. 42) plus **one** of the *signature and notary pages* (pgs. 43-46) depending on what type of ownership (Property Owner Corporation, Partnership, LLC, or Individual or Property Owned Jointly by Several Individuals)
- *Exhibit "1"* (from Exhibit "C") – Plat and Legal Description (reduced to 8.5" x 11") of **Access Easement** referenced in *Permanent Water Quality BMP and Access Easement Agreement*.
- *Exhibit "D"* - *BMP Facility Operation and Maintenance Inspection Report for Pond Facilities*. This document must be included in the Stormwater Facilities Maintenance Agreement and recorded. Use this inspection form to conduct facility inspections and submit completed reports to the City of Johns Creek.