



# Johns Creek

**Community Development Department**

11360 Lakefield Drive

Johns Creek, Georgia 30097

[www.JohnsCreekGA.gov](http://www.JohnsCreekGA.gov)

678-512-3200 ~ 678-512-3303 (fax)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permit No.: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

## END OF DEVELOPMENT APPLICATION

TYPE

Description of development (check all that apply):

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

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.*

\_\_\_\_\_

## AS-BUILT & END OF DEVELOPMENT APPLICATION & CHECKLIST

### 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**

Community Development Director.....	Sharon Ebert
Planning & Zoning.....	Yang Chen
GIS/Addressing.....	Julie Kutz
Land Development Manager.....	Tom Roberts
Public Works.....	Ken Hildebrandt
Land Development Inspector.....	Jacques Littles

### 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.....	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, this entire packet should be submitted, with the checklists filled out stating that **all** items listed below are included. If not applicable, please explain justification to plans intake personnel upon submittal.

Incomplete applications **will not** be included in the weekly review process, they will be held until all required information is submitted.

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**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. Complete As-Built Application
2. Provide four (4) sets of as-builts, bearing the design **professional's seal**, signature and date and a copy of the registered surveyors seal, signature and date. 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/report
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

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*

- 
- \_\_\_ \_\_\_ 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)

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- \_\_\_ \_\_\_ 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)**

Provide an As-Built Flood Study signed and sealed by Professional Engineer, this would only be required if the original development required a flood study for permitting.

### **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.