

DEVELOPMENT NAME _____ PROJECT _____

A. SITE/UTILITY PLAN

- ___ 1. Show name of development and specify unit or phase.
- ___ 2. Specify name, address, phone number, and email address of developer and engineer/surveyor on utility page.
- ___ 3. Show location map, scale, and North arrow; Specify district, land lot, parcel # in title block.
- ___ 4. Show hand written signature & date across Engineers/Surveyors seal on all sheets. (1.16)
- ___ 5. Show & label property lines & owners, parcels, road names, pavement & R/W.
- ___ 6. Show & label existing lines, manholes, flow direction, pipe size & type. See GCDWR Records or GC GIS on line for this information. (2.1)
- ___ 7. GCDWR does not have a record of the tie-in system shown on plans. Label as "proposed" and "project name". Add note: No tie-in will be allowed until system is accepted by water and sewer section of P&D.
- ___ 8. Show, label, & station proposed sewer lines, manholes, flow direction and size of line(s).
- ___ 9. Number manholes; All 8-inch lines must terminate in a manhole. (2.5.8)
- ___ 10. Show and label minimum 20' permanent sanitary sewer easement on all 8" lines and larger. (2.3.3)
- ___ 11. Show wider permanent easement and submit a variance for depth. (2.3.3, 2.5.3) OR shallow up the sewer system.
- ___ 12. Show 20' permanent/ 40' construction easement for offsite sewer installation. (2.3.1)
- ___ 13. Show minimum 8" sewer line to upgrade property or show a 20' permanent/40' temporary sewer easement for future use. (2.3.6)
- ___ 14. Show all utilities, existing and proposed. (2.1a)
- ___ 15. Show, label, and avoid detention areas or ponds. (2.5.2c)
- ___ 16. Show stub locations for each lot, including clean out. (2.6)
- ___ 17. Show and label a clean out at right of way or edge of easement. (2.6)
- ___ 18. For commercial properties: show one 6" lateral for each building and designate test manhole (in a non-paved area) (2.10)
- ___ 19. Show and label any creeks, buffers, wetlands.
- ___ 20. Sewer main location is unacceptable. (2.3.2)(2.5.) _____
- ___ 21. Trees are not permitted in permanent sewer easements; delete from plans. (2.3.9)
- ___ 22. DOT permit required. After addressing comments and getting plan approval from review staff, submit D.O.T plans to Tony Harris, 684 Winder Hwy. 678-376-6928. After local approval, allow minimum of four weeks for processing by Gainesville District DOT Utility office. (GA DOT)
- ___ 23. Submit volume calculations and upgrades for any proposed flow to existing downstream system, will require additional review (allow 2 to 4 weeks) See attached for format. Lift station name, if any _____.
- ___ 24. Show all SS easements on Landscape plans – bring copy to Water & Sewer Plan Review.
- ___ 25. Show, label, & avoid all permanent structures in SS easement, including buildings, dumpster pads, fences, walls, geo-grid for walls, etc. (2.3.9)
- ___ 26. State usage of building & show grease traps, oil/sand separators, etc. (2.13)
- ___ 27. Show new pipe entry at no less than a 90 degree angle from direction of flow of existing MH. (2.8.2)
- ___ 28. Aerial crossings require additional review. Submit design drawings. (2.11)
- ___ 29. Sewer details are not required on plans unless noted on these comments. (Policy)

B. ADD NOTES AS INDICATED: TO UTILITY PLANS

- ___ 1. Use of pre-cast invert manholes is acceptable provided inverts are not modified.
- ___ 2. All new pipe tie-ins require new inverts in manholes. (3.5.12f)
- ___ 3. " Bore within the vicinity of the manhole and core from the inside of the manhole in the presence of an Inspector." (Show this note at existing MH on site plan and profiles.)
- ___ 4. If 6" line to tie to GCDWR sewer main, add note: "Tap to be performed only by GCDWR to schedule call 678-376-7029 72 hrs in advance. Contractor is responsible for all excavation and backfill material. Excavation area must meet or exceed OSHA standards and be ready prior to scheduled time for county forces to arrive and perform tap.
(Show this note on site plan and profiles.) (DWR Policy)
- ___ 5. If tying into existing manhole, note must be added on plans to read "Match to top of existing table" (add note to profile at existing MH) (3.5.12k)
- ___ 6. If setting new manhole on existing line add note: "Existing pipe can only be cut in the presence of a county inspector. Cut-in manhole required unless 'doghouse manhole' specifically approved by project inspector prior to construction"
- ___ 7. A construction permit is to be acquired by a GCDWR approved contractor prior to installation. Call 678-518-6175 for information and copy of approved contractor's list. A mandatory pre-construction conference with inspector, by appointment only, is required 48 hours prior to any utility construction. Any utility design changes must be approved by the Water and Sewer review section of P&D prior to installation. (3.1)
- ___ 8. Plug to be installed at the tie-in manhole and first manhole upstream. Plug to be removed at the direction of the utility inspector. Failure to comply may result in citation and/or suspension from approved contractor's list. (3.2.5, 4.6.4, 4.14)
- ___ 9. As-builts/record drawings for sewer system required prior to requesting final plat approval, temporary certificate of occupancy or issuance of certificate of occupancy. Allow minimum 10 business days for initial review and additional time for re-review(s). (4.5) Drawings to be submitted to, reviewed and approved by Department of Water Resources.
- ___ 10. All work to be performed according to Gwinnett County Department of Water Resources Sanitary Sewer Standards, current edition. Actual field conditions could dictate more stringent requirements, if deemed necessary by Inspector. (3.2.7)
- ___ 11. Owner shall maintain plugs in dumpster drains at all times so as to prohibit liquid drainage from dumpster. (Policy)
- ___ 12. GCDWR does not authorize any pavement cuts – if cut is necessary permission must be obtained from the owner of street.
- ___ 13. Maintain 10' separation between water and sewer lines.
- ___ 14. Exterior grease traps will be required for all establishments providing food service. See formula for # of traps. (2.13.3 FOG Ordinance)
- ___ 15. No trees or permanent structures allowed in sanitary sewer easements. (2.3.9)
- ___ 16. Sewer laterals must be installed to extend to 5 feet outside right of way and include a 6" clean out. (2.6.1)
- ___ 17. Georgia DOT R/W – Call Courtney Turner (770-339-1520) 24 hours before construction.
- ___ 18. Per the Fee Resolution there is a "Penalty Fee" of 100% of the permit fee for site activity prior to issuance of appropriate permits (Land Disturbance, Development, Utility Construction, or Grease Trap installations)
- ___ 19. ALL UTILITIES TO BE INSPECTED BY DEPARTMENT OF WATER RESOURCES.

AFTER ALL CORRECTIONS, PROVIDE THE FOLLOWING (TO BE RECEIVED PRIOR TO DEVELOPMENT PERMIT SIGN-OFF)

- _____ A. **Return 5 sets plans/profiles (sewer only)**
- _____ B. ***Onsite easements required for areas not covered by final plat (PRIOR TO PRELIMINARY PLAN APPROVAL).**
- _____ C. ***Offsite easements required for areas not covered by final plat (PRIOR TO PRELIMINARY PLAN APPROVAL)**
- _____ D. ***Return signed Sewer Owner/Developer Agreement.**

***USE GCDWR STANDARD FORMS (follow directions). FORMS ARE AVAILABLE FROM P&D WATER AND SEWER PLAN REVIEW and ON LINE.**

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FEES PAYABLE TO GWINNETT COUNTY DEPARTMENT OF *WATER RESOURCES*

- _____ E. Pay TV inspection fees (based on \$45.00 plus \$0.15LF for 8" or larger pipe only) \$ _____
- _____ F. If a sewer stub is installed off existing main add note #4 from page 3 and pay \$ _____
- _____ G. Pay sewer system development charges based on meter size for septic to sewer \$ _____

*** DWR fees may be paid on one check or money order (no cash or credit cards).**

FEES PAYABLE TO GWINNETT COUNTY DEPARTMENT OF *PLANNING & DEVELOPMENT*

- _____ H . Pay plan review fees (see attached for breakdown) \$ _____

*** P&D fees may be paid by check, money order, or credit card.**

ALERT: A re-submittal/re-review fee of 50% of the total development permit plan review fee is due upon completion of the 3rd re-review of project documents if unresolved plan review checklist items remain. Payment of the fee is required prior to further review by the Department of Planning and Development.

FYI

BUILDING APPROVAL REQUIREMENTS

- ___ A. Site/Development must be approved prior to building plan approvals.**
- ___ B. Industrial Waste Survey form to be filled out and returned, see attached. (Code of Federal Regulations 40CFR)**
- ___ C. Show grease trap size, location, and detail. (FOG, 2.13.3)**
- ___ D. State square footage and usage of building.**
- ___ E. Pay water & sewer system development charges \$ _____(2009 Water & Sewer Rate Resolution)**
(Sewer system development charges are based on WATER METER SIZE; State meter size on plans. Water and Sewer Fees WILL be paid at the SAME TIME.)

FINAL APPROVAL REQUIREMENTS

- 1. All Inspections must be completed and approved, including air-test, television inspection, and final walk thru by inspector of system. (4.12)**
- 2. Three (3) sets record drawings submitted by engineering firm/surveying firm and approved by Water/Sewer Review of P&D. Allow minimum 2 weeks before C.O. is expected. (4.5)**
- 3. Owner/Developer agreement for sewer must be submitted. (4.15.1) (Each unit or phase requires a separate agreement.) (4.12)**
- 4. On-site and off-site easements must be submitted and approved.**