



**Department of  
Planning & Development**

**Project Development Handbook**

**July 12, 2016**

**Updated**

**November 16, 2016**

*All fees listed herein are subject to change without notice*



## **Elected Officials**

### **Mayor**

Gary Jones

### **Council**

Dennis Trudeau

Vickie Cook

Sylvia Martin

Eric Blair

## **Department Heads**

### **City Administrator**

Shirley Beasley

### **City Clerk**

Roxanne Brown

### **Director, Planning & Community Development**

John Waller

### **Director Public Works**

Michael Woods

### **Director Public Safety**

Scott Wheatley

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## **Terms and Acronyms**

ASTM – American Society of the International Association for Testing and Materials  
BM – Benchmark  
BMP – Best Management Practice  
CD – Compact Disc  
cfs – cubic feet per second  
CO – Certificate of Occupancy  
DOT – Department of Transportation  
DPD – Department of Planning and Development, City of Grovetown  
E&SC – Erosion and Soil Control  
EPD – Environmental Protection Division (for the state of Georgia)  
FOG – Fuels, oils, and greases  
GC – General Contractor  
GSWCC – Georgia Soil and Water Conservation Commission  
GUPS – Georgia Utilities Permitting System  
HDPE – High Density Polyethylene  
HOA – Homeowners Association  
LDA – Land Disturbing Activity  
LIA – Local Issue Authority  
MDD – Maximum Dry Density  
MOA – Memorandum of Agreement  
NOI – Notice of Intent  
NOT – Notice of Termination  
NPDES – National Pollutant Discharge Elimination System  
NRCS – National Resources Conservation Service  
PDF – Portable Document Format  
PE – Professional Engineer  
PM – Project Manager  
psi or PSI – Pounds per square inch  
PVC – Polyvinyl Chloride  
RCP – Reinforced concrete pipe  
R/W – Right-of-way  
SDR – Standard Dimension Ratio  
SF or sq. ft. – Square feet  
Topo – Topographical  
USACOE – US Army Corps of Engineers  
USDA-NRCS – U.S. Department of Agriculture National Resources Conservation Service  
VA – Veterans Administration

\*\* Unless noted otherwise the use of the word City in this document shall be taken to mean the City of Grovetown, Georgia

## **City of Grovetown Development Process**

The City of Grovetown is devoted to providing exceptional service to our citizens and businesses while promoting a pro-development environment. A major part of successfully conducting business in the City of Grovetown is ease of processes supported by ordinances and policies adopted by the City Council on behalf of the citizens of the community. This Handbook is to be used as a guide to help you through the development process for any projects within the city limits of Grovetown.

Note that this Development Handbook is not intended to take the place of any code or ordinance. Please review the appropriate ordinances and codes as they relate to your particular project – many of these codes’ and ordinances’ web links are found in this Handbook and are hyperlinked from the text of this document to the respective code online, where applicable. *As information sometimes changes please refer to the city’s website for the most up to date information,* including fees <http://www.cityofgrovetown.com/157/Planning-Development>.

### **Executive Summary**

A more detailed explanation of this process can be found in Annex B but below is a shortened description of the development process used by the City of Grovetown. The annexes and appendices that follow in this Handbook provide additional details on specific topics and include example forms and processes, as well as various agreements between the developer and the City (i.e. Fire Hydrant Memorandum of Agreement; 18 Month Warranty Agreement). We encourage all those who wish to build or develop in the City of Grovetown to review Annex B for details on permitting and platting.

#### **Step 1: Concept**

**Concept or “Right Start” Meeting:** The concept or right start meeting is an opportunity for developers and builders to coordinate with all city department representatives at the same time in one location. At this meeting potential business operators and developers will meet with development-related departments including: Fire Department, Fire Marshal (if applicable), Public Works, Water & Sewer, Engineering, Building Inspections, and Planning & Development to get a comprehensive idea of what it will take to bring their

vision from concept to reality. To schedule a meeting, please call the Department of Planning & Development at (706) 860-5094.

## **Step 2: Building Permit**

**Application:** An application for a Building Permit (Appendix 1) will be submitted to the Department of Planning & Development (DPD) in City Hall. The building permit application should be submitted to the DPD along with the following prior to plan review:

### **New Developments**

1. Completed Building Permit application (*if site plan contains specifics on storm water management, erosion and sediment control, utilities, and landscape plans and all other items listed in this paragraph are on hand then the plan review may be scheduled before the complete permit application is submitted*)
2. Three (3) complete sets of building plans stamped by an architect and / or engineer
3. Storm Water Management Plan
4. Landscape Plans
5. Signage and lighting plan, with appropriate details / samples
6. Approved Site Plan with registered professional engineer stamp
7. Two (2) sets of Hydrology and Hydraulic Reports, stamped by Registered Professional Engineer

### **Interior Renovations**

1. Two (2) sets of building plans showing safety requirements (exit lights, emergency lights, doors, stairs, fire extinguishers). Include building type and use and calculate occupant load

### **Expansions**

1. Existing Site Plan and proposed footprint with enumerated setback lines on a legal plat drawn to scale

\* **Note:** If the Fire Department determines the occupant load to be more than 50, stamped architectural plans may be required

2. Three (3) sets of building plans, stamped by architect and / or engineer

\*\* **Note:** Must include a copy of the state contractor and sub-contractors' licenses (both must be current); all trade permits such as plumbing, electrical, and HVAC fall under the building permit issued to the general contractor and proof of current state license of each is required

**Plans Review:** Each applicable city department will review and redline the submitted plans, usually within 2 weeks of submission; plans requiring external agency review – DOT, EPD, others – may take up to 30 days or longer. Any comments and redlined plans will be returned to the developer from the City staff, specifically, the Department of Planning and Development, for revision.

**Review Fee:** **Commercial construction** projects will incur a minimum non-refundable plan review fee of \$250.00 for projects over \$36,000 when plans are submitted. If the project is less than \$36,000 the upfront plan review fee is \$100.00. There is **no plan review fee for residential plans.**

**Resubmittal:** The developer will submit revised plans to the DPD for each city department’s review, as applicable, in order to ensure all comments were appropriately addressed.

**Contractor Information:** Proof of a valid State Contractor’s License is required before any construction permits will be issued by the City of Grovetown. A State License is required for the following construction / trades:

1. Residential / Basic Contractors
2. Residential / Light Commercial Contractors
3. General Contractors
4. Conditioned Air Contractors
5. Electrical Contractors
6. Plumbing Contractors
7. Low-Voltage Contractors
8. Utilities Contractor

*See Annex C, Contractor License, Bond, and Liability Insurance Requirements.*

**Agreements / Documents:** All required documents must be executed *prior* to building permit issuance.

**Land Disturbance:** A building permit will not be issued until a Land Disturbance Activity (LDA) or Grading permit (see Appendix 23) has been issued and all erosion and sedimentation control measures have been inspected and approved by an authorized the City Engineer or appointed representative. Plans shall conform to the standards and requirements of the following ordinances:

1. Drainage Control
2. Soil Erosion and Sedimentation Control
3. Flood Damage Prevention

\*\* See referenced ordinances at

[https://www2.municode.com/library/ga/grovetown/codes/code\\_of\\_ordinances?nodeId=COOR](https://www2.municode.com/library/ga/grovetown/codes/code_of_ordinances?nodeId=COOR)

**Permit Issuance:** Once all City department comments have been satisfied, each department will issue an approval. Following plans approval and when all required paperwork has been completed a building permit will be completed by the DPD and picked up at the City Hall pending payment of fees (see Building Permit Fees at Appendix

**Notes:**

- Building permits may expire after 6 months of issuance if no substantial progress is being made.
- Land disturbance **may not begin sooner than 14 days from date stamped on NOI from EPD.**

### **Step 3: Inspections**

**Building Inspections:** The contractor should contact the DPD office at (706) 860-5094 to schedule all required building inspections including footing, electrical, plumbing, nail pattern, rough-in, HVAC, temporary power, insulation, etc. All building inspections should be scheduled a minimum of 24 hours in advance.

Fire Marshal Inspections (if applicable): The contractor should contact the Fire Department at (706) 868-1212 to schedule all required fire inspections.

### **Step 4: Certificate of Occupancy**

As per City of [Grovetown Code Sec. 9.060., Certificate of Occupancy](#): **No land or building or other structure or part thereof ... erected, moved, or altered in its use shall be occupied or used until the Department of Planning and Development has issued a certificate of occupancy (CO).** A certificate of occupancy shall be issued only if the building or premises is found to conform to all approved plans and applicable ordinances as determined by the building inspector. If the certificate of occupancy is not granted, the Director of Planning and Development shall state in writing the reason(s) the certificate was not granted.

Once all inspections are completed and all requirements are satisfied a CO will be issued by DPD.

Additional notes:

**Occupational Tax Certificate (Business License):** Applications for a Business License, an Alcoholic Beverage License, and a Temporary Vendor License Permit should be submitted to the DPD, Licensing & Permits Section, in City Hall (front window, on the right as you enter). For more information regarding these licenses and associated fees contact the Permitting and Licensing Clerk at (706) 860-5094 or go to the Planning and Development Forms website at <http://ga-grovetown.civicplus.com/264/Planning-Development-Forms>

**Sign Permits:** Sign permit applications for both temporary and permanent signs may be submitted to the DPD for review and issuance. Sign permits are reviewed for compliance with [City Ordinance Article III: Section 6.130 \(Signage\)](#) of the Grovetown Zoning Ordinance. For details on signage for areas of the city center controlled by [Grovetown's Form-Based Codes](#) see Section 6.130 Signage, beginning on page 56.

All completed sign permit applications should include a rendering or sketch with noted dimensions of each proposed sign as well as existing signage at the location. Note that a sign permit may expire within 6 months if no substantial progress is being made towards design, development, or installation of a sign at the location specified in the sign application.

## **Grovetown Department Heads**

### **Planning & Development**

John Waller; Acting Director  
P.O. Box 120  
Grovetown, GA 30813  
(706) 860-5094  
(706) 421-6578  
jwaller@cityofgrovetown.com

### **Public Works**

Michael Woods; Director  
P.O. Box 120  
Grovetown, GA 30813  
(706) 860-5138  
mwoods@cityofgrovetown.com

### **Water / Wastewater**

Raymond Fulcher; Operations Manager  
P.O. Box 120  
Grovetown, GA 30813  
(706) 860-1688  
rfulcher@cityofgrovetown.com

## **Other Site / Civil Plan Submittal Contacts**

### **Soil Erosion Review**

USDA-NRCS  
1815 Marvin Griffin Road  
Augusta, GA 30906  
706-360-2414  
Beth Walker / Cliff Eaddy  
beth.walker@ga.usda.gov

Annex A – Development Review Contacts

**EPD Water & Sanitary Sewer Improvements**

Environmental Protection Division

East Central District

3525 Walton Way Ext.

Augusta, GA 30909

Joe Sills

706-667-4343 (office)

706-667-4376 (fax)

joe.sills@dnr.ga.gov

**GDOT (Augusta Office)**

Georgia Department of Transportation

4260 Belair Frontage Road

Augusta, GA 30909

706-855-3466

**GUPS (Georgia Utilities Permitting System)**

City of Grovetown

P.O. Box 120

Grovetown, GA 30813

Michael Woods; Director; Public Works

706-860-5138

mwoods@cityofgrovetown.com

**USACOE (US Army Corps of Engineers)**

US Army Corps of Engineers, Savannah District

Clean Water Act (Wetlands) Regulatory Permits

100 W Oglethorpe Avenue

Savannah, GA 31401

912-652-5768

**Georgia EPD (Stream Buffer Variance)**

Environmental Protection Division

East Central District

3525 Walton Way Ext.

Augusta, GA 30909

Jeff M. Darley; District Manager

706-667-4343 (office) / 706-667-4376 (fax)

jeff.darley@dnr.ga.gov

Annex A – Development Review Contacts

**EPD Notice of Intent (NOI); Primary Permittee**

Environmental Protection Division  
East Central District  
3525 Walton Way Ext.  
Augusta, GA 30909  
Jeff M. Darley; District Manager  
706-667-4343 (office)  
jeff.darley@dnr.ga.gov

**GA Department of Agriculture**

Georgia Department of Agriculture  
19 Martin Luther King Jr. Drive; SW  
Atlanta, GA 30334  
404-656-3600

**Georgia Insurance & Fire Commissioner**

Office of Insurance & Safety Fire Commissioner  
2 Martin Luther King Jr. Drive  
Atlanta, GA 30334  
1-800-656-2298

**City Engineer**

Joe Holly, PE  
P.O. Box 120  
Grovetown, GA 30813  
706-394-1241  
jholley@cityofgrovetown.com

**G. Ben Turnipseed Engineers**

4210 Columbia Road; Bldg 3  
Augusta, GA 30907  
John McClellan  
706-863-8800  
jmclellan@gbtengineers.com

## Annex B - Detailed Development Process and Plats

- A. **Concept Meeting** – discussed in the executive summary, the key take-away here will be a discussion about the project in as much detail as possible, even at this early stage of planning, with an eye towards determining what variances, if any, might be required from either municipal or form-based codes. Determination of zoning district, type of use – as determined by the form-based code – building permitted in the respective zoning district, siting of buildings, and other code-related issues should be discussed so that a meeting of the board of zoning appeals (BZA) and / or the planning commission can be scheduled, if needed.
- B. **Building Permit** – a building permit is required regardless of whether the project is commercial or residential, and if residential, whether it is for single family homes, multi-family homes, or a planned unit development (PUD). The building permit process is essentially the same for every kind of project but certain projects have additional requirements, as explained below.
1. **Single Family and Multi-Family Residential** – in addition to completing the building permit application at Appendix 1 the following are required to obtain a City of Grovetown building permit:
    - i. Notice of Intent (NOI) & NRSC Approval – the NOI is submitted to the City (DPD) with site plans; site plans with hydrology and hydraulic reports are submitted *directly to NRCS* for their approval.

*NOTE: Notice of Termination (NOT) must be submitted at the end of the project. NOTs will not be approved until all silt fences are removed.*
    - ii. Site Plan Approval – two sets of site plans already stamped by a professional engineer (PE) or architect will be reviewed by the City of Grovetown staff and returned to the developer or his agent (usually his engineer) for comment or correction, as needed, normally within two weeks of submission. When all City staff members are satisfied with the site plans the City Engineer will stamp the plans as approved.

**Site plans must include** elevations, erosion and sediment control plans, utility plans, lighting plans, landscape plans, storm water management plans, and parking plans. Some projects may have additional

## Annex B - Detailed Development Process and Plats

requirements (traffic studies, topographic survey, others) or other project-specific approvals.

- iii. 3 sets of Building Plans – like the site plans the building plans must be stamped by a PE or architect and approved by the City Staff. The Director of Planning and Development will consolidate comments from the City staff and provide those comments to the developer / his engineer to address. When the City staff is satisfied the Director of DPD will stamp the building plans.
- iv. Georgia DOT; ACE; Other Approvals – depending on the nature of the project a developer may need to obtain approvals from the Georgia Department of Transportation (if State rights of way are involved), US Army Corps of Engineers (if wetlands are present), or other approvals as the nature and location of the project dictate.
- v. Land Disturbance Activity (LDA) Approval – this form (found at Appendix 23) is submitted to the DPD.
- vi. Georgia EPD Approval – if the project requires installation of water, sewer, and / or gas lines and if there are State waters on the parcel the developer will need to submit site plans to the Georgia Environmental Protection Division (EPD) for approval. Like with **NRCS where the developer submits the request directly to NRCS** (federal approval) the **developer will submit plans directly to EPD (state approval) for their approval**. The City of Grovetown does not accept NRCS or EPD requests and is notified by each respective governmental department (NRCS or EPD) when these requests are approved.

**\*\* NOTE: Site work may begin while awaiting building permit approval if and when the City of Grovetown has approved or received approval of the following AND a preconstruction meeting has been held between the City staff and the developer / general contractor and project engineer:**

- 1) approved site plan (stamped by City Engineer);
- 2) NRCS approval;
- 3) EPD approval (if needed); and
- 4) LDA.

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Only when all approvals are on hand (NRCS, EPD, LDA) in the DPD will the preconstruction meeting be scheduled. Please note that per the EPD no work may begin on site earlier than 14 days after their approval (approval date stamped on water / sewer plans request).

2. **PUD** – the process for a building permit for a PUD is the same as for other residential projects but the overall plan for the PUD must first receive approval from the Planning Commission; the planning commission grants the authorization to the developer to develop the subdivision.

- For details on planning commission approval see MUNICODE Article VIII, Planned Unit Development at ([https://www.municode.com/library/ga/grovetown/codes/code\\_of\\_ordinances?nodeId=COOR\\_APXAZO\\_ARTVIIIPLUNDE](https://www.municode.com/library/ga/grovetown/codes/code_of_ordinances?nodeId=COOR_APXAZO_ARTVIIIPLUNDE))

3. **Commercial** – the process to obtain a building permit for commercial projects is the same as that used for residential projects with the addition of two additional items.

First, all signage must be included in the building plans and, second, before the building permit will be issued the Director of DPD must approve the type and quality of external materials, color(s) of external materials, as well as transparency of the building(s), ensuring they meet the requirements of the City of Grovetown form-based code (FBC) (unless variances have been approved by the Board of Zoning Appeals).

As in the case for residential development, site preparation *may* begin before issuance of the building permit so long as DPD has: 1) received NCRS and 2) EPD approvals; 3) approved the site plans and 4) LDA, and 5) convened a pre-construction meeting.

### C. Plat Approvals

Below is a synopsis of the plat approval process. For more details see Grovetown Municipal Code, MUNICODE, section 202. The procedures listed below are for submitting and recording plats specifically for subdivisions but the procedures are essentially the same for commercial and other types of development, except where noted.

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The owner of any land lying within the City of Grovetown who wishes to *subdivide* such land **must receive approval from the Planning Commission**. Approval will be according to the following procedure:

- The *subdivider* (developer) should consult with the Director of DPD for advice and assistance prior to submitting any plat (i.e. at the Concept Meeting). The subdivider / developer should submit sketch plans and data showing existing conditions within the site and in its vicinity and the proposed layout and development of the subdivision / development project. NOTE: No fee shall be charged for this informal consultation and no formal application shall be required.
- Submission of preliminary plat: Prior to making any street improvements or installing any utilities, the prospective subdivider / developer shall submit a preliminary plat to the director of planning and development (as per [MUNICODE, section 202](#)).

**FOR SUBDIVISIONS:** Approval of the preliminary plat by the planning commission constitutes authorization for the subdivider to develop the subdivision subject to the minimum standards for improvements (prescribed in [Article IV of MUNICODE](#)).

- submit to the planning commission through the Director of DPD, at least fifteen (15) days prior to the next regular meeting of the planning commission:
  - a letter requesting review and approval of a preliminary plat
  - five copies of a preliminary plat of the proposed subdivision drawn to a scale not less than one (1) inch equals one hundred (100) feet.
  - a review and inspection fee of one hundred dollars (\$100.00) per lot platted for development.
- the preliminary plat (**FOR ALL PROJECTS**) shall have the following information:
  - topography
  - name, location, and acreage of subdivision; name and address of owner of record and subdivider / developer; the name, registration stamp, and signature of the designer and surveyor
  - north arrow, date, and graphic scale; total number of lots and average lot size (*or details of the particular project*)

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- vicinity map showing location of subdivision / project in relation to surrounding area
- location of existing site features; property lines, utilities, easements, streets and their classifications, buildings, streams, land subject to flooding or periodic inundation, railroads, sewers, water mains, bridges and drainage structures, zoning both on land to be subdivided and on adjoining land, and names of adjoining property owners or subdivisions
- **for subdivisions only:** proposed layout of streets showing proposed street names, rights-of-way, and pavement widths (classifications to be determined by planning commission); evidence of approval of street plans by the city
- **for subdivisions only:** exact boundary lines of the tract to be subdivided, by bearings and distances; lot lines with approximate dimensions; minimum front building setback line, side setback lines, and rear setback line
- locations and dimensions of easements, parks, playgrounds, and land to be dedicated to public use other than street rights-of-way (**for subdivisions**); land to be used for purposes other than residential
- proposed layout of water distribution system showing connections to existing or proposed water supply systems; evidence of approval of the water system plans by city
- proposed layout of sewerage system showing connections to public sewerage systems (where required) and evidence of approval system plans by city engineer and any other state or local agencies or officers having jurisdiction over such systems (approval of county health officer where on-site disposal is to be used or approval of Georgia Board of Natural Resources or the Director of the Environmental Protection Division where private sewerage is to be provided)
- proposed layout of storm and surface water drainage system and evidence of approval of system plans by city engineer as provided for in [section 309](#) of these regulations and by the soil erosion and sedimentation control regulations of the city
- any adjoining areas to be developed at a later date by the subdivider as an extension of or addition to the proposed subdivision as part of a continuing or long-range development program

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- certain other information as may be required by the planning commission, city engineer, or county health officer.
- Preparation of the final plat: After approval of the preliminary plat, the subdivider / developer may proceed with preparation of the final plat and other documents as may be required. No final plat shall be approved by the planning commission until either:
  - the required improvements listed are constructed in satisfactory manner and approved by the local approving authority or agent (when all infrastructure improvements have been made the developer / his engineer will request a walk-through inspection by the City staff), **OR**
  - in lieu of such prior construction, the planning commission has received written notification from the City Attorney that the mayor and city council have accepted an approved bond, or security in the amount equal to the estimated cost of installation and completion of ALL required improvements not yet completed.
  - Upon approval of a final plat, the subdivider / developer shall submit to the planning commission *through the Director of DPD* for approval a plat of record (prepared in accordance [MUNICODE section 204](#)).
- Submission of final plat: After the preliminary plat has been approved, within one (1) year from the date of such approval, submit to the planning commission *through the Director of DPD*:
  - a letter requesting review and approval of a final plat and giving the name and address of the person to whom the notice of the hearing by the planning commission on the final plat shall be sent
  - the original and five (5) copies of the final plat together with any street profiles or other plans or information that may be required by the planning commission or city engineer; the final plat shall be drawn to a scale of one (1) inch equals not more than one hundred (100) feet.

**NOTE**: In order for the developer to record the final plat with the county the City of Grovetown Administrator and Chairman of the Planning Commission need to sign the

## Annex B - Detailed Development Process and Plats

approved plans (previously stamped by the City Engineer and Director of Planning and Development).

- There are two requirements to obtain these signatures:
  1. With the developer / builder or his representative(s) the City of Grovetown staff will conduct a walk-thru inspection of the completed site work and infrastructure and generate a ‘punch list’ of items that need to be addressed. Once the items on the punch list have been completed and re-inspected by the staff the City Administrator will affix her / his signature to the plans.
  2. The developer / builder will provide to the director of planning and development the value of improvements made to the site, excluding grading and earth moving and any improvements to roads not owned by the City. The purpose of providing this information is so that the City may capture the value of the infrastructure – roads, curbs, signs, sanitary sewer, storm water management system and detention ponds, etc. – that upon expiration of the 18 month warranty period revert to City ownership.
- Before the developer / builder requests a City of Grovetown staff site preparation and infrastructure walk-thru inspection a videotape recording must be conducted of the storm water lines and CD or DVD provided to the Department of Public Works for review to ensure the lines are clear.
- Towards the end of the 18 month warranty period that begins when the final plat is recorded with the county – ideally, at the **15 month mark following the recording of the final plat** – the developer / builder will videotape the sanitary sewer and provide the CD / DVD to the Department of Public Works to ensure the system is clear and operational.

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- final plat shall have the following information:
  - the final plat shall conform substantially to the preliminary plat as approved but will include the **actual** location of all items that has proposed locations on the preliminary plat.
    - topography
    - name, location, and acreage of subdivision; name and address of owner of record and subdivider / developer; name, registration stamp, and signature of the designer and surveyor of the subdivision
    - north arrow, date, and graphic scale; total number of lots and average lot size
    - vicinity map showing exact location of the subdivision / project in relation to surrounding area
    - **for subdivisions only:** exact boundary lines of subdivision tract; names and locations of adjoining subdivisions and streets; the location and ownership of adjoining property
    - **for subdivisions only:** layout of streets showing street names, rights-of-way, pavement widths, and classifications; street center-lines showing angles of deflection, angles of intersection, radii, and lengths of tangents
    - lot lines with dimensions and bearings; minimum front building setback lines, side setback lines, and rear setback line; lots numbered in numerical order and blocks lettered alphabetically; area of each lot
    - **for subdivisions only:** locations, dimensions, and purposes of any easements, recreational areas, land to be dedicated for public use, and land to be used for purposes other than residential
    - layout of approved water, sewer, storm drainage, and other utility systems and connections to existing systems
    - **for subdivisions only:** location of any adjoining areas to be developed at a later date by the subdivider as an extension of or an addition to the subdivision as part of a long-range or continuing development program
    - all dimensions to be to the nearest one one-hundredth (1/100) of a foot and all bearings and angles to the nearest second
    - locations, material, and descriptions of monuments and markers

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- **for subdivisions only:** sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street, lot line, boundary line, front building setback line, and block line, whether curved or straight
  - a statement, either directly on the plat or in an identified attached document, of any private covenant
- Plat of record. After the final plat has been approved the subdivider / developer shall, within ten days after approval and **before** any lots are sold, file for record the final plat in the office of the clerk of the superior court.
- The plat of record shall display the following:
    - name and location of the subdivision / project, date of survey, name and stamp of surveyor, graphic scale (recommended scale: 1 inch = 100 ft), and north arrow
    - names and locations of adjoining streets and the ownership of adjoining properties
    - street rights-of-way, lot and property lines, lot number and block letter designation, easements, and areas dedicated for public use, as applicable
    - the engineer's/surveyor's certification and the owner's certification (as provided for in [MUNICODE section 203](#))

\*\* NOTE: In **no case** shall the subdivider, owner, or the agent of the subdivider / developer or owner, transfer, sell, agree to sell or negotiate to sell any part of the subdivision by reference or exhibition until the planning commission has approved the final plat, and said final plat has been recorded in the office of the clerk of the superior court of Columbia County, Georgia.

- As-Builts. **After the final plat has been recorded developers / builders need to provide a CD or DVD with a plat showing all as-builts** to include buildings and other structures, water and sewer lines, and all changes or improvements made to the parcel.
- D. Warranty Deed. Procedures for the warranty deed will be followed in accordance with City of Grovetown Ordinance 197, found at Appendix 29.

Annex C – Contractor License, Bond, and Liability Insurance Requirements

**CITY OF GROVETOWN**

**CONTRACTOR BOND/LICENSE REQUIREMENTS**

<b>Requirements</b>	<b>General Contractor</b>	<b>Specialty Contractor; handyman</b>	<b>Pool Installer</b>	<b>Landscaper</b>	<b>Sprinkler System For Yard</b>	<b>Roofer</b>	<b>Electrician &amp; Low Voltage</b>	<b>Plumber</b>	<b>Mechanical HVAC</b>
<b>Registration w/ Columbia County</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>Current Occupational License (from County/City in Georgia)</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>General Liability (minimum)</b>	<b>X</b>	<b>X</b>					<b>X</b>	<b>X</b>	<b>X</b>
Residential Basic	\$300,000						<b>Minimum General Liability \$100,000</b>	<b>Minimum General Liability \$100,000</b>	<b>Minimum General Liability \$100,000</b>
Residential Light-Commercial	\$500,000								
General Contractor Limited Tier	\$500,000								
<b>General Contractor</b>	<b>\$500,000</b>								
<b>Surety Bond Payable to City of Grovetown</b>	<b>R=\$15,000 C=\$20,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>Worker's Compensation Insurance</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			
<b>State of Georgia License (submit copy of picture id to match name on state license)</b>	<b>X</b>						<b>X</b>	<b>X</b>	<b>X</b>

Copy of State License shall be presented upon application for permit. All other required information (bond, certificate of liability, etc) shall be submitted upon application. Submittal of information is not a guarantee of permit approval. It is the contractor's responsibility to keep all information current and to submit any changes, updates, cancellations, renewals, etc. to our office. Contractors and Sub-Contractors must hold correct license type for job being done --- restricted/unrestricted as required by State of GA & City of Grovetown.

## Annex C – Contractor License, Bond, and Liability Insurance Requirements

**\*\*\*By ordinance, general contractor is responsible for paying for all fees associated with project (this includes the bldg. permit fee for general contractor AND fees for all sub-contractors --- please note that all information for the general contractor and noted sub contractors MUST be on file w/our office prior to the issuance of the permit to the general contractor (information includes current business license, current state license, general liability as noted (w/certificate holder listed as City of Grovetown), workers compensation insurance as noted, surety bond as noted (with certificate holder listed as City of Grovetown), etc.). Permit will NOT be issued to the GC until ALL information from ALL contractors is on file in our office. IF a contractor changes sub-contractors during the job, our office must be notified of the new contractor and they must turn in all requirements as noted. Contractor and the Sub-Contractors should know the code just as well as our building inspectors and should do a check of the house/unit prior to contacting our office for a final inspection to ensure that all code requirements have been met. The contractor is responsible for contacting our office 24 hours in advance to schedule any and all required inspections for the project. Our office number is 706-860-5094; our office hours are Monday thru Friday; 9:00 AM to 5:00 PM; we do not work on Saturday or Sunday (unless it is considered a TRUE emergency).**

**NO LICENSE/NO BOND=**

**NO PERMIT=NO EXCEPTIONS !!!**

R = residential

C = commercial

A copy of current state license and all other required information as indicated above shall be presented upon application for permit. Note that all information for the general contractor (GC) *and* noted subcontractors must be on file with the DPD office prior to the issuance of the permit to the GC. This information includes: current business license(s); current state license; general liability, with certificate holder listed as City of Grovetown; workers compensation insurance; and surety bond (with certificate holder listed as City of Grovetown).

Submittal of information is not a guarantee of permit approval. It is the contractor's responsibility to keep all information current and to submit any changes, updates, cancellations, renewals, etc., to the DPD office. Contractors and subcontractors must hold correct license type for job being done – i.e. restricted or unrestricted -- as required by the State of Georgia & the City of Grovetown.

By ordinance, the GC is responsible for paying all fees associated with a project, including the building permit fee for the general contractor *and* all subcontractors' fees.

Permit will not be issued to the GC until all information from all contractors is on file in the DPD office. If a contractor changes sub-contractors during the job, the DPD office must be notified of the change(s) and all applicable information for the new subcontractor must be provided, as described above.

Contractors are responsible for contacting DPD 24 hours in advance to schedule any and all required inspections for projects (706-860-5094, Monday thru Friday, 9:00 AM to 5:00 PM).

## Appendix 1 – Building Permit Application

Date \_\_\_\_\_

Commercial \_\_\_\_\_

Permit Number \_\_\_\_\_

Residential \_\_\_\_\_

1. **Job Address** \_\_\_\_\_

2. Legal description: Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_ Tract Name \_\_\_\_\_

3. Lot dimensions: Road frontage \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

4. What other buildings are on this property?  
\_\_\_\_\_

<b>5. Contact Persons</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>ZIP CODE</b>	<b>PHONE</b>
Owner				
Contractor				
Architect				
Engineer				
Plumber				
Electrician				
Mechanical				
Lawn/Sprinkler				

6. **Class of Work:** New \_\_\_ Addition \_\_\_ Reno/Alteration \_\_\_ Repair \_\_\_ Move \_\_\_ Demolition \_\_\_  
Pool \_\_\_ Sign \_\_\_

7. **Describe work:**

8. Existing use:

9. Proposed use:

10. **Valuation of work:** \$ \_\_\_\_\_

11. Total Sq Ft under roof:  
\_\_\_\_\_

12. Total heated area:  
\_\_\_\_\_

13. Capacity of A/C unit:  
\_\_\_\_\_ tons

14. Capacity of heating unit:  
\_\_\_\_\_ BTUs

15. Special Conditions, if any:

Permit fee		Zoning district	
Building height		Approved use	
Front setback		No. or Dwell uts	
Side setback		Type of construction	
Rear setback		Source of water	
Fireplace		Sewer type	
Fire Sprinklers			

SPECIAL APPROVALS	INFO REQ'D	DATE RECV'D	NOT REQ'D
ZONING			
HEALTH DEPT			
FIRE DEPT			
SOIL CONSERVATION			
ENGINEERING			
WATER			
SEWER			
LEAD ***			
ASBESTOS ***			

Appendix 1 – Building Permit Application

\*\*\*FOR ALL REPAIR/RENOVATION/REMODEL/DEMOLITION\*\*\*  
\*\*\*LEAD TEST REQUIRED FOR PRE 1978 HOMES & CHILD OCCUPIED FACILITIES\*\*\*  
\*\*\*ASBESTOS TEST REQUIRED REGARDLESS OF AGE OF STRUCTURE\*\*\*

**THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 1 YEAR AT ANY TIME AFTER WORK IS BEGUN.**

I hereby certify that I have read and examined this application and know the same to be true and correct. I understand that the granting of a permit does not waive the provisions of any other state or local law regulating construction or the performance of construction. I agree to call for all building, plumbing, electrical and mechanical inspections required by Columbia County and/or the City of Grovetown.

\_\_\_\_\_

Signature of contractor or authorized agent

Date

Permit approved by \_\_\_\_\_

Signature of owner (if owner is builder)

Date

Permit fee of \_\_\_\_\_ paid on \_\_\_\_\_

A **completed** building permit application includes:

1. Building Permit Application (example above)
2. Land Disturbance Activity Application, if applicable (see Appendix 23)
3. Site Plan, stamped and signed by a surveyor
4. Notice of Intent, stamped
5. Two sets of Building Plans

## Appendix 2 – Site / Civil Plan Submittal Requirements (Residential and Commercial)

The Planning & Development Department will oversee **staff review of site plans** and provide comments or approval, usually within two weeks. Site plans must identify compliance with the following ordinances, specifications, and regulations (referenced ordinances can be found at either [Municode](#) or [City of Grovetown Form-Based Code](#)).

### 1. Zoning Ordinance ([Appendix A of Municode](#))

- a. Show zoning district for subject property and all adjacent properties.
  - 1) For Residential Districts see [Municode Appendix A, Article II, Sec. 2.010](#)
  - 2) For Commercial Districts see [Municode Appendix A, Article III, Sec. 3.020](#)
- b. Parking Ordinance compliance (Municode, several sections depending on district).
  - 1) Number of spaces
  - 2) Width of spaces
  - 3) Handicapped accessibility
- c. Show lot covering material ([Municode](#), several sections depending on district).
- d. Show setbacks of all buildings ([Municode](#), several sections depending on district).
- e. Indicate building height(s) and coverage ([Municode](#), several sections depending on district).
- f. Provide buffer(s) where required ([Municode](#), several sections depending on district).

### 2. Tree Ordinance (Sec 6.160 Landscape, page 78, in [City of Grovetown Form-Based Code](#)).

### 3. Drainage Ordinance ([Municode](#), several sections depending on district).

### 4. Erosion, Sedimentation and Pollution Control Ordinance ([Municode Sec. 5-24](#))

### 5. Flood Damage Prevention Ordinance ([Municode, Article III](#))

6. Wetlands disturbance requirements, if applicable. Contact US Army of Corps of Engineers, Savannah District (<http://www.sas.usace.army.mil/>), for more information. *Separate permit required prior to approving any wetlands disturbance.*

7. Georgia Department of Transportation (DOT) standards and permit requirements and / or City of Grovetown Driveway Standards. Contact Grovetown Public Works at 706-860-5138 for more information.

### 8. Utility Plans ([Municode, Chapter 9](#))

### Appendix 3 – Site / Civil Required Approvals (Residential and Commercial)

- Soil erosion plan review – City Engineer approval required for all site plans regardless of acreage; 1 or more acres requires NRCS approval
- Water System Improvements – EPD approval
- Sewer System Improvements – EPD approval
- Site / civil plans – City Engineer approval
- If working within a state right of way, installing entrance on a state road, right of way encroachments, etc. – DOT approval
- Permit for installing utilities in state right of way – GUPS approval
- Wetland fill / encroachment – US Army Corps of Engineers approval
- Wetlands Delineation must be included on plans if wetlands are present – EPD approval
- NPDES permit / fee – City of Grovetown (LIA) & State of Georgia approvals (see Appendix 22 for NPDES City form)
- Notice of Intent (NOI) for Primary Permittee – EPD and City of Grovetown (as the LIA) approvals
- Fuel stations, grocery/convenience store, deli, etc. – Department of Agriculture / Insurance Commission approvals
- Asbestos test / report – EPD approval; 10 day EPD notice (test / report will be required if any demolition of existing structures will take place)
- Site / Building Plans – City Staff approval
- Construction Acceptance – City Engineer approval
- Preliminary & Final Plat – City Engineer approval
- Hydrology and Hydraulic Report – City Engineer approval
- As-built Approval – City Engineer approval

#### Miscellaneous Agreements Required

- Fire Hydrant Memorandum of Agreement – agreement between City and owner / developer for fire hydrants located on private property
- Detention Pond Maintenance Agreement – residential ponds to be maintained by HOA; commercial ponds to be maintained by property owner / developer. Must be included as part of recorded covenants for project (see Appendix 19, Detention Pond Maintenance)
- Grease Interceptor – City Staff approval (restaurant, grocery store, convenience store, deli, bakery, etc.); see Appendix 20 for diagram of requirement
- Covenants / by-laws for project, if applicable, must be reviewed and approved by the City of Grovetown prior to recording; a copy of the recorded document must be submitted to the City

## Appendix 4 – Building Plan Submittal Requirements (Residential and Commercial)

### RESIDENTIAL

#### 1. Complete Set of House Plans – 2 Sets

- Correct floor plan with all dimensions, square footage etc. (right or left, A or B)
- Foundation Plan (slab, crawl space, basement)
- Grade Elevations (all sides)
- Roof plan with pitches
- Electrical plan - placement and type of lights, fans, receptacles and smoke detectors
- Plumbing plan - locate and identify all equipment and piping
- Framing details - size, spacing & spans of studs, joists, rafters & beams
- Plan legend
- Landscape plans
- Builder stamp with builder signature and license number; builder stamp to read as follows: “I do hereby certify that these drawings / plans and related specifications meet all local code requirements and are in conformity with VA Minimum Property Requirements” Signed, Builder’s License #

#### 2. Site Plan with survey stamp and signed

### COMMERCIAL

1. Complete set of plans – 3 sets – stamped by architect and /or engineer; same requirements as residential requirements listed above
  - HVAC plans
  - Electrical plans to include fire safety codes
  - Parking layout including handicap and fire safety requirements
  - Plumbing
2. Storm Water Management Plan
3. Landscape Plans
4. Signage and Lighting Plan (with appropriate details / samples of each)
5. Site Plan with survey stamp and signed

## Appendix 4 – Building Plan Submittal Requirements (Residential and Commercial)

If any of this information is missing, the plans will be returned and will cause a delay in the approval process.

Building Plans must identify compliance with the following codes and requirements:

- State Fire Marshal requirements, if applicable (provide a copy of state fire marshal stamped plans, permit, and comments)
- International Building Code, 2012 Edition, with Georgia Amendments
- International Residential Code, 2012 Edition, with Georgia Amendments
- International Fire Code, 2012 Edition, with Georgia Amendments
- International Plumbing Code, 2012 Edition, with Georgia Amendments
- International Mechanical Code, 2012 Edition, with Georgia Amendments
- International Fuel Gas Code, 2012 Edition, with Georgia Amendments
- National Electrical Code, 2014 Edition (no Georgia Amendments)
- International Energy Conservation Code, 2009 Edition, with Georgia Supplements and Amendments
- International Property Maintenance Code, 2012 Edition, with Georgia Amendments

### **NOTES**

1. **As-Built Drawing**: As the work progresses, the developer shall regularly record all changes and deviations from the approved drawings and record the exact final locations of any deviation(s) from original work. Upon completion, the developer shall have these drawings and records certified as to their completeness and correctness. Locations of all utilities and appurtenances shall be shown on Final As-built Plans, stamped and signed by a registered land surveyor, and three (3) copies submitted to the City for approval.

Coordinates of all utility lines and appurtenances may be included, but will not be considered a substitute for hard dimensions.

2. **As-Built Requirements**: All submitted as-builts must meet the following requirements:
  - a. Dimensions shall be recorded in red ink. Dimensions shall be used to determine readily and reproduce on the ground the location of all utilities.
  - b. Name, location, and acreage of subdivision. Name and address of developer and surveyor. Registration stamp and signature of the surveyor of the subdivision.
  - c. North Point, date, and graphic scale.

Appendix 4 – Building Plan Submittal Requirements (Residential and Commercial)

- d. Vicinity map showing exact location of the subdivision in relation to surrounding area.
- e. All setbacks shown.
- f. Width of roadway and distance from back of curb to right-of-way shall be shown on all streets.
- g. All new utility line appurtenances installed will have a minimum of two (2) dimensions from permanent points (eg: manholes, casing, fire hydrants, fittings, water and sewer taps, cleanouts, meter boxes, valves, plugs, etc.). Property corners may be considered a permanent point. Sanitary sewer tap dimension shall be shown from nearest manhole.
- h. A distance is required for all new water lines every 100 feet from centerline of road. Depth, size and type of water line must be provided.
- i. Final invert elevations, length, slope, size, and type of pipe for storm water and sanitary sewer line shall be shown on the plans.
- j. As-built Certification Statement shall be included as follows:  
“This is to certify that the infrastructure improvements including the water distribution system, sewerage collection system, storm drainage system, and street improvements have been installed as shown in the as-builts.”

Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix 5 – Site / Civil Plan Submittal Checklist (Residential and Commercial)

Item Required For Submittal	Included Y/N	Plan Page #
CD / Electronic Copy of Plan (in PDF format) w/State Plane Coordinates		
3 Full Size Hard Copies of Plan		
Name of Project		
Owner's Name / Address / Phone Number		
Engineer's Name / Address / Phone Number		
24 Hour Emergency Contact Name / Phone Number		
Land Disturbance Application (City of Grovetown)		
NPDES Permit & Fee (LIA & Copy of State)		
PE Seal w/Signature on Each Page		
North Arrow Scale / Vicinity Map		
Total Property Acreage		
Total Disturbed Acreage		
Current Zoning Classification		
Current Zoning Setbacks		
Existing & Proposed Contours		
E&SC Plan / 3 Phase Plan		
State Waters Location or Statement If No State Waters w/in 200 feet		
Soil Study / Survey		
Tree Protection Plan		
Water & Sewer Calculations		
Hydrology Report & Hydraulic Calculations Including Ditch Calculations		
Utility Plan Sheets & Profiles (must show location of taps / meters)		
Traffic Study or Narrative Stating Why Traffic Study Is Not Needed		
Landscaping Plan (plant / tree type with planting height / width, sod, etc.)		
Signage Details (location of signage, lighting of signage, materials, etc.)		
Elevation Details (materials, colors, façade, etc.; samples may be required)		
Building Placement (show how building will be placed on lot)		
Parking Plan (# of spaces, size of spaces, layout of spaces, etc.)		
Lighting Plan (type of outside lighting, placement of lighting, etc.)		
Tree & Topo Survey for Property		

Appendix 6 – Subdivision Plan Review Checklist

**CITY OF GROVETOWN, GEORGIA**  
**Subdivision Plan Review Checklist**  
**Updated October 2015**

PROJECT NAME: \_\_\_\_\_

Engineer: \_\_\_\_\_ Job No.: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date Received: \_\_\_\_\_

**I. GENERAL INFORMATION**

1. \_\_\_ Name of Subdivision.
2. \_\_\_ Boundary survey shown with seal and signature of Registered Land Surveyor or reference to recorded plat.
3. \_\_\_ North Arrow, date, and graphic scale.
4. \_\_\_ Acreage of property.
5. \_\_\_ Acreage of area being disturbed.
6. \_\_\_ Location map showing centerline of adjacent roads and distances to nearest intersection.
7. \_\_\_ Adjacent property and owners shown.
8. \_\_\_ Current zoning shown.
9. \_\_\_ Minimum building lines and all setbacks (side and rear) shown. Setbacks meet zoning requirements.
10. \_\_\_ Boundaries and all existing and proposed easements shown heavily lined with bearing and distance shown.
11. \_\_\_ Location, dimensions and purposes of any easements, recreational areas, land to be dedicated for public use, and land to be used for purposes other than residential.
12. \_\_\_ Total number of lots, all lot sizes shown and all lots meet the minimum size required by the current zoning.
13. \_\_\_ Owners name and address shown including both street and mailing address.
14. \_\_\_ PE seal and signature on each page.
15. \_\_\_ Plans no larger than 24"×36".
16. \_\_\_ Location, datum and elevation of on-site BM shown (Lipsoid Height for Datum needs to be Geoid12A for height).
17. \_\_\_ Site plan showing prop. and ex. contours at max. 2' intervals.
18. \_\_\_ Reference DOT standards for pipes or structures either being dedicated to the City of Grovetown or being constructed within city R/W.
19. \_\_\_ Tax Map Number and Parcel Number for the project.
20. \_\_\_ Overall master plan of development shown including road classifications (collector, etc.) and connections to adjacent property and roads.

## Appendix 6 – Subdivision Plan Review Checklist

21. \_\_\_ Green space or open space requirement met.
22. \_\_\_ Provide detail and design calculations stamped by Registered Professional Engineer for retaining walls 24-inches and taller.
23. \_\_\_ When town homes, show mail station near entrance.
24. \_\_\_ Parking spaces are shown and in compliance with [City Ordinance Article VI, Sec. 6.113\(d\)](#) requiring parking spaces to be 200 S.F. (10' X 20').
25. \_\_\_ Sufficient number of parking spaces in accordance to [City Ordinance Article VI, Sec. 6.114](#).

### II. STORM WATER

1. \_\_\_ Provide grading plan for on and off of right-of-way to ensure builder grades lot to match hydraulic and hydrology report.
2. \_\_\_ Hydraulic report for pipes and traps designed for the 25-year storm with clearly labeled data including for each section (pipes carrying major creeks use 100-year storm).
  - a. tributary flow in acres
  - b. time of flow
  - c. rate of rainfall
  - d. runoff coefficient and calculations showing how weighted coefficient was computed
  - e. runoff flow in cfs
  - f. runoff velocity in fps
    1. minimum 3 fps at ¼ pipe dia. flow
    2. maximum 5 fps without energy dissipater
    3. maximum 15 fps in pipe system
  - g. pipe diameter (min. 18")
  - h. pipe length
  - i. culvert slope (min. 1.0%)
  - j. type of pipe
  - k. pipe capacity in cfs
    1. gutter spread calculations; gutter spread not to exceed half lane width in 25-year storm
3. \_\_\_ Hydrology report for storm water management facility designed for the 100-year storm with clearly labeled data showing:
  - a. summary sheet showing pre- and post-developed runoff for the 2, 5, 25, 50, and 100-year storms
  - b. tabular hydrographs for 2 through 100-year storms for greater than 3 acres

## Appendix 6 – Subdivision Plan Review Checklist

- c. time of concentration calculations with a minimum time of concentration of 10 minutes
  - d. stage, storage capacity, and discharge rates for facility with minimum 30 minutes detention time or routed design
  - e. where drainage area exceeds 150 acres, two formulas shall be used and the average of the two submitted
  - f. detention of volume difference between pre- and post-development rate of runoff
  - g. post-developed discharge should not exceed pre-developed run-off rate
  - h. size and location of the facility
  - i. detail of release device including buoyancy calculations
  - j. a plan showing all off and on site drainage areas showing acreage and flows in cfs from each sub-basin
  - k. spillway design for 100-year storm
  - l. drainage structures on adjacent property showing invert elevations and also indicating direction of flow with arrows
  - m. if connecting or discharging into an existing drainage system, provide the statement: “The offsite existing drainage system capacity has been verified and is sufficient to accept the proposed additional flow”
  - n. check hydrology report design verses storm water MS4 permit requirements
4. \_\_\_ 18" minimum cover over all storm pipe.
  5. \_\_\_ Inverts for all pipes and traps shown.
  6. \_\_\_ Collars shown on pipes with slopes greater than:
    - a. 20% for RCP
    - b. 15% for CSLPP
  7. \_\_\_ All storm sewers to be located within a 20' easement; 5' easement required along all side property lines; 10' easement required along all rear property lines.
  8. \_\_\_ Catch basins located at all low points of streets and not served by more than 2-acres.
  9. \_\_\_ High water elevation contour based on a 25-year storm shown at the entrance to each headwall.
  10. \_\_\_ Maximum slope on detention pond 3:1.
  11. \_\_\_ 6' high chain link fence with three strands of barbed shown around detention pond and a 14' access gate.
  12. \_\_\_ 20' cleared access to detention pond control structure shown with 6" compacted GAB (graded aggregate base) surface 12' wide.

## Appendix 6 – Subdivision Plan Review Checklist

13. \_\_\_ No swales shown longer than 350' or greater than 2' deep.
14. \_\_\_ Location of all wetlands shown and documentation from the Corps of Engineers on any impacted wetlands and permits required.
15. \_\_\_ Heavy outline of the 100-year flood plain.
16. \_\_\_ Pipe material:
  - Within R/W
    - Within roadway: O-ring gasketed RCP
    - Outside roadway: tongue and groove RCP or HDPE
  - Outside R/W
    - Under 36" diameter:
      - tongue and groove RCP or HDPE
      - GaDOT standard 1030P CSLPP or HDPE
    - Over 36" diameter:
      - tongue and groove RCP or HDPE
    - Any size with continuous flow:
      - tongue and groove RCP or HDPE
17. \_\_\_ Greater than 50% of each lot above 100-year Flood Plain.
18. \_\_\_ Provide note stating: "Prior to filing an NPDES Notice of Termination, the developer shall meet onsite with the City to ensure that all silt fence and temporary BMPs have been removed."
19. \_\_\_ Storm drainage structure lids shall be Model #USF LU with, "City of Grovetown Water Utility" cast in lid, "No Dumping" (top) and "Drains to Waterways" (bottom).

### III. ROADWAYS

1. \_\_\_ 30' minimum pavement radius at intersections shown.
2. \_\_\_ Concrete header curb shown on stub streets.
3. \_\_\_ Improvements shown to back of lot line on stub streets.
4. \_\_\_ Plan of all streets and storm drains.
5. \_\_\_ Profile of all streets and storm drains at a scale no less than 1" = 10' vert. based on field run elevations.
6. \_\_\_ All roads and storm drains stubbed to adjoining property.
7. \_\_\_ Profiles shown extending 200' past end of pavement on stub streets and cul-de-sacs.
8. \_\_\_ Columbia County Utility Location Drawing. 1.02 shown.
9. \_\_\_ Existing width of R/W shown.
10. \_\_\_ Existing width of pavement shown.

Appendix 6 – Subdivision Plan Review Checklist

- 11. \_\_\_ 150'× 14' (bc to er) decel lane with 50' taper shown on existing city and state roads (length of decel lane may vary with vehicle stacking totals).
- 12. \_\_\_ 50' accel taper shown from end of radius on existing city and state roads.
- 13. \_\_\_ Cross section of existing road shown including decel lane with dimension of 14' from existing edge of pavement to proposed back of curb.
- 14. \_\_\_ No curb shown on tapers.
- 15. \_\_\_ Access plan and permit submitted for DOT R/W.
- 16. \_\_\_ Angle shown between centerline roadway and intersection with existing road equals 90 degrees.
- 17. \_\_\_ All curbing 6"×24" (not valid for phases where rolled edge curb already exists).
- 18. \_\_\_ Maximum grade for residential land service streets shall not exceed 13.0%.
- 19. \_\_\_ Minimum grade on curbed streets 1.0%.
- 20. \_\_\_ Minimum Grovetown right-of-way requirements:
  - a. Primary artery ..... 150'
  - b. Secondary artery ..... 120'
  - c. Collector street ..... 80'
  - d. Land service street
    - 1) Small lot subdivisions ..... 50'
    - 2) Large lot subdivisions .....50'
    - 3) Rural subdivisions ..... 60 + 10' easement each side
    - 4) Large lot rural subdivisions .... 60 + 10' easement each side
  - e. Industrial ..... 50'
  - f. Commercial ..... 50'
  - g. Service Drive .....40' \*

\*Requires prior approval of planning commission
- 21. \_\_\_ Minimum Grovetown pavement widths:
  - a. Primary artery ..... 48'
  - b. Secondary artery ..... 48'
  - c. Collector street ..... 36'
  - d. Land service street
    - 1) Small lot subdivisions ..... 30'
    - 2) Large lot subdivisions ..... 26'
    - 3) Rural subdivisions ..... 22'
    - 4) Large lot rural subdivisions .... 20'
  - e. Industrial ..... 30'
  - f. Commercial ..... 30'

Appendix 6 – Subdivision Plan Review Checklist

- g. Service Drive .....20'
- 22. \_\_\_ Minimum Grovetown horizontal alignments (radius of curvature):
  - a. Primary artery ..... 690'
  - b. Secondary artery ..... 430'
  - c. Collector street ..... 230'
  - d. Residential ..... 90' \*
  - e. Industrial ..... 90'
  - f. Commercial .....150'
  - g. Service Drive ..... 50'

\*Planning commission may approve a fifty-foot curvature to make more efficient use of the land

- 23. \_\_\_ Culs-de-sac shown with minimum asphalt diameter of 80'.
- 24. \_\_\_ Maximum length of cul-de-sacs less than 700'.
- 25. \_\_\_ Traffic Effects. Traffic study may be required to determine if a turn lane, traffic light, or acceleration lane are needed.

**IV. SANITARY SEWER**

- 1. \_\_\_ Length, grade, size, and type of pipe shown.
- 2. \_\_\_ Minimum grade P.V.C. sewer pipe SDR 35.
- 3. \_\_\_ Inverts for all pipes and manholes shown.
- 4. \_\_\_ Ductile iron pipe used where cover is less than 4' or where pipe is deeper than 20' to the top of pipe and if less than 6' deep under a road.
- 5. \_\_\_ Proof of permit application or approved permit from EPD for addition to sewer system.
- 6. \_\_\_ Provide note stating: “All manholes shall be vacuum tested. All pipes entering the manhole should be plugged, taking care to securely place the plug from being drawn into the manhole. The test head shall be placed and the seal inflated in accordance with the manufacturer's recommendations. A vacuum pump of ten (10) inches of mercury shall be drawn and the vacuum pump shut off. With the valves closed, the time shall be measured for the vacuum to drop to nine (9) inches. Testing times shall be taken from ASTM C 1244-93, as amended to date.”
- 7. \_\_\_ Provide note stating: “In lieu of an infiltration test, the contractor may perform a low-pressure air test. After stabilizing at 5 psi, the test pressure is 3.5 psi and may not drop over 1 psi during the test. Minimum test times for various pipe sizes shall be in accordance with UNI Bell UNI-B-6-90, as amended to date.”

## Appendix 6 – Subdivision Plan Review Checklist

8. \_\_\_ Sewer service shall be located within 5 feet of side property line. Sewer service pipe and cleanout shall not be located in driveway or sidewalk.

9. \_\_\_ Sanitary sewer manhole frame and cover shall be Model #USF 668 Ring and KL Cover with “City of Grovetown” cast in lid.

### **V. WATERLINES AND APPURTENANCES**

1. \_\_\_ Length, size, and type of pipe shown. Minimum water line size shall be 8-inch.

2. \_\_\_ Water lines to be PVC C-900 class 200.

3. \_\_\_ Water services to be polyethylene pipe 200-250 psi.

4. \_\_\_ PVC pipe meets the standards set forth in AWWA C-900 and meets the requirements of ASTM Standard D-2241.

5. \_\_\_ Note provided stating: “Pressure and leak test will be performed in accordance with the latest edition of AWWA Standard C600. Test pressure will be 1.5-times the working pressure, but not less than 150-psi, whichever is greater.”

6. \_\_\_ Note provided stating: “All PVC water mains will be disinfected in accordance with AWWA Standard C651 latest edition.”

7. \_\_\_ Proof of permit application or approved permit from EPD or governing body for extension of water system.

8. \_\_\_ All fire hydrants to be M&H brand Model #129. FH valve should be between sidewalk and curb.

9. \_\_\_ Water service shall be located within 5 feet of side property line. Water service pipe and meter box shall not be located in driveway or sidewalk. Water meter to be behind sidewalk near right-of-way.

10. \_\_\_ 12-gauge tracing wire on water service and main lines. Provide the following notes:

- “Before backfilling, a 12-gauge copper underground locating wire shall be installed longitudinally along the top of all water lines. All water lines shall include mains, fire hydrant leads and service lines, regardless of pipe material. The locating wire shall be taped sufficiently to the pipe so the subsequent backfill doesn’t pull the wire further into the trench. Use nylon ties to attached locating wire to service lines.
- Where splicing is necessary, it shall be stripped back at least 2-inches, twisted together and wrapped with electrical tape. The locating wire shall be wrapped around the pipe at every 100 linear feet and brought to within 24-inches of the finished grade for ease of location. The locating wire shall extend inside water meter, valve boxes and above grade at fire hydrants, or owner’s preference.

## Appendix 6 – Subdivision Plan Review Checklist

- Where connecting into an existing water main, the contractor shall locate and connect the new underground locating wire into the existing wire if present.”
- 11. \_\_\_ Provide 1-1/4” PVC sleeve for long side water services.
- 12. \_\_\_ Fire Hydrants are no further than 500 feet apart.

### VI. NOTES TO BE SHOWN

1. \_\_\_ Top 6" of sub-base must be thoroughly mixed in place and compacted to X95% MDD, Mod Proctor Base material is compacted graded aggregate conforming to GDOT Spec Sec 815 Compact base material to 95% MDD, Mod Proctor Sub-base must be GDOT Spec Sec 810 Class 1A material. Higher classes of soil may not be used for sub-bases. When sub-base does not meet Class 1A then acceptable sub-base stabilization methods are:
  - a. Lime stabilization
  - b. Portland Cement
  - c. Aggregate
  - d. Type B asphalt base material

\*\* Method to be used and specific design must be approved by the City Engineer. Soil conditions must be verified in writing by a geotechnical engineer as being substantially the same as those used for pavement design before placing any base material.
2. \_\_\_ No marquee, island, or sprinkler system may be located within City R/W.
3. \_\_\_ All boxes and traps having a depth greater than 4' must have steps staggered vertically and ring and covers.
4. \_\_\_ All easements must be grassed and / or rip rapped as required to control soil erosion.
5. \_\_\_ All silt barriers must be placed immediately following clearing. Contractor will call for inspection when barriers are in place. No grading may begin until this is complete.
6. \_\_\_ The City of Grovetown may require additional rip rap at discharge points and stilling structures.
7. \_\_\_ The City of Grovetown may require additional swales along rear and / or side lot lines after development of lots begins.
8. \_\_\_ Full width of R/W must be cleared and graded with a slope of 1/2" per foot.
9. \_\_\_ All construction must conform to City of Grovetown Standards and Specifications.
10. \_\_\_ Notify the City Engineer’s office 48 hours prior to starting the construction, pouring trap tops, dumping base, or paving.

## Appendix 6 – Subdivision Plan Review Checklist

11. \_\_\_ Approval of these plans does not relieve the contractor of the responsibility of adhering to the weight limits prescribed on city maintained roads for hauling equipment and materials to and from the site.

12. \_\_\_ The contractor will coordinate the work with the utility companies and will verify all existing pipe inverts and existing road elevations prior to construction.

13. \_\_\_ Owner will pay for street markers and traffic control devices. The signs shall be installed after final plat approval and before permits are issued.

14. \_\_\_ Provide note stating: “Water and sewer service including meter and cleanout boxes shall be located within 5 feet of the side property line, not under the driveway or in the sidewalk.”

15. \_\_\_ Provide note stating: “Contractor shall coordinate with the City of Grovetown to install a fire hydrant meter for recording construction water usage. Contractor shall pay a deposit for installation and monthly fee for water usage until meter is returned.”

16. \_\_\_ Provide note stating: “Geotechnical Engineer must be onsite for compaction testing of trenches across roadways and for preliminary testing and construction observation of roadways.”

## Appendix 7 – Fees

### A. Building Permits

#### **Residential, New Construction**

Building:	\$ .09 per square foot under roof
Plumbing:	\$55.00 flat fee
Mechanical:	\$55.00 flat fee
Electrical:	\$55.00 flat fee <u>plus</u> \$35.00 for temporary pole per determined lot
Low Voltage:	\$55.00 flat fee
Sprinkler	\$55.00 flat feet
Pool	\$6.00 per \$1,000 or a \$55.00 minimum
Lot Fee	\$100 per lot

#### **Commercial, New Construction**

Calculated per gross area of building "multiplied" by square foot construction cost per 2012 IBC Square Foot Construction Costs table (see table at the end of this appendix).

#### **Sub-permits for New Commercial Construction**

Electrical Permit	\$100.00
Plumbing Permit	\$100.00
Mechanical Permit	\$100.00
Gas Piping Permit	\$100.00
Low Voltage Permit	\$100.00

**All other categories including commercial and residential, additions, and renovations *per total valuation*:**

#### **Building:**

1. \$4,000.00 and less: minimum \$50.00
2. \$4,000.01 to \$25,000: \$50.00 for the first \$4,000 plus \$6.00 for each additional thousand or fraction thereof.
3. \$25,000.01 to \$50,000: \$176.00 for the first \$25,000 plus \$7.00 for each additional thousand or fraction thereof.
4. \$50,000.01 to \$100,000: \$351.00 for the first \$50,000 plus \$8.00 for each additional thousand or fraction thereof.

## Appendix 7 – Fees

5. \$100,000.01 and up: \$751.00 for the first \$100,000 plus \$4.00 for each additional thousand or fraction thereof.

### A. Building Permits (continued)

Group B Type V Constructed Buildings: All Group B Type V constructed buildings will be charged \$ .09 per square feet when an architect or engineer seal is not required by code, not over 5,000 square feet. 5,001 square feet to 10,000 square feet is \$.10 per square foot.

#### **Electrical:**

Temporary services and service changes: \$35.00

All **residential** additions & renovations: \$55.00

All **commercial** additions & renovations: \$100.00

**Plumbing:** \$50.00

#### **Mechanical:**

For issuing each **commercial** permit \$100.00

For issuing each **residential** permit \$55.00

Plus the following:

Fee for inspecting heating, ventilating, ductwork, air conditioning and refrigeration systems shall be \$25.00 for the first \$4,000.00 or fraction thereof of valuation of the installation, plus \$4.00 for each additional \$1,000 or fraction thereof.

Fee for inspecting repairs, alterations, and additions to an existing system shall be \$5.00 plus \$2 for each \$1,000 or fraction thereof.

#### **Re-inspection**

If it is necessary to make a re-inspection for a required building, electrical, mechanical or plumbing inspection because of improper or incomplete work, the contractor shall pay a re-inspection fee of \$50.00.

Appendix 7 – Fees

**Permit Renewal Fee:**

This fee shall apply to all permits where 180 days has passed and the project has not been started or 180 days has passed between inspection dates. The renewal fee will be ½ the original permit fee and will include the fee for the building permit and all sub-contractor fees. For example, if the original permit fee was \$100.00 for building permit & \$200.00 for sub-contractor fees for a total permit fee of \$300.00, the permit was issued and work did not begin within the 180 day time frame or 180 days passed between the first inspection and the second inspection, a new permit will need to be renewed. The renewal fee for the new permit would be \$150.00, half the original permit fee.

**Building Plan Review Fees:**

- a. 5,000 sq. ft. and under ..... \$150.00
- b. 5,000 sq. ft. to 10,000 sq. ft. .... \$250.00
- c. 10,000 sq. ft. and over ..... \$0.03 per sq. ft.

B. Utility Fees

- Water Rates Schedule. **(UNDER REVIEW)**

**NOTE:** *These fees are subject to change.*

**WATER RATES SCHEDULE – RESIDENTIAL INSIDE CITY LIMITS**

- 00 – 3000 gallons or any portion thereof, for \$13.50 (minimum consumption)
- 3001 – 10,000 gallons, or any portion thereof for \$4.50 per thousand gallons.
- 10,001 – 20,000 gallons, or any portion thereof for \$4.55 per thousand gallons.
- 20,001 – 30,000 gallons, or any portion thereof for \$4.60 per thousand gallons.
- 30,001 – 50,000 gallons, or any portion thereof for \$4.65 per thousand gallons.
- 50,001 and over gallons, or any portion thereof for \$4.75 per thousand gallons.

**WATER RATES SCHEDULE – RESIDENTIAL OUTSIDE CITY LIMITS**

- 00 – 3000 gallons or any portion thereof, for \$21.00 (minimum consumption)
- 3001 – 10,000 gallons, or any portion thereof for \$7.00 per thousand gallons.
- 10,001 – 20,000 gallons, or any portion thereof for \$7.05 per thousand gallons.
- 20,001 – 30,000 gallons, or any portion thereof for \$7.10 per thousand gallons.
- 30,001 – 50,000 gallons, or any portion thereof for \$7.15 per thousand gallons.
- 50,001 and over gallons, or any portion thereof for \$7.25 per thousand gallons.

Appendix 7 – Fees

B. Utility Fees (continued). (**UNDER REVIEW**)

➤ Water Rates Schedule.

**WATER RATES SCHEDULE – COMMERCIAL INSIDE CITY LIMITS**

00 – 3000 gallons or any portion thereof, for \$21.00 (minimum consumption)  
3001 – 10,000 gallons, or any portion thereof for \$7.00 per thousand gallons.  
10,001 – 20,000 gallons, or any portion thereof for \$7.05 per thousand gallons.  
20,001 – 30,000 gallons, or any portion thereof for \$7.10 per thousand gallons.  
30,001 – 50,000 gallons, or any portion thereof for \$7.15 per thousand gallons.  
50,001 and over gallons, or any portion thereof for \$7.25 per thousand gallons.

**WATER RATES SCHEDULE – COMMERCIAL OUTSIDE CITY LIMITS**

00 – 3000 gallons or any portion thereof, for \$33.00 (minimum consumption)  
3001 – 10,000 gallons, or any portion thereof for \$11.00 per thousand gallons.  
10,001 – 20,000 gallons, or any portion thereof for \$11.05 per thousand gallons.  
20,001 – 30,000 gallons, or any portion thereof for \$11.10 per thousand gallons.  
30,001 – 50,000 gallons, or any portion thereof for \$11.15 per thousand gallons.  
50,001 and over gallons, or any portion thereof for \$11.25 per thousand gallons.

➤ Sewer Rates Schedule. (**UNDER REVIEW**)

**SEWER RATES SCHEDULE – RESIDENTIAL INSIDE CITY LIMITS**

00 – 3000 gallons or any portion thereof, for \$11.10 (minimum consumption)  
3001 – 10,000 gallons, or any portion thereof for \$3.70 per thousand gallons.  
10,001 – 20,000 gallons, or any portion thereof for \$3.75 per thousand gallons.  
20,001 – 30,000 gallons, or any portion thereof for \$3.80 per thousand gallons.  
30,001 – 50,000 gallons, or any portion thereof for \$3.85 per thousand gallons.  
50,001 and over gallons, or any portion thereof for \$3.95 per thousand gallons.

**SEWER RATES SCHEDULE – RESIDENTIAL OUTSIDE CITY LIMITS**

00 – 3000 gallons or any portion thereof, for \$17.40 (minimum consumption)  
3001 – 10,000 gallons, or any portion thereof for \$5.80 per thousand gallons.  
10,001 – 20,000 gallons, or any portion thereof for \$5.85 per thousand gallons.  
20,001 – 30,000 gallons, or any portion thereof for \$5.90 per thousand gallons.  
30,001 – 50,000 gallons, or any portion thereof for \$5.95 per thousand gallons.  
50,001 and over gallons, or any portion thereof for \$6.05 per thousand gallons.

Appendix 7 – Fees

➤ Sewer Rates Schedule (continued). (**UNDER REVIEW**)

**SEWER RATES SCHEDULE – COMMERCIAL INSIDE CITY LIMITS**

- 00 – 3000 gallons or any portion thereof, for \$17.40 (minimum consumption)
- 3001 – 10,000 gallons, or any portion thereof for \$5.80 per thousand gallons.
- 10,001 – 20,000 gallons, or any portion thereof for \$5.85 per thousand gallons.
- 20,001 – 30,000 gallons, or any portion thereof for \$5.90 per thousand gallons.
- 30,001 – 50,000 gallons, or any portion thereof for \$5.95 per thousand gallons.
- 50,001 and over gallons, or any portion thereof for \$6.05 per thousand gallons.

**SEWER RATES SCHEDULE – COMMERCIAL OUTSIDE CITY LIMITS**

- 00 – 3000 gallons or any portion thereof, for \$30.00 (minimum consumption)
- 3001 – 10,000 gallons, or any portion thereof for \$10.00 per thousand gallons.
- 10,001 – 20,000 gallons, or any portion thereof for \$10.05 per thousand gallons.
- 20,001 – 30,000 gallons, or any portion thereof for \$10.10 per thousand gallons.
- 30,001 – 50,000 gallons, or any portion thereof for \$10.15 per thousand gallons.
- 50,001 and over gallons, or any portion thereof for \$10.25 per thousand gallons.

➤ Tap-In Fees. (**UNDER REVIEW**)

i. Commercial Tap-in Fees:

2014 COMMERCIAL TAP IN FEES

All water & sewer tap-in fees are based on (3) three different conditions that exist in the City of Grovetown. These conditions are as follows:

- A) Applicant applies for a tap inside a developed area in which the Developer has furnished water and/or sewer mains, taps and meter boxes.
- B) Applicant applies for a tap inside a developed area in which the Developer has furnished only the water and/or sewer mains.
- C) Applicant lives adjacent to a water and/or sewer main installed by the City of Grovetown.

Sewer tap fees are based on water meter size.  
Commercial tap fees are a minimum of 1"

**\*COMMERCIAL TAPS ARE A MINNIMUM OF 1"\***

**\*COMMERCIAL TAPS ARE A MINNIMUM OF 1"\***

<b>Cost for 1" Service for Commercial Use</b>	
	<b>Water</b>
<b>A</b>	\$850
<b>B</b>	\$1,000
<b>C</b>	\$1,500
	<b>Sewer</b>
<b>A</b>	\$1,000
<b>B</b>	\$1,400
<b>C</b>	\$1,700

Appendix 7 – Fees

B. Utility Fees (continued). (**UNDER REVIEW**)

Commercial Tap-in Fees

<b>Cost for 1 ½” Service for Commercial Use</b>	
	<b>Water</b>
A	\$1,000
B	\$1,300
C	\$1,800
	<b>Sewer</b>
A	\$1,200
B	\$1,600
C	\$1,900

<b>Cost for 2” Service for Commercial Use</b>	
	<b>Water</b>
A	\$1,300
B	\$1,700
C	\$2,400
	<b>Sewer</b>
A	\$5,400
B	\$6,500
C	\$7,300

<b>Cost for 3” Service for Commercial Use</b>	
	<b>Water</b>
A	\$2,800
B	\$3,500
C	\$4,200
	<b>Sewer</b>
A	\$8,800
B	\$9,900
C	\$10,000

<b>Cost for 4” Service for Commercial Use</b>	
	<b>Water</b>
A	\$4,600
B	\$5,600
C	\$6,300
	<b>Sewer</b>
A	\$15,800
B	\$16,700
C	\$17,900

<b>Cost for 6” Service for Commercial Use</b>	
	<b>Water</b>
A	\$9,200
B	\$10,300
C	\$11,600
	<b>Sewer</b>
A	\$33,600
B	\$34,800
C	\$36,900

<b>Cost for 8” Service for Commercial Use</b>	
	<b>Water</b>
A	\$16,200
B	\$18,000
C	\$20,300
	<b>Sewer</b>
A	\$55,400
B	\$60,900
C	\$64,600

Appendix 7 – Fees

B.Utility Fees (continued). (**UNDER REVIEW**)

ii. Residential Tap-in Fees:

**2014 RESIDENTIAL TAP-IN FEES**

All water & sewer tap-in fees are based on (3) three different conditions that exist in the City of Grovetown. These conditions are as follows:

- A) Applicant applies for a tap inside a developed area in which the Developer has furnished water and/or sewer mains, taps and meter boxes.
- B) Applicant applies for a tap inside a developed area in which the Developer has furnished only the water and/or sewer mains.
- C) Applicant lives adjacent to a water and/or sewer main installed by the City of Grovetown.

**Sewer tap fees are based on water meter size.**

Cost for 3/4" Service for Residential Use (Inside City Limits)	
	<b>Water</b>
A	\$700
B	\$800
C	\$1,000
Cost for 1" Service for Residential Use (Inside City Limits)	
	<b>Water</b>
A	\$800
B	\$900
C	\$1,100
Cost for 3/4" Service for Residential Use (Outside City Limits)	
	<b>Water</b>
A	\$850
B	\$950
C	\$1,150
Cost for 1" Service for Residential Use (Outside City Limits)	
	<b>Water</b>
A	\$900
B	\$1000
C	\$1,200
Residential Sewer Tap Fees	
3/4"	\$750
1"	\$800

Appendix 7 – Fees

C.Meter Damage and Replacement Fees. (**UNDER REVIEW**)



CITY OF GROVETOWN  
103 Old Wrightsboro Road  
P. O. Box 120  
GROVETOWN, GEORGIA 30813



**Meter Damage and Replacement Fees**

<u>Service</u>	<u>Fee</u>
Replace Meter Lid	\$25.00
Replace Meter Box	\$30.00
Replace Damaged/Missing Check Valve	\$90.00
Replace Damaged/Missing Cut-Off Valve (curb stop)	\$100.00
Replace Damaged/Missing Meter	\$250.00
Move Meter Prior to Installing	\$200.00
Move Meter After Installing	\$300.00

The above fees are subject to change at any time. The above fees apply to all contractors and all customers in residential.

**NO WORK SHALL BE PERFORMED WHEN:**

- METER IS NOT CUT LOOSE BY CUSTOMER/PLUMBER'S
- METER IS NOT VISIBLE OR ACCESSIBLE
- METER CAN NOT BE LOCATED

**THIS POLICY REPLACES ALL PREVIOUS FEE SCHEDULES AND IS EFFECTIVE JANUARY 15, 2014, AND WILL REMAIN IN EFFECT UNTIL FURTHER NOTICE.**

The City of Grovetown is an Equal Opportunity Employer and Provider  
TDD/TTY # 711



## Appendix 7 – Fees

### D. Building Valuation Data to Calculate New Construction Building Permit Fees

#### Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land.

Square Foot Construction Costs Group (2015 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	226.92	219.10	213.80	205.04	192.95	187.36	198.56	176.18	169.73
A-1 Assembly, theaters, without stage	207.97	200.15	194.85	186.09	174.15	168.55	179.61	157.38	150.92
A-2 Assembly, nightclubs	177.89	172.85	168.07	161.49	151.98	147.78	155.80	137.68	132.99
A-2 Assembly, restaurants, bars, banquet halls	176.89	171.85	166.07	160.49	149.98	146.78	154.80	135.68	131.99
A-3 Assembly, churches	209.94	202.13	196.83	188.07	176.32	170.72	181.59	159.54	153.09
A-3 Assembly, general, community halls, libraries, museums	175.12	167.31	161.01	153.25	140.50	135.90	146.77	123.72	118.27
A-4 Assembly, arenas	206.97	199.15	192.85	185.09	172.15	167.55	178.61	155.38	149.92
B Business	181.12	174.43	168.67	160.26	146.18	140.70	153.97	128.34	122.72
E Educational	192.29	185.47	180.15	172.12	160.72	152.55	166.18	140.46	136.18
F-1 Factory and industrial, moderate hazard	108.98	103.99	97.83	94.17	84.37	80.56	90.16	69.50	65.44
F-2 Factory and industrial, low hazard	107.98	102.99	97.83	93.17	84.37	79.56	89.16	69.50	64.44
H-1 High Hazard, explosives	102.01	97.02	91.86	87.20	78.60	73.79	83.19	63.73	N.P.
H234 High Hazard	102.01	97.02	91.86	87.20	78.60	73.79	83.19	63.73	58.67
H-5 HPM	181.12	174.43	168.67	160.26	146.18	140.70	153.97	128.34	122.72
I-1 Institutional, supervised environment	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
I-2 Institutional, hospitals	304.80	298.11	292.36	283.95	268.92	N.P.	277.65	251.09	N.P.
I-2 Institutional, nursing homes	211.20	204.51	198.75	190.34	177.26	N.P.	184.05	159.42	N.P.
I-3 Institutional, restrained	206.08	199.38	193.63	185.22	172.62	166.14	178.93	154.79	147.16
I-4 Institutional, day care facilities	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
M Mercantile	132.61	127.57	121.79	116.21	106.35	103.15	110.52	92.05	88.36
R-1 Residential, hotels	182.28	175.70	170.83	162.68	150.87	146.84	162.68	135.49	131.23
R-2 Residential, multiple family	152.86	146.27	141.41	133.25	122.04	118.01	133.25	106.66	102.41
R-3 Residential, one- and two-family	143.93	139.97	136.51	132.83	127.95	124.61	130.57	119.73	112.65
R-4 Residential, care/assisted living facilities	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
S-1 Storage, moderate hazard	101.01	96.02	89.86	86.20	76.60	72.79	82.19	61.73	57.67
S-2 Storage, low hazard	100.01	95.02	89.86	85.20	76.60	71.79	81.19	61.73	56.67
U Utility, miscellaneous	77.82	73.48	69.04	65.52	59.23	55.31	62.58	46.83	44.63

## Appendix 8 – Sewer and Water Specifications and Requirements

General: For new construction requiring extension of the City’s water and sewer mains, the developer’s underground utility contractor shall make the required water and sewer service taps and coordinate with the City to provide and install water meters, meter boxes, backflow preventers, gate valves, sewer tap saddles and sewer service lines. While the City will provide and install these items their costs will be borne by the developer.

Within residential subdivisions zoned R1, R2, R3, R3-A, R3-55, R4, CC4, CC5, CC6, CC7 and PUD that require extension of the City’s water or sewer mains, the developer’s underground utility contractor shall make the required water and sewer service taps and coordinate with the City to install water meters, meter boxes, backflow preventers, gate valves, sewer service taps and sewer service lines.

1. For sewer taps up to 6” in size, where City sewer mains are in existence, the developer’s contractor shall excavate the City sewer main, tap the sewer main, and install the appropriate sewer tap saddle. The contractor shall be responsible for installing the sewer service lateral and all backfill and street repairs.
2. All pipe 8” or larger shall be SDR-26 slip joint (gasket) PVC.
3. The City will only maintain 8” sewer lines and larger.
4. All sewer manholes shall be precast concrete w/ boots (traffic model ring and cover).
5. Sewer lines must be laid by laser.
6. Mandrell to be passed through all sewer lines under supervision of City.
7. Tapping saddles that are PVC will not be accepted; Romac saddle or equal.

### Special Instructions (for both water and sewer-related development):

Detectable line marking tape shall be used on all lines; water lines shall have tape marked “Warning Water Line”, sewer lines shall have tape marked “Warning Sewer Line”, all tape to be placed a minimum of 18” above lines (force mains shall have marking tape placed on pipe and placed a minimum of 18” above pipe). Number 12 insulated solid copper wire will be run in ditch with all pressure lines to be extended (solid) out of ground at each hydrant and at each valve box. All copper wire connections are to be made with waterproof splicing kit. All sewer and water service laterals will have #12 insulated solid copper wire installed with service and stubbed up at end of service on metal post.

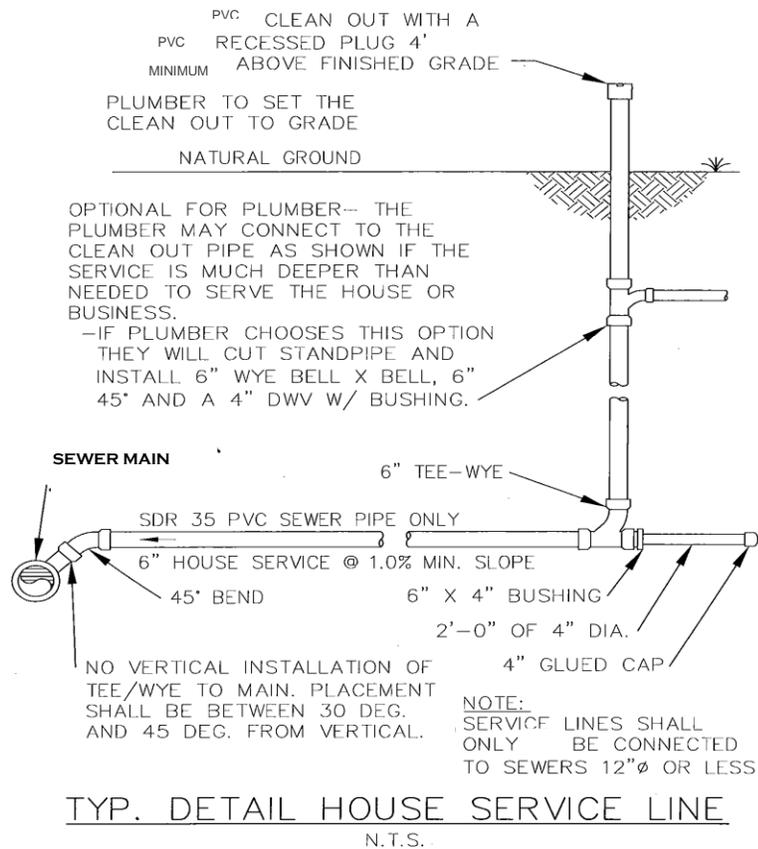
### Additional Notes:

1. Locate all sewer lines in front of buildings where elevations permit.

## Appendix 8 – Sewer Specifications and Requirements

2. Locate all sewer manholes where they will be accessible with truck mounted cleaning equipment.
3. No water or sewer mains shall be closer than 10 feet from a building or structure (due to the type of maintenance equipment used by the City of Grovetown).
4. All materials to be inspected by the City before construction begins.
5. All lines must be inspected by the City before acceptance.
6. Pressure test on force mains are required on all installations (100 psi for 2 hours).
7. All water and sewer mains that will be owned and maintained by the City of Grovetown shall have a 20' dedicated easement.
8. Sewer, water main, and service lines will not be accepted without an approved set of as-built drawings.
9. The City Water / Sewer Department has the right to reject any material that is deemed unacceptable.
10. The City Water / Sewer Department requires a videotape of all new sewer main installations and storm drains.
11. All water and sewer line installations for the City of Grovetown will be performed by a Georgia certified underground utility contractor.
12. Sewer and water services will be inside the R/W within 5' of the edge of property lines.
13. Number 12 insulated solid copper wire on force main should be brought up every 1,000 feet in CI valve box marked "Sewer" on lid.

## Appendix 9 – Sanitary House Service Connection



\*\* Notes: 1. Developer to stub PVC cleanout with cap 4' above finished grade. 2. Plumber to set cleanout with recessed plug in polyethylene box with cast iron cover to grade. 3. When connecting to an existing sewer main the connection shall be made with Romac style "CB" sewer saddle.

## Appendix 10 – Water Installation Specifications and Requirements

General: As stated in Appendix 8 (Sewer Specifications and Requirements), for new construction requiring extension of the City's water and sewer mains, the developer's underground utility contractor shall make the required water and sewer service taps and coordinate with the City to provide and install – at the developer's cost – water meters, meter boxes, backflow preventers, gate valves, sewer tap saddles and sewer service lines.

This is also true within residential subdivisions zoned R1, R2, R3, R3-A, R3-55, R4, CC4, CC5, CC6, CC7 and PUD that require extension of the City's water or sewer mains – like stated above, the developer's underground utility contractor shall make the required water and sewer service taps and coordinate for the City to install water meters, meter boxes, backflow preventers, gate valves, sewer service taps and sewer service lines. The City shall supply backflow preventers only for fire service taps to be installed by customer's contractor and the customer shall be responsible for furnishing / installing any required vault(s), at cost to contractor.

### Other specifics:

1. For ¾" and 1" water taps, the City will furnish the meter box, backflow preventer, and water meter, at developer expense.
2. In new developments, the City shall be responsible for furnishing backflow preventers required by by-passing piping, meter boxes and / or vaults on all water taps larger than 1", also at developer's expense.
3. For water taps up to 2" in size, where City water mains are in existence, the City Water Department shall tap the main and install the water meter and meter box. The City shall furnish and install the backflow preventer on ¾" and 1" services only.
4. The developer shall be responsible for purchasing from the City and installing backflow preventers and required boxes and / or vaults to accommodate the backflow preventer on taps larger than 1".
5. Water mains 4" and larger shall be C-900 (DR 18) PVC pipe.
6. Water mains 2" shall be PE CTS 200 PSIG (polyethylene copper tubing size 200 pounds per square inch gage) tubing.
7. All service tubing shall be PE CTS 200 PSIG or greater (w/plastic inserts).
8. All 4" or larger valves shall be M&H resilient seat, M.J. gate valves or equal (to be approved by City Water / Sewer Department).
9. All 2" valves shall be Stockham (B-103) or Milwaukee (105) gate valve.
10. All valve boxes shall be cast iron slide type.
11. All valve boxes must have concrete pads a minimum of 18" x 18" x 4" or precast concrete ring.

## Appendix 10 – Water Installation Specifications and Requirements

12. In residential subdivisions water services shall be provided using ¾” piping. In commercial developments all water services will be through piping of 1” diameter or greater.
13. All meter boxes shall be heavy-duty plastic with cast iron lid with cast reader lid or cast iron yoke box.
14. In accordance with City of Grovetown Ordinance 159 the water cut off valve shall be installed on the owner’s side of the water meter.
15. All pipe fittings shall be compression, threaded or M.J. The City will not accept plastic threaded fittings (or glue fittings) of any kind.
16. All service brass shall be Ford, Mueller, McDonald or Hayes.
17. All water meters shall be Badger Water Meters. All meters will be provided by the City of Grovetown when tap fees are paid.
18. Developers / home owners are required to install ball valve / hand valve on home owner’s side of meter box.
19. On 1-1/2” lines and up, contractors must install double check valve assembly where an RPZ (reduced pressure zone) device is required. A hand valve is required on customer’s side of the meter.
20. All water taps shall be tapping saddle and corp stop.
21. All fire hydrants shall be M&H model 129, 3-way, brass seat, 5-1/4” valve opening minimum, 3-1/2” bury, M.J. foot, two 2-1/2” hose nozzle, one 4-1/2” pumper nozzle.
22. All fire hydrant sets require M&H isolation valves.
23. All fittings and hydrants must have proper restraints, including bell joints.
24. Gravel must be placed under and around weep holes of fire hydrant.
25. All materials must be American Water Works Association (AWWA) approved. 25. Water main pipe should be blue in color.

### Special Instructions (for both water and sewer-related development):

Detectable line marking tape shall be used on all lines; water lines shall have tape marked “Warning Water Line”, sewer lines shall have tape marked “Warning Sewer Line”, all tape to be placed a minimum of 18” above lines. Force mains shall have marking tape placed on pipe and placed a minimum of 18” above pipe. Number 12 insulated solid copper wire will be run in ditch with all pressure lines to be extended (solid) out of ground at each hydrant and at each valve box. All copper wire connections are to be made with waterproof splicing kit. All sewer and water service laterals will have #12 insulated solid copper wire installed with service and stubbed up at end of service on metal post.

## Appendix 10 – Water Installation Specifications and Requirements

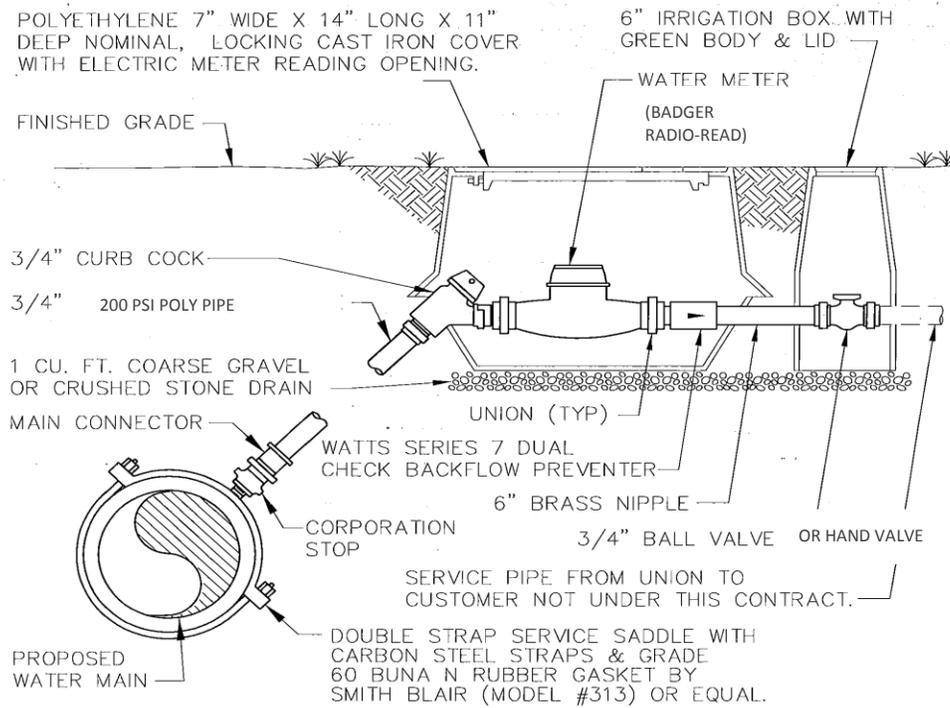
### Additional Notes:

1. No water or sewer mains shall be closer than 10 feet to a building or structure (due to the type of maintenance equipment used by the City of Grovetown).
2. All materials to be inspected by the City before construction begins.
3. All lines must be inspected by the City before acceptance.
4. Pressure test on water mains are required on all installations (150 psi for 2 hours).
5. Wet taps 4” and larger are to be made using stainless steel wrap around saddle, tested at 150 PSIG for 30 minutes.
6. All water and sewer mains that will be owned and maintained by the City of Grovetown shall have 20’ dedicated easements.
7. Sewer, water main, and service lines will not be accepted without an approved set of as-built drawings.
8. Any connection to City water mains for fire sprinkler, irrigation or domestic use will have a backflow preventer device (must be approved by the Water Sewer Department).
9. All meters and backflow preventers 3” and above will have a bypass with a backflow preventer.
10. All 3” and larger meter installations will conform to attached vault detail; this also includes fire system installations.
11. The City Water / Sewer Department has the right to reject any material that is deemed unacceptable.
12. All water and sewer line installations for the City of Grovetown will be performed by a Georgia certified underground utility contractor.
13. Sewer and water services will be no more than 24” from back of curb to allow for other utility installation.

\*\* Note: A Grovetown Inspector shall be present when a tap or tie-in occurs. During construction when deviations from approved plans are desired, the Grovetown Inspector shall be notified.



# Appendix 11 – Water Service Connection

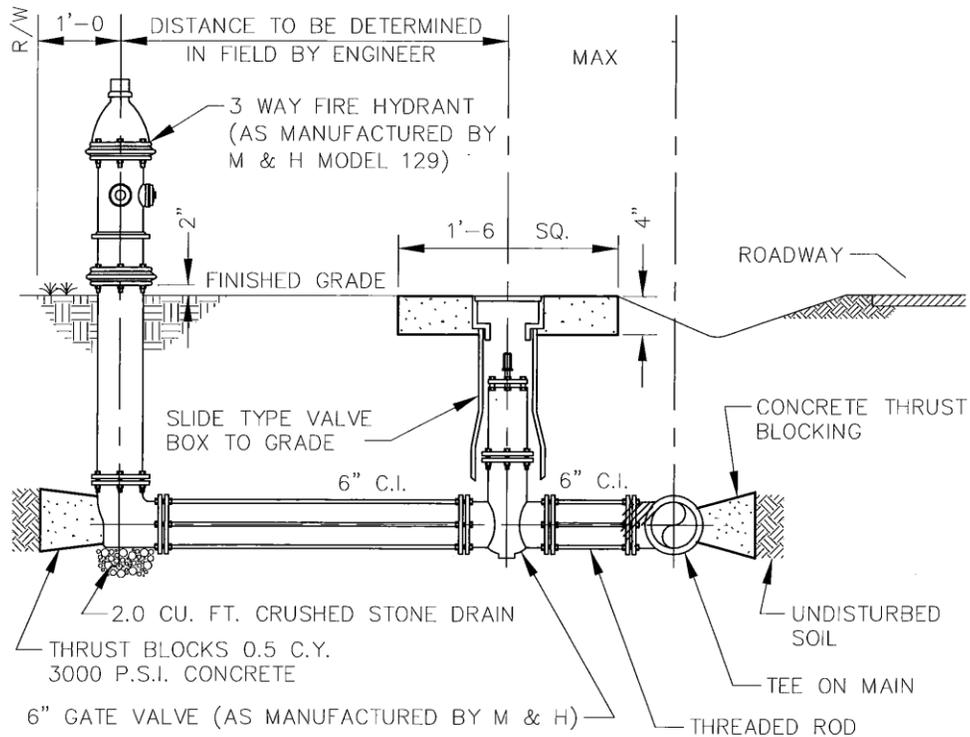


**NOTE:**  
 RETURN ALL SALVAGED MATERIALS TO WATER SYSTEM OWNER.

## TYPICAL SERVICE CONNECTION

N.T.S.

## Appendix 12 – Typical Fire Hydrant Detail



### NOTES:

1. THREADED ROD MAY BE USED IN LIEU OF THRUST BLOCKING.
2. HYDRANT AND VALVE BOX SHALL BE SET PLUMB.
3. HYDRANT DRAIN HOLE AND ALL BOLTS SHALL BE KEPT FREE OF ANY CONCRETE.
4. VALVE & VALVE BOXES SHALL BE I.A.W. STANDARD 15.01.
5. ALL MATERIAL AND CONSTRUCTION SHALL BE I.A.W. SEC. 11 & SEC. 15 OF THESE SPECIFICATIONS.
6. VALVE & VALVE BOXES SHALL NOT BE LOCATED IN DITCH LINE.
7. ALL FIRE HYDRANT VALVES ARE TO HAVE 5 1/4" OPENINGS.
8. CONCRETE COLLAR REQ'D. WHERE VALVE BOX IS NOT LOCATED IN PAVED AREA.

## TYPICAL FIRE HYDRANT DETAIL

N.T.S.

Appendix 13 – Hydrant Meter Application



CITY OF GROVETOWN  
 103 Old Wrightsboro Road  
 P. O. Box 120  
 GROVETOWN, GEORGIA 30813



**HYDRANT METER APPLICATION**

THE UNDERSIGNED hereby agrees and contracts with the City of Grovetown Water and Sewerage System to assume full responsibility for the Fire Hydrant Meter listed below; to protect the meter from any malicious or physical damages; and to pay the current monthly rental fee for this meter, as well as, all expenses which may result from repairs or replacement of damaged materials.

The renter of this hydrant meter acknowledges that the City of Grovetown Water and Sewerage System **will not** be responsible for the quality of water delivered through this meter. The hydrant meter is for **construction purposes only** and is not intended for regular commercial use or any use resulting in human consumption.

The act of retrieving water from a fire hydrant without the use of a Fire Hydrant Meter could result in prosecution. **Backflow protection is required for all fire hydrant connections.** The City of Grovetown Water and Sewerage System must approve backflow protection methods other than an air gap.

I ACKNOWLEDGE BY MY SIGNATURE THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH ABOVE.

Phone: \_\_\_\_\_  
 X \_\_\_\_\_  
 (SIGNATURE)  
 \_\_\_\_\_  
 (PRINT NAME)  
 \_\_\_\_\_  
 (COMPANY NAME)  
 \_\_\_\_\_  
 (ADDRESS)  
 \_\_\_\_\_  
 (CITY, STATE, ZIP)  
 \_\_\_\_\_  
 (LOCATION)

FEIN \_\_\_\_\_  
 DEPOSIT AMT \$ \_\_\_\_\_  
 CASH OR CHECK # \_\_\_\_\_  
 \_\_\_\_\_/\_\_\_\_\_/2011  
 (DATE PAID)  
 METER # \_\_\_\_\_  
 BEGIN READ: \_\_\_\_\_  
 ACCT # \_\_\_\_\_

RETURNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (PLEASE SIGN LEGIBLY)  
 PRINT NAME \_\_\_\_\_ ENDING READING \_\_\_\_\_

The City of Grovetown is an Equal Opportunity Employer and Provider  
 TDD/TTY # 711

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN \_\_\_\_\_ & ITS OWNER(S)**  
**AND**  
**THE CITY OF GROVETOWN**

RE: FIRE HYDRANT INSTALLATION AND HYDRANT  
MAINTENANCE AT: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT OWNER(S): \_\_\_\_\_

OWNER(S) ADDRESS(ES): \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

OWNER(S) PHONE #(S): \_\_\_\_\_

EMERGENCY PHONE #(S): \_\_\_\_\_

1. Purpose: The purpose of this Memorandum of Understanding is to define the duties and responsibilities of \_\_\_\_\_ and its Owner(s) as listed above (hereinafter referred to as “Owner) and the City of Grovetown (hereinafter referred to as “The City”), collectively known as “The Parties”, as involved in the construction, operation, and continuing maintenance of fire hydrants that are located with the property lines of \_\_\_\_\_ (private commercial property), located at \_\_\_\_\_

2. Reference: The “Plans” refer to the Approved Development Plans for \_\_\_\_\_: prepared by \_\_\_\_\_ (insert developer’s engineer / surveyor that prepared plat) and signed by the City Engineer (or designated representative) on \_\_\_\_\_ (date).

3. Scope: The “Fire Hydrants” in question are \_\_\_\_\_ (# of hydrants located within the project) located at \_\_\_\_\_; as shown on Page \_\_\_\_\_ of the Plans.

Appendix 14 – Fire Hydrant Memorandum of Agreement

4. Understandings, agreements, support, and resource needs. The Parties mutually agree to the following responsibilities:

a. The Fire Hydrants shall be constructed in specification, number and location as shown on the approved Plans by the Owner(s) or his / her agents;

b. The Fire Hydrants shall be tested and greased on an annual basis by the City of Grovetown at the City’s expense;

c. Maintenance and repair of Fire Hydrants shall be performed by the Owner(s) or his / her / their designated agent(s) at the Owner(s) sole expense.

5. The Fire Hydrants shall be in place and fully operational with the appropriate code-required flow and pressure prior to any person or tenant occupying the building and prior to the issuance of a Certificate of Occupancy on the building.

6. If at any point in time, now or in the future, the ownership of the project / property changes, it shall be the sole responsibility of the originally noted Owner(s) to inform the new owner(s) of this Memorandum of Understanding prior to the sale and transfer of the project / property to the new owner(s). This Memorandum of Understanding will continue in effect for as long as the project / property is privately owned and operated, regardless of the ownership of the project / property.

7. Effective Date: \_\_\_\_\_

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Owner’s Printed Name	Date	City Official’s Printed Name	Date
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Owner’s Signature	Date	City Official’s Signature	Date
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Notary Signature	Notary Signature
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Commission Expires	Commission Expires
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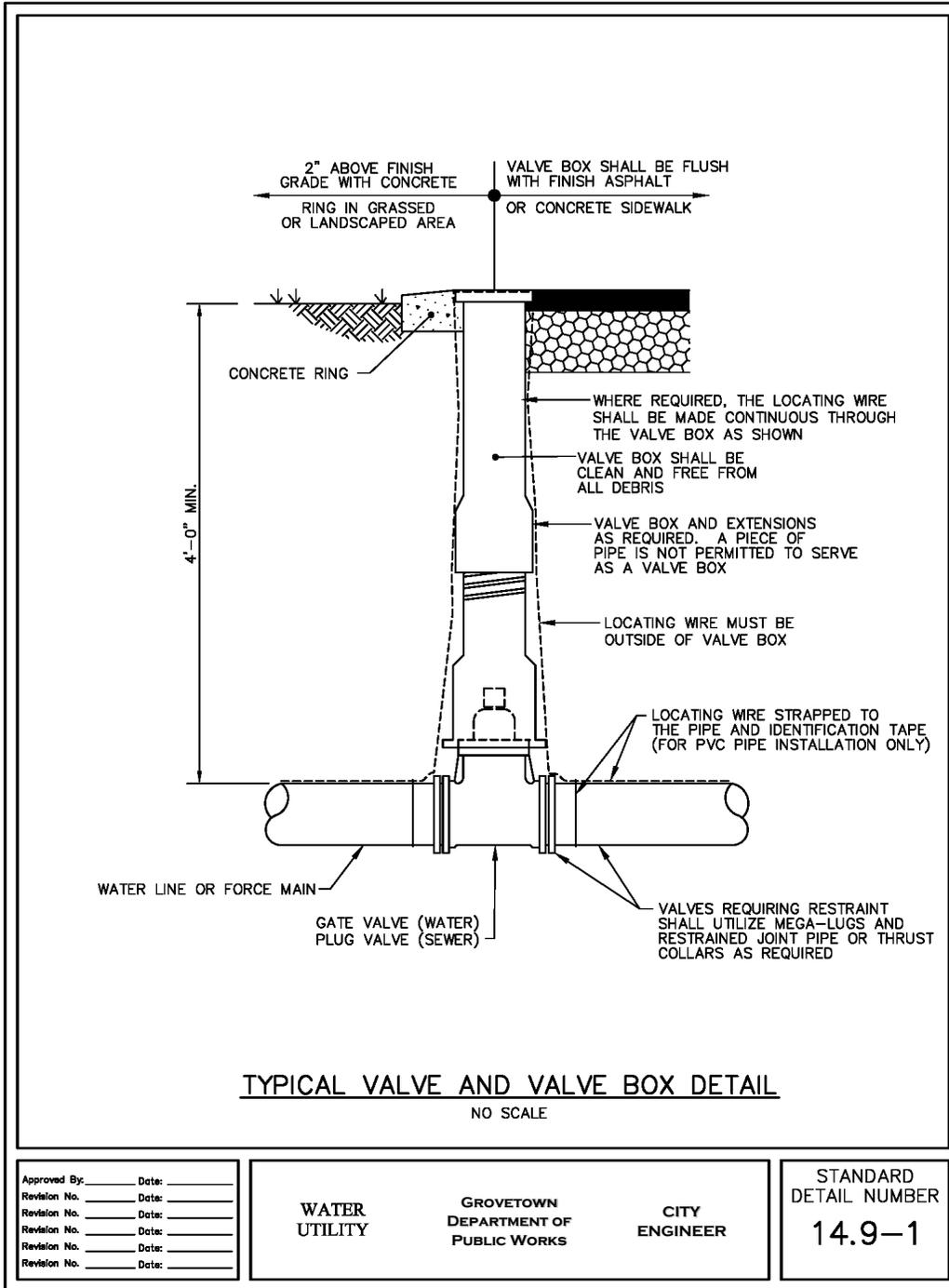
Notary Seal:

Notary Seal:

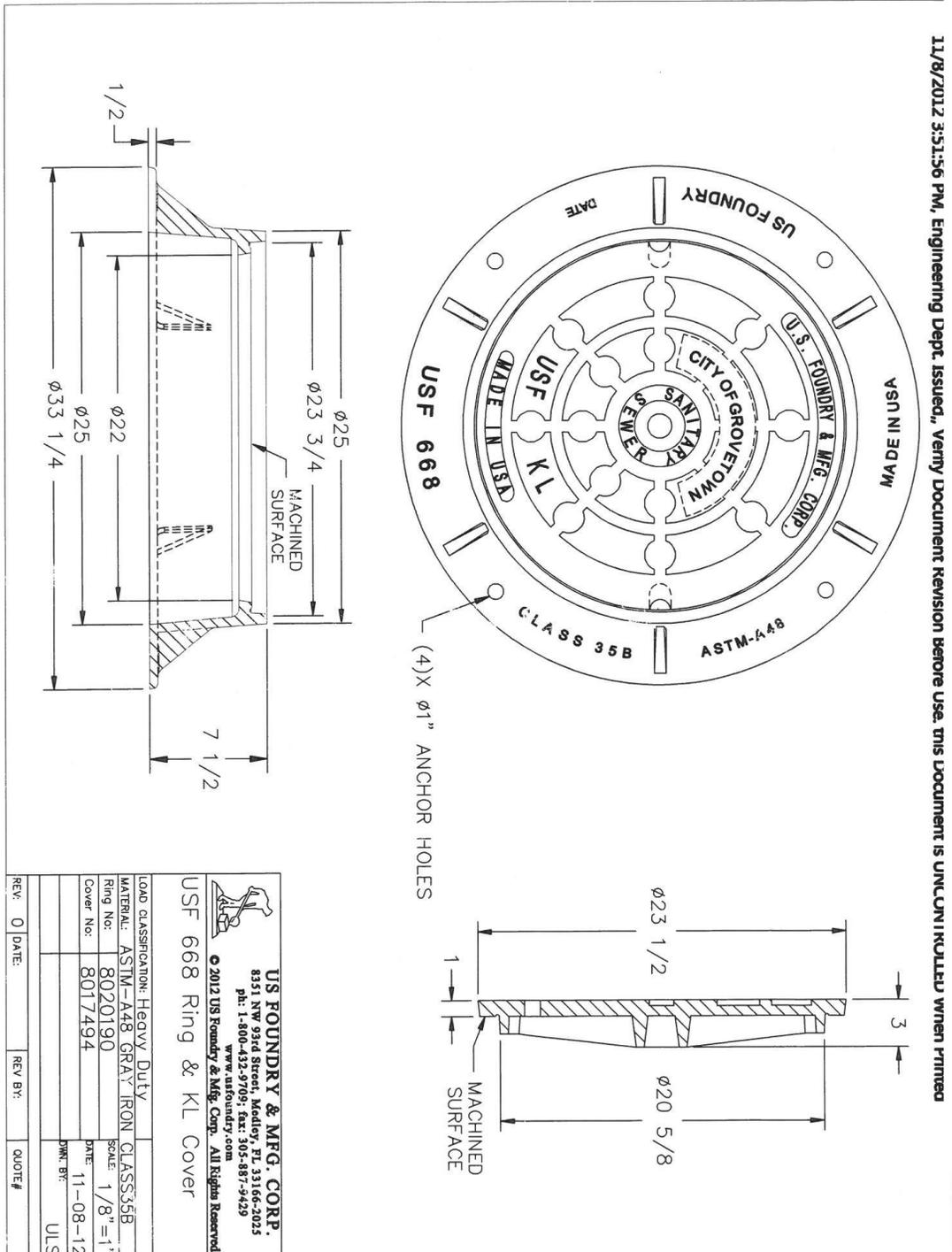
## Appendix 15 – Large Meter and Backflow Preventer Vault Information

1. All by-pass lines shall be located inside of vaults.
2. All pipe located inside of vault shall be ductile iron.
3. All transitions made from PVC to ductile pipe shall be done by using a MJ sleeve.
4. All fittings located inside of vault must be tied together to create one piece. All-thread rod must be run through vault walls to restrain isolation valves on both sides of meter / backflow. Eye bolts must be used. Do not run all-thread rod through holes in valves or fittings.
5. All valves inside of vaults must have a wheel type handle.
6. Contractor must maintain all distances from vault walls and floor to fittings or pipe as shown in city specifications.
7. Flooring of vault shall be decided by the City of Grovetown Water / Sewer Department according to soil, elevations of land, or other conditions.
8. Concrete pillars must be placed under pipe and fittings as deemed necessary by the City of Grovetown Water / Sewer Department.
9. Vault, pipe, fittings, meters and backflows shall be clean when installation is complete.
10. Lids must be double hinged aluminum and must be as large as the meter / backflow combination and should be placed where such devices can be removed if necessary, usually 3' x 3'.

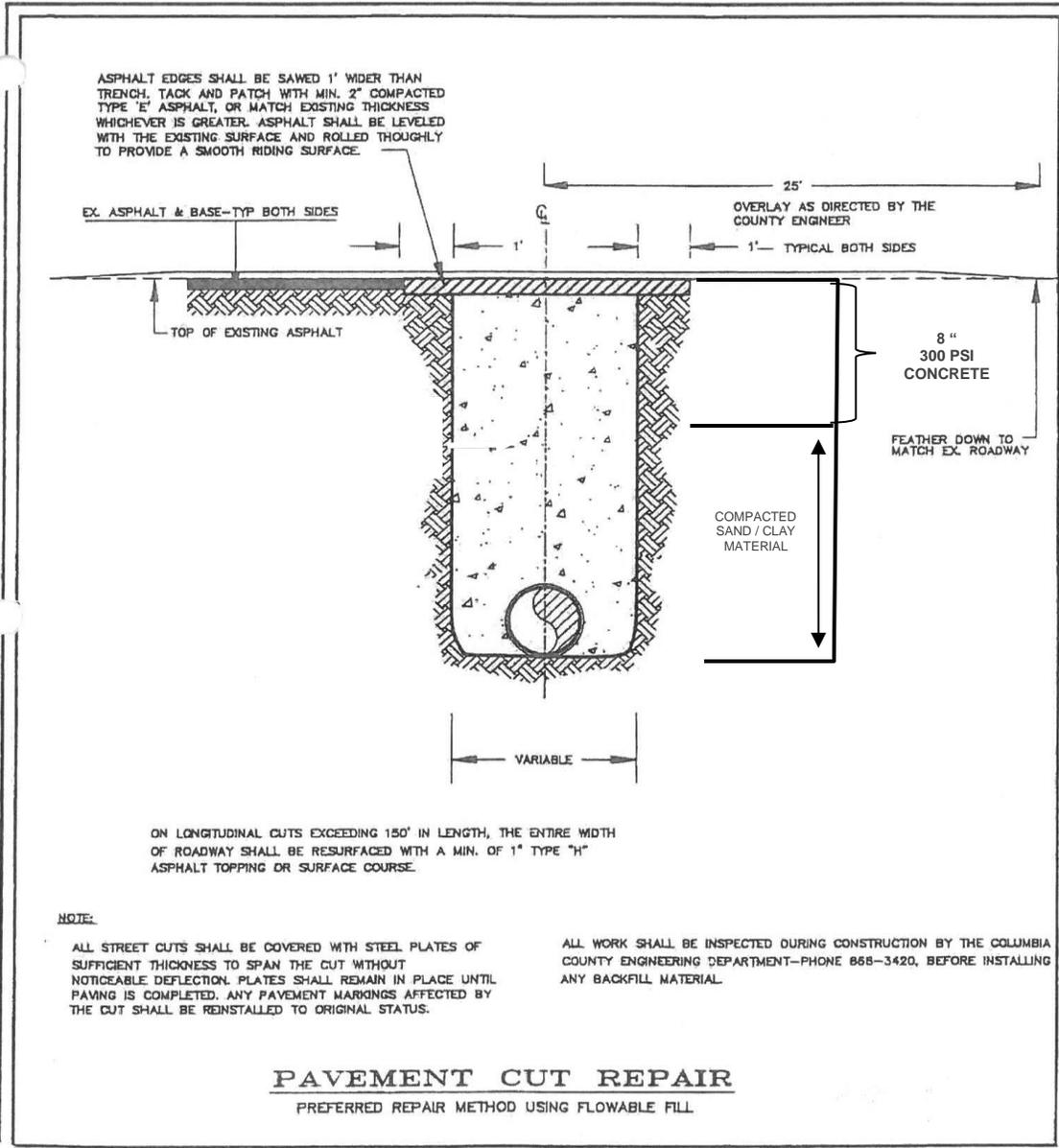
Appendix 16 – Valve Box



Appendix 17 – Manhole Cover



Appendix 18 – Typical Street Repair - Preferred Using Flowable Fill



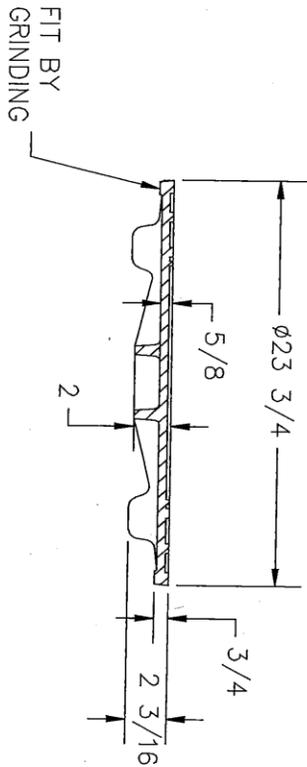
<p><b>STANDARD DRAWINGS</b></p> <p>Apvd. By: <u>SPUD, PE, Deter 4/12/03</u>          Drawn By: <u>V.M.</u> Rev. No. _____</p>	<p>GROVETOWN DEPARTMENT OF PUBLIC WORKS</p>	<p><b>STD. NO.</b> <b>11.02</b></p>
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Appendix 19 – Storm Drain Cover

12/4/2012 3:39:58 PM, Engineering Dept. Issued, Verify Document Revision Before Use, this Document is UNCONTROLLED When Printed



(2) Penetrating Pickholes  
 (4)  $\phi 1"$  Vent Holes



 <b>US FOUNDRY &amp; MFG. CORP.</b> 8351 NW 93rd Street, Madley, FL 33166-2025 ph: 1-800-432-9709; fax: 305-887-9429 www.usfoundry.com © 2012 US Foundry & Mfg. Corp. All Rights Reserved	
USF LU Cover	
LOAD CLASSIFICATION:	Light Duty
MATERIAL:	ASTM-A48 GRAY IRON CLASS 35B
Cover No:	8017534
SCALE:	1/8" = 1"
DATE:	12-04-12
DNV BY:	ULS
REV:	0
DATE:	
REV BY:	
QUOTE#:	

## Appendix 20 – Storm Water Facility Maintenance Agreement

# STORMWATER FACILITY MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between (Insert Full Name of Owner) \_\_\_\_\_ hereinafter

called the "Landowner", and the [City of Grovetown, Georgia], hereinafter called the "[City of Grovetown]". WITNESSETH, that

WHEREAS, the Landowner is the owner of certain real property described as (Tax Map/Parcel Identification Number) \_\_\_\_\_ as recorded by deed in the land records of [Columbia County], Georgia, Deed Book \_\_\_\_\_ Page \_\_\_\_\_, hereinafter called the "Property".

WHEREAS, the Landowner is proceeding to build on and develop the property; and WHEREAS, the Site Plan/Subdivision Plan known as \_\_\_\_\_, (Name of Plan/Development)

hereinafter called the "Plan", which is expressly made a part hereof, as approved or to be approved by the City of Grovetown, provides for detention of stormwater and stormwater quality within the confines of the property; and

WHEREAS, the [City of Grovetown] and the Landowner, its successors and assigns, including any homeowners association, agree that the health, safety, and welfare of the residents of [Grovetown], Georgia, require that on-site stormwater and stormwater quality management facilities, hereafter called the stormwater management facilities, be constructed and maintained on the Property; and WHEREAS, the City of Grovetown requires that on-site stormwater management and stormwater quality facilities as shown on the Plan be constructed and adequately maintained by the Landowner, its successors and hereafter called the stormwater management facilities, assigns, including any homeowners association.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The on-site stormwater management facilities shall be constructed by the Landowner, its successors and assigns, in accordance with the plans and specifications identified in the Plan.
2. The Landowner, its successors and assigns, including any homeowners association, shall adequately maintain the stormwater management facilities. This includes all pipes, channels or other conveyances and stormwater quality features built to convey stormwater to the facility and provide stormwater quality, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as good working condition so that these facilities are performing their design functions. The Stormwater Structural Control Maintenance Checklists are to be used to establish what good working condition is acceptable to the [City of Grovetown].
3. The Landowner, its successors and assigns, shall inspect the stormwater management facility and submit an inspection report annually. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure, pond areas, access roads, stormwater quality features, etc. Deficiencies shall be noted in the inspection report.
4. The Landowner, its successors and assigns, hereby grant permission to the [City of Grovetown], its authorized agents and employees, to enter upon the Property and to inspect the stormwater management facilities whenever the [City of Grovetown] deems necessary. The purpose of inspection is to follow-up on reported deficiencies and/or to respond to citizen complaints. The [City of Grovetown]

## Appendix 20 – Storm Water Facility Maintenance Agreement

shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary.

5. In the event the Landowner, its successors and assigns, fails to maintain the stormwater management facilities in good working condition acceptable to the City of Grovetown, the City of Grovetown may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowner, its successors and assigns. For the purposes of this Agreement, an acceptable condition shall be defined as a facility in a condition to provide for the minimum performance standards as defined in the approved hydrological study / construction plans for the development and maintained to the minimum standards as outlined in the attached maintenance schedule of activities. Prior to any maintenance work performed by the City of Grovetown a right-of-entry / temporary easement via mutual agreement with the Landowner or court order on said property for the purposes of maintenance of stormwater management facilities shall be obtained. The City of Grovetown shall at their discretion perform necessary work either utilizing City manpower and resources or may outsource such work to contractors via the City's ordinary procurement processes for such work of a similar nature. This provision shall not be construed to allow the City of Grovetown to erect any structure of permanent nature on the land of the Landowner outside the easement for the stormwater management facilities. It is expressly understood and agreed that the City of Grovetown is under no obligation to routinely maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City of Grovetown.

6. The Landowner, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the stormwater management facilities is outlined on the approved plans, the schedule will be followed.

7. In the event the [City of Grovetown] pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner, its successors and assigns, shall reimburse the [City of Grovetown] upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the [City/County] hereunder.

8. This Agreement imposes no liability of any kind whatsoever on the [City of Grovetown] and the Landowner agrees to hold the [City of Grovetown] harmless from any liability in the event the stormwater management facilities fail to operate properly.

9. This Agreement shall be recorded among the land records of [Columbia County], Georgia, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any homeowners association.

WITNESS the following signatures and seals:

\_\_\_\_\_  
Company/Corporation/Partnership Name (Seal)

By: \_\_\_\_\_

\_\_\_\_\_  
(Type Name and Title)

The foregoing Agreement was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by

\_\_\_\_\_

Appendix 20 – Storm Water Facility Maintenance Agreement

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_  
COUNTY OF \_\_\_\_\_, GEORGIA

By: \_\_\_\_\_

\_\_\_\_\_  
(Type Name and Title)

The foregoing Agreement was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
[City/County] Attorney Date

## Appendix 21 - Detention Pond Maintenance

As per Grovetown Code of Ordinances (Municode), [Chapter 9, Article 1, Sec 1](#):

ARTICLE I. - IN GENERAL Sec. 9-1. – Storm water maintenance, post construction and long term maintenance of detention ponds.

(a) Ownership and maintenance of the detention ponds will remain with the owner/developer until the pond has been accepted for ownership by the City of Grovetown. Any maintenance, cleaning, or repairs of the detention pond, prior to acceptance by the City of Grovetown, will be at the cost of the owner/developer. After the city has accepted ownership of the pond the city will be responsible for any cost incurred with the maintenance, cleaning, repair of said pond.

(b) Maintenance of the detention ponds, once accepted by the city, will include (but not be limited to) annual inspection, clearing of any trash or debris located in the pond, clearing of any trees that may have grown in the pond, clean out of silt accumulation from the pipes in the pond, and repairs/maintenance of any retrofit device in the pond.

(c) If a pond exists where the city does not possess ownership of the pond, the city will notify the owner of the pond of the necessary maintenance that may be needed for the proper function of the pond. The owner will be notified by certified return receipt mail and will be allowed thirty (30) days from receipt of notification in which to bring the pond into compliance. If compliance is not met within the thirty-day period, the city will hire a licensed contractor to perform the necessary maintenance until compliance is met. The city will invoice/bill the owner of the pond, or place a lien on the property, until the city has been able to recover any costs that may have incurred to bring the privately owned pond into compliance.

(Ord. No. 182, §§ 1—3, 7-16-07)

## Appendix 21 - Detention Pond Maintenance

Inspection & Maintenance Requirements for Detention/Wetland Areas  
 At \_\_\_\_\_ – City of Grovetown, Georgia

<u>Activity</u>	<u>Schedule</u>
1. Clean and remove debris from inlet and outlet structures	Quarterly
2. Mow side slopes of dams	Every 3 Months During Growing Season
3. Inspect for invasive vegetation and remove as necessary by HOA (Examples include Hydrilla, Chinese Privet, Chinese Tallow, Kudzu, and Japanese Honeysuckle)	Annually
4. Inspect for damage to embankments and inlet/outlet structures	Annually – Damage Found to be Repaired Within 4 Weeks
5. Inspect for signs of hydrocarbon build-up and remove	Annually
6. Monitor for sediment accumulation in the facility	Annually
7. Examine to ensure that inlet/outlet structures are free of debris and are operational.	Annually
8. Repair undercut or eroded areas	Annually – Damage Found to be Repaired Within 4 Weeks
9. Monitor sediment accumulations, and remove sediment when the pool volume has become reduced significantly; plants are “choked” with sediment, or the wetland becomes eutrophic. Current Design Capacity = 11,467 CY Clean Out Level = 1,638 CY (2.25’ in Elevation)	10-20 years or after 25% of the wetland volume has been lost
10. No later than January 31 of each year, the developer/HOA/responsible party shall submit an annual inspection report and maintenance activity log detailing the inspection/maintenance of the previous 12 months for the detention area to the City of Grovetown; said report shall accompany photographs (time and date stamp shall be noted on each photograph) of the detention area, access roads, fence, gates, dam, embankments, inlets, outlets, emergency spillways, etc.	

## Appendix 21 - Detention Pond Maintenance

### Notes

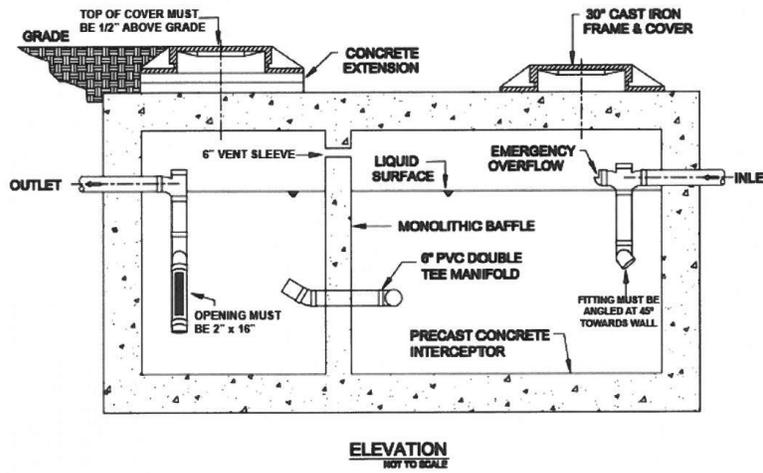
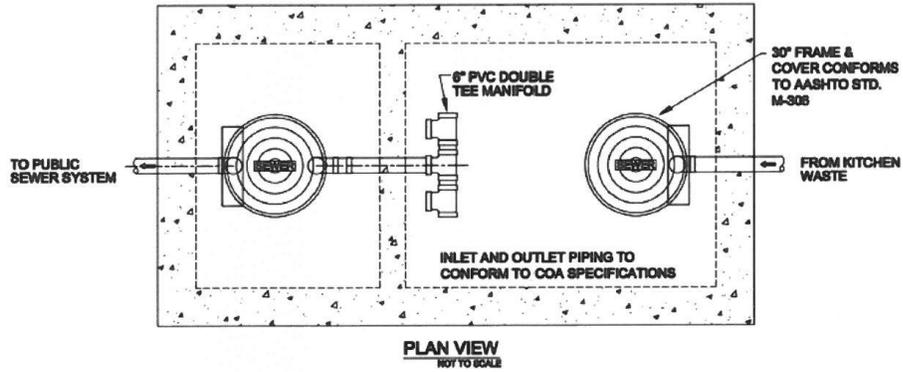
- ◆ Maintenance requirements for constructed wetlands are particularly high while vegetation is being established. Monitoring during these first years is crucial to the future success of the wetland as a stormwater structural control. Wetland facilities should be inspected after major storms (greater than 2" rainfall) during the first year of establishment to assess bank stability, erosion damage, flow channelization, and sediment accumulation within the wetland. For the first 3 years, inspections should be conducted at least twice per year.
- ◆ Accumulated sediment will gradually decrease wetland storage and performance. The effects of sediment deposition can be mitigated by the removal of the sediments.

## Appendix 22 – Typical 3 Stage In-Ground Grease Interceptor

1. Reinforcing shall be provided as required for top, sides, and bottom of concrete vault in accordance with ASTM-C-890.
2. Tank and manhole assembly shall be certified as designed for earth pressure, surcharge or H-20 landing.
3. Vault shall be bedded with #57 stone:
  - a. 6” of stone when placed on a hard surface
  - b. 12” of stone when placed on a sandy surface
4. The minimum compressive strength of concrete products shall be of 4000 psi.
5. Sweep 90 degree bends are to be used on the alarm conduit.
6. Tank must be coated with CS-55 by conseal with at least 0.0038” of thickness.
7. Must meet ASTM standards.
8. Minimum pump out is every 3 months; FOG inspector may increase pump frequency as needed to avoid discharge into sanitary sewer system.
9. If clean out is installed within pavement, a traffic rated cleanout must be installed.

# Appendix 22 – Typical 3 Stage In-Ground Grease Interceptor

## Grease Interceptor Design Specifications—Top and Side View Cutaway Details



Appendix 23 – Land Disturbance Activity Application



**LAND DISTURBANCE APPLICATION**

(MUST BE SUBMITTED WHEN APPLYING FOR BUILDING PERMIT)

**PROJECT TYPE:**  
 COMMERCIAL    RESIDENTIAL    SUBDIVISION    ROW    SINGLE FAMILY

**OTHER:**  
\_\_\_\_\_

**ACTIVITY TYPE:**  
 CLEARING    GRADING    DREDGING  
 TRANSPORTING    REMOVING TREES    REMOVING STUMPS

**OTHER ACTIVITY:**  
\_\_\_\_\_

**PROJECT LOT #:** \_\_\_\_\_      **PROJECT ADDRESS:** \_\_\_\_\_

**TOTAL ACRES:** \_\_\_\_\_      **TOTAL DISTURBED ACRES:** \_\_\_\_\_  
**PROPOSED DATE OF CONSTRUCTION:** \_\_\_\_\_

**PROPERTY OWNER:**  
**NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_      **STATE:** \_\_\_\_\_      **ZIP CODE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_      **FAX NUMBER:** \_\_\_\_\_

**APPLICANT**

**NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_      **STATE:** \_\_\_\_\_      **ZIP CODE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_      **FAX NUMBER:** \_\_\_\_\_

**EMERGENCY/CELL NUMBER:** \_\_\_\_\_

Appendix 23 – Land Disturbance Activity Application



**LAND DISTURBANCE APPLICATION**

(MUST BE SUBMITTED WHEN APPLYING FOR BUILDING PERMIT)

**ENGINEERING FIRM:** \_\_\_\_\_

**ENGINEERING FIRM ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**ENGINEERING FIRM POINT OF CONTACT:** \_\_\_\_\_

**24 HOUR CONTACT NAME:** \_\_\_\_\_

**24 HOUR CONTACT ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**24 HOUR CONTACT NUMBER:** \_\_\_\_\_

**24 HOUR CONTACT CELL #:** \_\_\_\_\_

**24 HOUR CONTACT EMAIL:** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF REQUESTOR** **DATE**

**SUPPLIMENT TO PERMIT FOR IMPOUNDMENT OF WATER:**  
"I DO HEREBY AGREE AND DO BY THESE PRESENT, INDEMNIFY AND HOLD HARMLESS THE CITY OF GROVETOWN, ITS ELECTED OFFICIALS, EMPLOYEES, AND THEIR HEIRS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, LAWSUITS, JUDGEMENTS, OR CHOSSES-IN-ACTION WHICH MAY BE MADE BY A THIRD PARTY AGAINST THE CITY OF GROVETOWN GEORGIA AS A RESULT OF THE IMPOUNDMENT OF WATER OR THE CONSTRUCTION OF A POND COVERED BY THIS PERMIT."

\_\_\_\_\_  
**OWNER OR DULY AUTHORIZED AGENT** **DATE**

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC** **DATE**

**\*\*THIS PERMIT IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE, WHICH ARE PARTS OF THIS PERMIT\*\***

Appendix 23 – Land Disturbance Activity Application



**LAND DISTURBANCE APPLICATION**

(MUST BE SUBMITTED WHEN APPLYING FOR BUILDING PERMIT)

**PERMIT CONDITIONS**

THIS PERMIT IS EFFECTIVE UNTIL COMPLETION OF THE AFORE MENTIONED LAND DISTURBING ACTIVITY. HOWEVER, IF THE LAND DISTURBING ACTIVITY DOES NOT COMMENCE WITHIN TWELVE (12) MONTHS OF THE DATE OF ISSUANCE, THIS PERMIT BECOMES NULL AND VOID.

**GENERAL CONDITIONS**

UNLESS OTHERWISE EXEMPTED, PERSONS ENGAGED IN LAND DISTURBING ACTIVITIES SHALL APPLY EROSION AND SEDIMENT CONTROL MEASURES WHICH CONFORM TO THE SPECIFICATIONS CONTAINED IN THE PUBLICATION ENTITLED "MANUAL FOR EROSION AND SEDIMENT CONTROL IN GEORGIA" PUBLISHED BY THE STATE SOIL AND WATER CONSERVATION COMMISSION, OR SHALL APPLY ALTERNATE DESIGN CRITERIA WHICH ARE EQUIVALENT AND SHALL CONFORM TO SOUND CONSERVATION AND ENGINEERING PRACTICES.

**SPECIAL CONDITIONS**

*BMP MEASURES SHALL BE INSTALLED AND MAINTAINED ON SAID PROJECT UNTIL FINAL STABILIZATION HAS BEEN ACHIEVED---AT TIME OF FINAL STABILIZATION, ALL SILT FENCE AND SILT FENCE POSTS SHALL BE REMOVED FROM THE PROJECT AND ALL AREA DISTURBED BY THE REMOVAL OF SAID SILT FENCE AND SILT FENCE POSTS SHALL BE STABILIZED---PERMIT IS LIMITED TO ACTIVITY TYPE STATED ON APPLICATION---FAILURE TO COMPLY WITH SPECIAL CONDITIONS WILL RESULT IN THE ISSUANCE OF A STOP WORK ORDER AND NO FURTHER PERMITS WILL BE ISSUED UNTIL COMPLIANCE IS ACHIEVED.*

I STATE, BY SIGNING BELOW, I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE NOTED SPECIAL CONDITIONS FOR LAND DISTURBANCE IN THE CITY OF GROVETOWN. I FURTHER ACKNOWLEDGE THAT I WILL BE NOTIFIED IN WRITING, EITHER IN THE FORM OF A "NOTICE OF DEFICIENCY FOR SOIL EROSION" OR BY LETTER FROM PLANNING & ZONING IF OTHER CONDITIONS ARE DEEMED NECESSARY. I ALSO AGREE TO COMPLY WITH ABOVE SPECIAL CONDITIONS AND ANY AND ALL NOTICES OR LETTERS RECEIVED REGARDING PROJECT SITE.

SIGNATURE OF REQUESTOR

DATE

\*\*\*\*\*



**National Pollutant Discharge Elimination System (NPDES)  
General Permit Form**

Please type or print this form.

**SUBMIT ORIGINAL FORM & PAYMENT TO:**

Make check payable to: **CITY OF GROVETOWN**  
**P.O. Box 120**  
**Grovetown, GA 30813**

PROJECT NAME:
PROJECT LOCATION:
PRIMARY PERMITTEE:
PRIMARY PERMITTEE ADDRESS:
PRIMARY PERMITTEE PHONE NUMBER:

ACRES DISTURBED:	@ \$40.00 PER ACRE	TOTAL SUBMITTED:
---------------------	--------------------	---------------------

SUBMITTED BY:

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

Appendix 24 – NPDES General Permit Form

**PLEASE ATTACH PAYMENT HERE**

**\*\*\*VOID IF SUBMITTED WITHOUT PAYMENT\*\*\***

**PLEASE ALSO SUBMIT COPY OF EPD FORM & COPY OF EPD CHECK FOR CITY FILES**

## Appendix 25 - Soil and Erosion Inspection Template

### NPDES-SITE INSPECTION SHEET

*Regular, timely inspections are critical – conduct inspections weekly and after every rainfall event of ½ inch or more.*

#### Inspection data

Site location:

Routine inspection for week ending:

Pre-rain | during | post rain inspection and time elapsed since rain:

Date:

Time:

Inspected by (name and title):

Signature: \_\_\_\_\_

- |  | OK?                      | problem identified   action taken |
|--|--------------------------|-----------------------------------|
| 1. Erosion control practices in place and functioning? (mulch, seeding, blankets)  | <input type="checkbox"/> |                                   |
| 2. Sediment traps, barriers and basins clean and functioning properly?   | <input type="checkbox"/> |                                   |
| 3. Sediment controls in place at site perimeter and storm drain inlets?  | <input type="checkbox"/> |                                   |
| 4. Discharge points free of any noticeable pollutant discharges?   | <input type="checkbox"/> |                                   |
| 5. Sediment, mud and debris being cleaned from public roads? Is there a stable, rocked entrance to the site? Are there adequate provisions to prevent mud tracking off site? | <input type="checkbox"/> |                                   |
| 6. All exposed slopes protected from erosion through acceptable soil stabilization practices?  | <input type="checkbox"/> |                                   |
| 7. Temporary stockpiles or construction materials located in approved areas and protected from erosion?  | <input type="checkbox"/> |                                   |
| 8. Is the site seeded and mulched or blanketed? Include dates seeded and estimated percentage of cover established.  | <input type="checkbox"/> |                                   |
| 9. Are dust control measures appropriately implemented?  | <input type="checkbox"/> |                                   |
| 10. Material handling and storage, and equipment storage and maintenance areas clean and free of spills and leaks?   | <input type="checkbox"/> |                                   |
| 11. On-site traffic routes, parking and storage restricted to designated areas?  | <input type="checkbox"/> |                                   |
| 12. Are ALL erosion control devices in place and functioning in accordance with the site's erosion control plan?   | <input type="checkbox"/> |                                   |
| 13. The onsite PPP has been updated to address any modifications to control measures.  | <input type="checkbox"/> |                                   |

G:\Project Management\Central Projects\Templates\Contractor Work Forms\NPDES-Site Inspection Form Doc

## Appendix 26 - Grease Trap Formula and Detail Drawing

### GREASE TRAP FORMULA

**Design** – The following dosing equation is taken from the Manual for On-Site Sewage Management Systems published by the Georgia Department of Human Resources Division of Public Health

#### Restaurants

$(S) \times (GS) \times (HR) \times (LF) \div 12 =$  Grease interceptor capacity in gallons, where:

S = Number of seats in dining area  
GS = Gallons of wastewater per seat (use 25 gallons per seat)  
HR = Number of hours open for business  
LF = Loading Factor  
2.0 interstate highway  
1.5 other freeway  
1.25 recreational areas  
1.0 main highways  
0.75 other highways

12 = Number of months in a year

City of Grovetown allows only 1500-gallon grease interceptors. For projects requiring more than 1500-gallon capacity, interceptors will be installed in multiples of 1500-gallon tanks in a series.

Example: For a restaurant with a 75 seat dining are, a 12 hour day operation, a typical discharge of 25 gallons per seat, and located on a main highway, the size of the grease interceptor is calculated as follows:

$(75) \times (25) \times (12) \times (1.0) \div 12$  months per year = 1875 gallon capacity ; use two (2) 1500 gallon grease interceptors installed in series.

### GREASE TRAP REQUIREMENTS

**ANY ESTABLISHMENT THAT HAS FOOD PREPARATION OF ANY TYPE IS REQUIRED TO HAVE AT LEAST ONE 1500 GALLON EXTERIOR GREASE INTERCEPTOR – SEE DETAIL.**

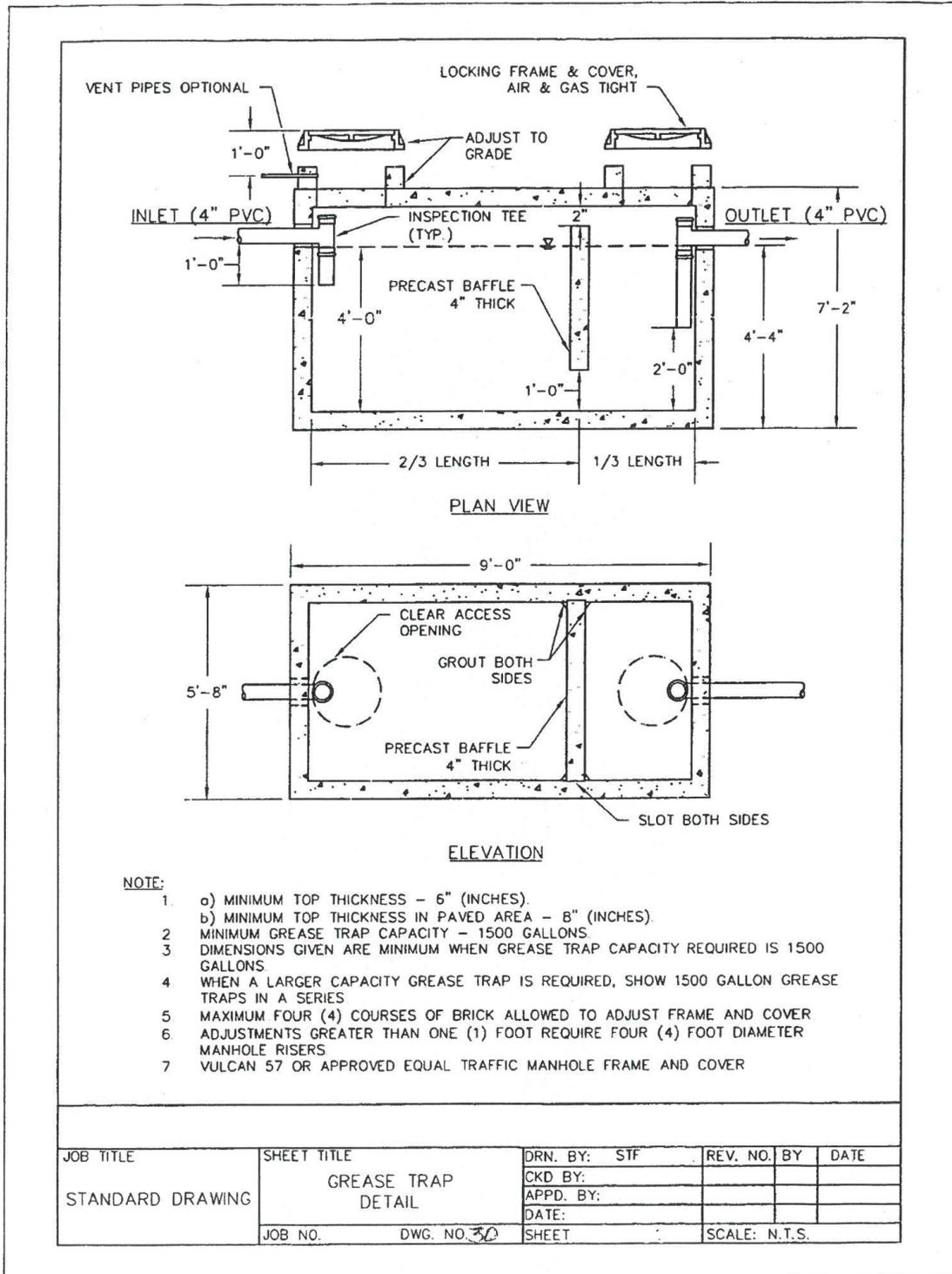
These establishments include, but are not limited to:

Restaurants, Ice Cream Shops, Coffee Shops, Cafeterias, Deli's, Bucher Shops, Bakeries, Convenience Stores, Motels, Hotels, Churches, Schools, Day Cares, Etc.

For Public Utilities Water/Sewer Plan Review please provide the following:

- Site Plan showing the connection to the sewer system, including test manhole
- Interior layout plan showing square footage and all equipment, tables, plumbing fixtures, number of seats, etc.
- A manifest from the cleaning company, if there is an existing grease trap.

# Appendix 26 - Grease Trap Formula and Detail Drawing



## Appendix 27 – Recommended Trees for Retention or Replacement Planting

### Small Trees

- Flowering Apricot (*prunus mume*)
- Flowering Crabapple (*malus* sp.)
- Flowering Cheery (*prunus* sp.)
- Flowering Peach (*prunus persica*)
- Hawthorn (*crataegus* sp.)
- Purpleleaf Plum (*prunus cerasifera*)
- Redbud (*cercis canadensis* or *C. reniformis*)
- Serviceberry (*amelanchier* sp.)
- Dogwood (*cornus florida* or *C. kousa*)
- Soapberry (*sapindus drummondii*)
- Crape Myrtles (*lagerstroemia indica*, *L. faurei* or hybrid varieties w/mature height under 20 feet)

### Medium Trees

- Littleleaf Linden (*tilia cordata*)
- Thornless Honeylocust (*gleditsia triacanthos* “*inermis*”)
- Ginkgo (*ginkgo biloba*)
- Persimmon (*diospyros virginiana*)
- River Birch (*betula nigra*)
- Sassafras (*sassafras albidum*)
- Pond Cypress (*taxodium ascendens*)
- Eastern Red Cedar (*juniperus virginiana*)
- Kentucky Coffee Tree (*gymnocladus dioica*)
- Yellowwood (*cladrastis kentuckea*)
- Chalk Maple (*acer leucoderme*)
- Southern Sugar Maple (*acer barbatum*)
- Chinese Pistache (*pistacia chinensis*)
- Persian Parrotia (*parrotia persica*)
- Chinese Elm (*ulmus parvifolia*)
- Sweetbay Magnolia (*magnolia virginiana*)
- Tree Hollies (*ilex x attenuata*)
- Katsure Tree (*cercidiphyllum japonicum*)

## Appendix 27 – Recommended Trees for Retention or Replacement Planting

- Crape Myrtles (*lagerstroemia indica*, *L. faurei* or hybrid varieties w/mature height over 20 feet)

### Large Trees

- Oak (*quercus* sp.)
- Basswood (*tilia americanum*)
- Blackgum or Tupelo (*nyssa sylvatica*)
- Red Maple (*acer rebrum*)
- Sugar Maple (*acer saccharum*)
- Sycamore (*platanus occidentalis*)
- Southern Magnolia (*magnolia grandiflora*)
- Tulip Poplar (*liriodendron tulipifera*)
- Pecan (*carya illinoensis*)
- Beech (*fagus grandifolia*)
- Deodar Cedar (*cedrus deodara*)
- Japanese Cedar (*cryptomeria japonica*)
- Bald Cypress (*taxodium distichum*)

### Forbidden Tree Species

The following list includes trees that are not to be protected, retained for tree density units or planted for credit due to invasive potential, nuisance potential, poor structure, pest problems or other factors making them unsuitable:

- Callery Pear (including “Bradford” and other varieties of *pyrus calleriana*)
- Leyland Cypress (*cupressocyparis x leylandii*)
- Silver Maple (*acer saccharinum*)
- Goldenrain Tree (*koelreuteria paniculata*)
- Chinese Flametree (*koelreuteria bipinnata*)
- White Poplar (*populus alba*)
- White Mulberry (*morus alba*)
- Paper Mulberry (*broussonetia papyrifera*)
- Mimosa (*albizzia julibrissin*)
- Empress Tree (*paulownia* sp.)

## Appendix 27 – Recommended Trees for Retention or Replacement Planting

- Ash (*fraxinus* sp.)
- Chinaberry (*melia azedarach*)
- Tree of Heaven (*ailanthus altissima*)
- Tallowtree (*triadica sebifera*)

## Appendix 28 – Georgia Power Company Transmission Right of Way Suggested Vegetation List

Electric utility workers need year-round access to power lines and towers at all hours of the day for maintenance and repair. That is the purpose of corridors or clearings around electric transmission lines called rights-of-way.

Tall growing vegetation under lines can pose safety hazards for workers, cause power outages and increase maintenance costs. Plants that grow higher than 15 feet are unacceptable in the right-of-way area and will be removed. However, some smaller plants are acceptable and even desired. Putting the right plants in the right place helps ensure utilities will be able to keep the lights on.

Below is a list of suggested vegetation in Georgia Power Company (GA Power) transmission rights of way:

- Azealea
- Butterfly Bush
- Camellia
- Cleyera
- Carissa Holly
- Forsythia
- Florida Anise
- Gardenia
- Indian Hawthorne
- Juniper Groundcovers
- Knockout Rose
- Pampas Grass
- Miscanthus Grass
- Ruby Loropetalum
- Tonto Crape Myrtle

GA Power understands the desire of property owners to maintain plantings on the portion of their properties location within GA Power easements (e.g. under or near raised power lines). However, the provision of reliable electrical service must remain paramount. The permission for plantings set forth here may be modified or revoked, in whole or in part, at any time and from time to time by GA Power, in its sole discretion.

Current and future rules, regulations and orders of Federal and State authorities may also be applicable to and restrict or prohibit plantings. In connection with any such restriction, prohibition, modification or revocation whether by GA Power or pursuant to such rules, regulations, or orders, GA Power reserves the right to require trimming or removal, at GA Power's sole discretion, of plantings previously permitted, whether under these instructions or otherwise.

## Appendix 29 – Authorized Permit Agent Form



### State Licensing Board for Residential and General Contractors

The Authorized Permit Agent form may be used by a licensed contractor to designate an individual to obtain permit(s) on his/her behalf for a project(s). The contractor should submit an Authorized Permit Agent Form for each project that he/she designates an individual to pull permits for. The form is to be given to the permit office in the city or county in which the project is located. Do not send a copy of this form to the Board office unless you are requested to do so.



Appendix 30 – City of Grovetown Ordinance 197, Infrastructure Warranty Deed Agreement



**CITY OF GROVETOWN**  
103 Old Wrightsboro Road  
P. O. Box 120  
GROVETOWN, GEORGIA 30813



Ordinance No. 197

To provide for regulations on the acceptance of road, water, sewer and storm water management systems by the City of Grovetown, Georgia.

**WHEREAS**, the City of Grovetown, Georgia is concerned with the quality of road, water, sewer and storm water management systems being dedicated to the City by private developers;

**WHEREAS**, the City of Grovetown, Georgia has determined that in order to insure the high quality of road, water, sewer and storm water management system, that it is necessary to enact regulations to govern the said dedication of said systems;

**AND WHEREAS**, the City of Grovetown, Georgia desires to provide for the procedures to govern the dedication of road, water, sewer, and storm water management systems to the City by private developers.

**BE IT ORDAINED BY THE GOVERNING AUTHORITY OF THE CITY OF GROVETOWN, GEORGIA.**

**SECTION 1. DEFINITIONS**

- a.) Date of Tender: The date upon which a developer tenders the systems for dedication to the City of Grovetown, Georgia.
- b.) Deficiency: Any failure of a system to comply with any ordinance governing roads, water, sewer and storm water management. Additionally any item that is deemed in need of additional repair or improvement in accordance to the current ordinances, codes or buildings specifications as of the date of the tender.
- c.) Systems: any road, water, sewer or storm water management system which a developer tenders for dedication to the City of Grovetown, Georgia.



## CITY OF GROVETOWN

103 Old Wrightsboro Road  
P. O. Box 120  
GROVETOWN, GEORGIA 30813



### SECTION 2. REGULATIONS FOR ACCEPTANCE

Prior to the acceptance of any road, water, sewer or storm water management system (hereinafter referred to as systems) by the City of Grovetown, Georgia, the following regulations must be complied with by the developer of said systems:

- a.) Eighteen months after the acceptance of the final plat of the development under construction, the developer shall request the City to inspect the infrastructure. The City shall notify the developer of any deficiencies that preclude the City from accepting the infrastructure. The developer shall have a minimum of 90 days in which to address and correct any noted deficiencies for said project. Upon correction of the deficiencies, the developer shall request the City to reinspect the infrastructure systems. No earlier than eighteen months after the acceptance of the final plat of the development under construction, the developer shall tender a dedication of all systems to the City of Grovetown, Georgia. The City shall not accept dedication of said systems until the City certifies that all systems are properly constructed, in working order, that there are no deficiencies present. The City reserves the right to refuse the acceptance of any infrastructure system for failure to comply with the current ordinances, codes or building specifications.
- b.) At the time of the acceptance of the final plat of the development under construction, the developer shall post a maintenance bond equal to ten percent of the value of each of the systems. The value of the systems as referred to in this subparagraph shall be the total cost of construction of said systems, including material and labor. The maintenance bond shall be filed with the Director of Public Works and the Director of Planning and Zoning. No building permits shall be issued by the City until said bond has been submitted and verified by the City.

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The City of Grovetown is an Equal Opportunity Employer and Provider  
TDD/TTY # 711

Appendix 30 – City of Grovetown Ordinance 197, Infrastructure Warranty Deed Agreement



**CITY OF GROVETOWN**

103 Old Wrightsboro Road  
P. O. Box 120  
GROVETOWN, GEORGIA 30813



- c.) During the time between the date of the tender by the developer and the acceptance of the dedication by the City of Grovetown, Georgia, the developer shall have the responsibility to maintain and repair the systems, and shall maintain and repair systems so as to comply with all ordinances for roads, water, sewer and storm water management including retention ponds. In any event, the developer shall maintain and repair the systems so as to comply with the requests of the City Engineer, Public Works Department, water and Sewer Department and the Planning and Zoning Department.
- d.) At least 90 days prior to the acceptance by the City, the landowner or the developer shall contact the City for the inspections of the Infrastructure. The City Engineer, the Director of the Public Works Department, the Director of the Water and Sewer Department, the Director of the Planning and Zoning Department will inspect said systems accordingly to ensure compliance. The Director of any of the above listed individuals shall have the authority to designate a person to conduct said inspections in their place. The City Engineer may inspect any and/or all of the systems upon the approval of the department directors. The inspections shall include the video taping of the pipes, sewer lines and the storm drains. The costs for such video taping of the pipes, sewer lines and storm drains shall be paid for by the landowner or developer.
- e.) To the extent that said inspections reveal any deficiencies in the systems tendered by the developer, the developer shall have 90 days to correct said deficiency. If the deficiencies are not cured by the developer, the City of Grovetown, Georgia shall have the right to call the maintenance bond and repair the system prior to the acceptance of dedication. In no event shall the City accept any system for which there exists a deficiency.
- f.) Should the maintenance bond prove to be insufficient to bring the systems up to compliance with all recommendations for repair or ordinances governing roads, water, sewer and storm water management or should it be determined that the systems cannot, for whatever reason, be expected to comply, the City of Grovetown, Georgia is not obligated to accept a dedication of systems by the developer.

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The City of Grovetown is an Equal Opportunity Employer and Provider  
TDD/TTY # 711

Appendix 30 – City of Grovetown Ordinance 197, Infrastructure Warranty Deed Agreement



**CITY OF GROVETOWN**  
103 Old Wrightsboro Road  
P. O. Box 120  
GROVETOWN, GEORGIA 30813



- g.) In the event the maintenance bond is insufficient to cover any or all of the costs to repair the system, the developer shall be responsible for any additional costs and shall cease any construction projects within the City Grovetown, Georgia until said deficiency is cured.
- h.) The tender, acceptance and dedication shall be in writing in forms maintained by the Director of Planning and Zoning and the Director of Public Works Department.

**SECTION 3:** All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed. Ordinance No. 190 is hereby repealed.

Approved this 12<sup>th</sup> day of January, 2009 by the Mayor and the Council of the City of Grovetown, Georgia.

  
Vicky Capetillo, City Clerk

  
George W. James, Mayor



## **City of Grovetown**

103 Old Wrightsboro Road  
P.O. Box 120  
Grovetown, GA 30813



---

### **“18 Month Warranty Request from Developer”**

I, \_\_\_\_\_, developer of \_\_\_\_\_;  
Section \_\_\_\_\_, do hereby request that the above mentioned project be allowed to fall under  
the “18 Month Warranty” (Ordinance 197) with the City of Grovetown. The Final Plat for the  
above mentioned project was approved on \_\_\_\_\_, 20\_\_.

By signing, I understand that as the developer of said project, I am responsible for contacting the  
City of Grovetown **within 30 days** of submittal of this request to schedule a walk-thru inspection  
by the City staff and submit the bond for the above mentioned project. I further state that I  
understand that once a punch list is generated from the walk-thru inspection, 90 days will be  
allowed to address and correct any and all items noted on the punch list.

I understand that once the punch list items have been addressed and corrected, I will be  
responsible for contacting the City of Grovetown and scheduling a re-inspection on the items  
noted on the punch list. Once the re-inspection is complete and all items are satisfactory to the  
City of Grovetown, I recognize that I will receive written notice from the City of Grovetown  
stating to proceed with the “Deed of Dedication”. I understand that until the “Deed of  
Dedication” is signed by the Mayor of the City of Grovetown that I am responsible for any and  
all utilities within said project and any and all repairs or maintenance that may be associated with  
said project.

---

Signature of Developer

---

Date