

200. **PLAN REVIEW AND GENERAL REQUIREMENTS**

201. **Use of Words and Interpretation.**

201.1 For the purpose of these Regulations, the following shall apply to the use of all words:

- A. When appropriate to the context, words used in the singular shall include the plural, and the plural the singular; words used in the present tense shall include the future tense, and vice versa.
- B. Words in the masculine gender shall include the feminine.
- C. The word “shall” is mandatory and not discretionary.
- D. The word “may” is permissive.
- E. Use of the word “and” is inclusive and requires that all of the component phrases so connected must be present or fulfilled for sufficiency.
- F. Use of the word “or” is not exclusive, and requires that at least one of the component phrases so connected must be present or fulfilled for sufficiency. The word “or” may allow more than one component phrase to be present or fulfilled, as is implied by the common term “and/or.”

201.2 The following shall control the interpretation of words and phrases as used in these Regulations:

- A. Words and phrases defined in these Regulations shall be interpreted as defined herein.
- B. Words or phrases not defined herein shall be interpreted as defined in other ordinances and codes of the City of Emerson. Words or phrases not defined in the above mentioned documents shall have their customary dictionary definitions where not inconsistent with the context.

202. **Plan Review Procedure.**

1. No person shall commence any development activity within the jurisdictional boundaries of the City without having:
 - A. Reviewed the general development plans and detailed plans of the City that affect the tract to be developed and the area surrounding it and reviewed the zoning ordinance, subdivision ordinance, flood damage prevention ordinance, this ordinance, and other ordinances which regulate the development of land within the jurisdictional boundaries of the City of Emerson; and,
 - B. Attended an informal conference with the City Manager, and/or his/her designated representative, to present a general description and if available a preliminary plan of the proposed development project to evaluate the applicability of this and other ordinances.
2. Plan review procedures are dependent on the type of the proposed development. There are three types of developments as follows:
 - A. Subdivision developments (residential, commercial, and industrial) involving the subdividing of a tract or parcel of land into two (2) lots or building sites:
 - B. Subdivision developments (residential, commercial, and industrial) involving the subdividing of a tract or parcel of land into three (3) or more lots or building sites; and
 - C. Non-subdivision commercial/industrial developments.

202.1 Stages of Residential Subdivision Development Plans Review:

1. **Preliminary Plat** - conceptual street and lot layout of subdivision with topography of not more than two (2) foot intervals. Eight copies (8) of Preliminary plats shall be submitted at the Emerson City Hall along with any existing or proposed covenants and restrictions, a copy of the deed to the property and proof that the taxes are paid for the property. A completed Preliminary Plat application and checklist along with all applicable fees shall be required at time of submittal. Fees will be assessed based off of the current fee schedule set by the City Council. After submittal the plan will be delivered to the City engineering department for review. The engineering department will review the preliminary plat and produce a statement as to their findings within 10 business days. Should the preliminary plat require modifications a resubmittal will be necessary which shall include a new completed Preliminary Plat application and checklist along with all applicable fees. Each resubmittal will be allotted a 10 business day review time frame. Upon approval by the engineering department the City Clerk shall place the item onto the next available scheduled meeting of the Planning and Zoning Commission but in no case longer than 30 days. The Planning and Zoning Commission shall hold a public hearing at which time comments from all parties shall be heard. Immediately following the public hearing the Planning and Zoning Commission shall make a recommendation to be forwarded to the Mayor and City Council. The City Clerk shall place the item onto the next available City Council agenda for approval. The Council shall provide a finding as to acceptance of the plat in one of the following methods:

1. Issue a certificate of preliminary plat approval; or
2. Issue a certificate of preliminary plat approval subject to any necessary modifications the nature of which shall be indicated on the preliminary plat or attached to it in writing; or
3. Disapprove the preliminary plat, in which case the City Council shall so notify the subdivider in writing, stating the reasons therefore.

Approval of a preliminary plat shall expire and be null and void after a period of 12 months from the date of approval unless an extension of time is approved by the City Council.

Information to be Provided.

Preliminary subdivision plats shall contain the following information:

1. Subdivision Name.
2. Name, address and 24-hour phone number of developer.
3. Date including most recent revision date.
4. Graphic scale (not to exceed 1"=100')
5. Location Index map (approximate scale 1"=6000')
6. North arrow.
7. Land lot, District and Section.
8. Maximum sheet size 24"x36" unless otherwise approved.
9. Exact boundary lines of the entire tract indicated by a heavy line giving lengths and bearings.
10. Present zoning and zoning of abutting land.
11. Proposed street and lot layout.
12. Proposed street names.
13. Lot lines with approximate dimensions.
14. Location of bold lines for phased developments.
15. Lots numbered consecutively disregarding phasing.
16. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
17. Existing streets, utilities, and easements on and adjacent to the tract.
18. Provisions for water supply, sewerage, and drainage.
19. Location of 100-year floodplain or statement that no part of the property lies within the 100-year floodplain.
20. Minimum building front yard setback line shown graphically on the plat.
21. Surveyors and/or Engineer's Stamp.
22. Any and all other information as may be required by the City.
23. Names of owners of record of adjoining properties.
24. Signature Statement for planning commission and Mayor.
Statement shall read as follows:

Preliminary Plat Approval Certificate

All requirements of the City of Emerson Development Regulations relative to the preparation and submission of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted subject to further provisions of said Regulations. This certificate is effective for 12 months from the date of signing. This Preliminary Plat approval does not constitute approval of final plat.

_____ Mayor	_____ Date	_____ Chairman, Planning and Zoning Commission	_____ Date
----------------	---------------	---	---------------

- 2. Construction Plans** - detailed design plans of proposed subdivision infrastructure improvements (excluding water and sewerage infrastructure improvements.). Eight (8) copies of the construction plans shall be submitted at the Emerson City Hall. A completed Construction Plan application and checklist along with all applicable fees shall be required at time of submittal. Fees will be assessed based off of the current fee schedule set by the City Council. After submittal the plan will be delivered to the City engineering department for review. The engineering department will review the construction plan and produce a statement as to their findings within 15 business days. Should the construction plans require modifications a resubmittal will be necessary which shall include a new completed Construction Plan application and checklist along with all applicable fees. Each resubmittal will be allotted a 15 business day review time frame. Upon approval by the engineering department the plans shall be forwarded to all outside regulatory agencies for approval. Under no circumstance shall a plan be forwarded before such time as the engineering department has considered the plan acceptable. Upon approval by all outside regulatory agencies the engineering department shall within three business days issue an approval packet to be forwarded to the City Clerk. This packet shall contain all approval letters from outside regulatory agencies along with the engineering department approval letter. The City Clerk shall place the item onto the next available scheduled meeting of the Planning and Zoning Commission but in no case longer than 30 days. The Planning and Zoning Commission shall make a recommendation to be forwarded to the Mayor and City

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

Council. The City Clerk shall place the item onto the next available City Council agenda for approval. Approval of a construction plan shall expire and be null and void after a period of 12 months from the date of approval unless an extension of time is approved by the City Council. If any construction activity involves a state right of way, the developer must coordinate with the engineering department and obtain Georgia DOT approval before construction plans can be approved by the City.

Information to be Provided.

Construction Plans shall contain the following information:

Road Design

1. Acceleration /deceleration lanes at entrance
2. Typical road section for all roads
3. Dimensions of turn radii.
4. Plan and profile of existing city or county road at proposed entrance with the City of Emerson's minimum horizontal and vertical stopping sight distance requirements satisfied. The speed limit for the existing city or county road shall be shown.
5. If additional right-of-way is required to bring the City Road up to minimum standards the future right-of-way shall be shown on the plan. Set backs shall be measured from the future right-of-way.
6. Proposed street profiles for all new streets.
7. Proposed street grades.
8. Proposed length of vertical curves.
9. Vertical stopping sight distance at all proposed internal subdivision intersections.
10. Street Horizontal curve radii.
11. All radii, curb set back and taper details.
12. Typical construction details (curb and gutter, paving, etc.)
13. Street signs.

Storm Drainage

1. Topographic layout of development at two (2) foot contour intervals based on mean sea level datum with storm drain layout.
2. Location, size, and length of existing drainage structures with drainage area.
3. Description by registered engineer of downstream property showing the method of runoff control will not adversely affect the property downstream.
4. Location, size, length, and type of all proposed drainage structures.
5. Drainage area to each inlet point of the drainage system.

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

6. Ditch profiles.
7. Ditch cross-sections every (50) feet with velocity of runoff (no more than 5.0 fps without lining the ditch.)
8. Hydrology study by a state approved professional for detention ponds, if required.
9. The 100-year floodplain limits and elevation or note absence.
10. Profile of storm drainage pipes.
11. All cross-drain pipes shown on the street profiles.
12. Water travel distance between catch basins.
13. Drainage at intersections indicated by flow arrows on plan sheet.
14. All drainage structure outlets to be erosion proofed.
15. Method of sizing all storm drainage structures.
16. Easements for drainage system – minimum of ten (10) feet for piped runoff, minimum of twenty (20) feet for open ditches.
17. Dam breach zone shown if an existing or proposed permanent pond/lake is a part of the proposed subdivision.
18. Cul-de-sac grading detail for steep downhill cul-de-sacs.

Additional Requirements:

1. Preliminary plat submitted with construction plans.
2. Sidewalks.
3. Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.
4. Names of all utility companies.
5. Erosion control plan.
6. Tree protection plan.
7. Show location of any landfills or debris or garbage disposal sites on the property.
8. Lighting
9. Additional Notes Below:

- Notes:
1. It is the developer's responsibility to address any wetland issues to the satisfaction of the U.S. Army Corps of Engineers.
 2. It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements."
 3. It is the developer's responsibility to abide by all the rules and regulations pertaining to the U.S. Fish and Wildlife Service if applicable.

Construction Plan Approval Certificate

All requirements of the City of Emerson Development Regulations relative to the preparation and submission of Construction Plans having been fulfilled, approval of the plans is hereby granted subject to further provisions of said Regulations. This certificate is effective for 12 months from the date of signing. This Construction Plan approval does not constitute approval of final plat.

_____ Mayor	_____ Date	_____ Chairman, Planning and Zoning Commission	_____ Date
----------------	---------------	---	---------------

- 3. Water / Sewerage Construction Plans** - detailed design plans of proposed water and sewerage infrastructure improvements. Eight (8) copies of the water / sewerage construction plans shall be submitted at the Emerson City Hall. A completed Water / Sewerage Construction Plan application and checklist along with all applicable fees shall be required at time of submittal. Fees will be assessed based off of the current fee schedule set by the City Council. After submittal the plan will be delivered to the City engineering department for review. The engineering department will review the construction plan and produce a statement as to their findings within 15 business days. Should the construction plans require modifications a resubmittal will be necessary which shall include a new completed Water / Sewerage Construction Plan application and checklist along with all applicable fees. Each resubmittal will be allotted a 15 business day review time frame. Upon approval by the engineering department the plans shall be forwarded to all outside regulatory agencies for approval. Under no circumstance shall a plan be forwarded before such time as the engineering department has considered the plan acceptable. Upon approval by all outside regulatory agencies the engineering department shall within three business days issue an approval packet to be forwarded to the City Clerk. This packet shall contain all approval letters from outside regulatory agencies along with the engineering department approval letter. The City Clerk shall place the item onto the next available scheduled meeting of the Planning and Zoning Commission but in no case longer than 30 days. The Planning and Zoning Commission shall make a recommendation to be forwarded to the Mayor and City Council. The City Clerk shall place the item onto the next available City Council agenda for approval. Approval of a construction plan shall expire and be null and void after a period of 12

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

months from the date of approval unless an extension of time is approved by the City Council. If any construction activity involves a state right of way, the developer must coordinate with the engineering department and obtain Georgia DOT approval before construction plans can be approved by the City

Information to be Provided.

Water / Sewerage Construction Plans shall contain the following information:

Water Layout

1. Site plan with water layout only.
2. Pipe locations and sizes
3. Location and size of gate valves, air release valves.
4. Thrust blocks at all bends and tees.
5. Location of all existing and proposed fire hydrants.
6. Existing water main locations, sizes, and types of materials surrounding the project.
7. Detail of tap to water main.
8. Proposed meter sizes and locations.
9. Nearest existing line valves on main, in order to isolate tap.
10. Pressure flow-test results.
11. If proposed water line crosses private property, a twenty-foot (20) easement is required.

Sewer Layout

1. EPD Sanitary Sewer Submittal Form filled out by registered engineer.
2. Site plan showing sewer layout.
3. Sewer layout should have manhole numbers, line designations, flow arrows, street names, and topography.
4. Sewer layout showing proposed storm drain crossings.
5. Detail tie-in of proposed lines with existing lines as to elevation and invert direction of manholes.
6. Profile of proposed sewer lines with:
7. Manhole numbers and locations.
8. Outside drop-manhole designated.
9. Percent grade, length, size of lines.
10. Lateral locations.
11. Materials to be used.
12. Location in profile of streams and storm drains.
13. Easements to be twenty (20) foot permanent and sixty (60) foot for temporary construction.
14. Easements for future sewers if required.

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

15. Bedding details.

Additional Requirements:

1. Preliminary plat submitted with construction plans.
2. Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.
3. Names of all utility companies.
4. Erosion control plan.
5. Tree protection plan.
6. Show location of any landfills or debris or garbage disposal sites on the property.
7. Additional Notes Below:

- Notes:
1. It is the developer's responsibility to address any wetland issues to the satisfaction of the U.S. Army Corps of Engineers.
 2. It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements."
 3. It is the developer's responsibility to abide by all the rules and regulations pertaining to the U.S. Fish and Wildlife Service if applicable.

Water / Sewerage Construction Plan Approval Certificate

All requirements of the City of Emerson Development Regulations relative to the preparation and submission of Construction Plans having been fulfilled, approval of the plans is hereby granted subject to further provisions of said Regulations. This certificate is effective for 12 months from the date of signing. This Construction Plan approval does not constitute approval of final plat.

Mayor

Date

Chairman, Planning
and Zoning
Commission

Date

4. **Erosion and Sediment Control Plans** - A plan for the control of soil erosion and sedimentation resulting from a land-disturbing activity involving the disturbance of 1.0 acres or greater. Said plans are a part of the requirements for a Land Disturbance Permit as addressed in Article 700 of these Regulations. An approved copy of this plan must be provided to all departments as part of the construction plan review process.

5. Final Plat - plan of subdivision which conforms to the approved preliminary plat and the specifications required herein for recording at the Clerk of Superior Court. Prior to the submittal of the final plat for review, the following shall apply: 1.) All street and utility construction must be completed, inspected and approved; 2.) All property corner pins must be installed; 3.) As-built drawings must be submitted; and 4.) Bonding requirements as outlined in Section 207 of these regulations satisfied. Eight copies (8) of Final plat shall be submitted at the Emerson City Hall. A completed Final Plat application and checklist along with all applicable fees shall be required at time of submittal. Fees will be assessed based off of the current fee schedule set by the City Council. After submittal the plat will be delivered to the City engineering department for review. The engineering department will review the final plat and produce a statement as to their findings within 10 business days. Should the final plat require modifications a resubmittal will be necessary which shall include a new completed Final Plat application and checklist along with all applicable fees. Each resubmittal will be allotted a 10 business day review time frame. Upon approval by the engineering department the City Clerk shall place the item onto the next available scheduled meeting of the Planning and Zoning Commission but in no case longer than 30 days. The Planning and Zoning Commission shall make a recommendation to be forwarded to the Mayor and City Council. The City Clerk shall place the item onto the next available City Council agenda for approval. Once the approval from the City Council has been obtained and the Zoning Administrator and Mayor have signed the final plat, the developer shall submit the plat to the Clerk of Superior Court of Bartow County for recording. Upon recording of the final plat, the developer shall provide four (4) hard copies of the plat to the City Clerk's Office. An electronic version of the final plat shall be provided in AutoCAD format to the City.

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

The Final Plat shall contain the following information:

1. Sheet size no larger than 18" x 24"
2. Exact boundary lines of the tract by bearings and distances determined by a field survey.
3. Field survey error of closure not to exceed one to ten thousand.
4. Equipment used in field survey.
5. Calculated error of closure of plat.
6. Present zoning and zoning of abutting land.
7. Exact locations, R/W widths, and names of all streets that immediately adjoin the subdivision.
8. Appropriate data for all streets, lot lines, and centerlines as required by the city and according to the requirements of the State of Georgia for professional surveyors and engineers.
9. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
10. Lots shall be numbered consecutively; divisions shall be made by units or phases.
11. Each lot's area in square feet or acres.
12. Deed book and page number of protective covenants if any.
13. Accurate location, material, and description of all monuments and markers.
14. Location of sidewalks.
15. Location of all easements.
16. Required buffers and recreational areas (if any).
17. Land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
18. All surveys and plats must be prepared by a state certified engineer and /or surveyor.
19. Location of 100-year floodplain or statement that no part of the property lies within the 100-year floodplain.
20. Any and all other information as required by the city.
21. The final plat shall note the maintenance period and note the date that street dedication to the City shall occur as outlined in Section 208 of these Regulations.
22. The following certificate statements shall be shown on the plat:

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

Owner's Certificate:

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that this plat was made from an actual survey, that all state, city and county taxes or other assessments now due on this land have been paid, that all streets, water systems drains and drainage easements, and public places are dedicated to the use of the public forever.

Owner

Date

Surveyor's Certificate:

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision, that all monuments shown hereon actually exist or are marked "future" and their location, size, type and material are correctly shown, and that all requirements of the development and zoning regulations, including engineering requirements have been fully complied with.

Surveyor

Registered Georgia Land Surveyor No.

City of Emerson Certificate:

In accordance to the City of Emerson Development Regulations and the City's Zoning Ordinance, all requirements of approval have been fulfilled; this plat was given final approval by the following City officials and personnel and on behalf of the City of Emerson:

Chairman, Planning and Zoning Commission

Date

Mayor

Date

Covenants, if separately recorded:

This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby become a part of this plat, and which were recorded in plat book _____ Page _____.

202.2 Stages of Commercial/Industrial Subdivision Plan Reviews:

1. **Preliminary Plat** - conceptual street and lot layout of subdivision with topography of not more than two (2) foot intervals. Eight copies (8) of Preliminary plats shall be submitted at the Emerson City Hall along with any existing or proposed covenants and restrictions, a copy of the deed to the property and proof that the taxes are paid for the property. A completed Preliminary Plat application and checklist along with all applicable fees shall be required at time of submittal. Fees will be assessed based off of the current fee schedule set by the City Council. After submittal the plan will be delivered to the City engineering department for review. The engineering department will review the preliminary plat and produce a statement as to their findings within 10 business days. Should the preliminary plat require modifications a resubmittal will be necessary which shall include a new completed Preliminary Plat application and checklist along with all applicable fees. Each resubmittal will be allotted a 10 business day review time frame. Upon approval by the engineering department the City Clerk shall place the item onto the next available scheduled meeting of the Planning and Zoning Commission but in no case longer than 30 days. The Planning and Zoning Commission shall hold a public hearing at which time comments from all parties shall be heard. Immediately following the public hearing the Planning and Zoning Commission shall make a recommendation to be forwarded to the Mayor and City Council. The City Clerk shall place the item onto the next available City Council agenda for approval. The Council shall provide a finding as to acceptance of the plat in one of the following methods:

1. Issue a certificate of preliminary plat approval; or
2. Issue a certificate of preliminary plat approval subject to any necessary modifications the nature of which shall be indicated on the preliminary plat or attached to it in writing; or
3. Disapprove the preliminary plat, in which case the City Council shall so notify the subdivider in writing, stating the reasons therefore.

Approval of a preliminary plat shall expire and be null and void after a period of 12 months from the date of approval unless an extension of time is approved by the City Council.

Information to be Provided.

Preliminary subdivision plats shall contain the following information:

1. Subdivision Name.
2. Name, address and 24-hour phone number of developer.
3. Date including most recent revision date.
4. Graphic scale (not to exceed 1"=100')
5. Location Index map (approximate scale 1"=6000')
6. North arrow.
7. Land lot, District and Section.
8. Maximum sheet size 24"x36" unless otherwise approved.
9. Exact boundary lines of the entire tract indicated by a heavy line giving lengths and bearings.
10. Present zoning and zoning of abutting land.
11. Proposed street and lot layout.
12. Proposed street names.
13. Lot lines with approximate dimensions.
14. Location of bold lines for phased developments.
15. Lots numbered consecutively disregarding phasing.
16. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
20. Existing streets, utilities, and easements on and adjacent to the tract.
21. Provisions for water supply, sewerage, and drainage.
22. Location of 100-year floodplain or statement that no part of the property lies within the 100-year floodplain.
20. Minimum building front yard setback line shown graphically on the plat.
21. Surveyors and/or Engineer's Stamp.
22. Any and all other information as may be required by the City.
24. Names of owners of record of adjoining properties.
24. Signature Statement for planning commission and Mayor.
Statement shall read as follows:

Preliminary Plat Approval Certificate

All requirements of the City of Emerson Development Regulations relative to the preparation and submission of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted subject to further provisions of said Regulations. This certificate is effective for 12 months from the date of signing. This Preliminary Plat approval does not constitute approval of final plat.

_____ Mayor	_____ Date	_____ Chairman, Planning and Zoning Commission	_____ Date
----------------	---------------	---	---------------

- 2. Construction Plans** - detailed design plans of proposed subdivision infrastructure improvements (excluding water and sewerage infrastructure improvements.). Eight (8) copies of the construction plans shall be submitted at the Emerson City Hall. A completed Construction Plan application and checklist along with all applicable fees shall be required at time of submittal. Fees will be assessed based off of the current fee schedule set by the City Council. After submittal the plan will be delivered to the City engineering department for review. The engineering department will review the construction plan and produce a statement as to their findings within 15 business days. Should the construction plans require modifications a resubmittal will be necessary which shall include a new completed Construction Plan application and checklist along with all applicable fees. Each resubmittal will be allotted a 15 business day review time frame. Upon approval by the engineering department the plans shall be forwarded to all outside regulatory agencies for approval. Under no circumstance shall a plan be forwarded before such time as the engineering department has considered the plan acceptable. Upon approval by all outside regulatory agencies the engineering department shall within three business days issue an approval packet to be forwarded to the City Clerk. This packet shall contain all approval letters from outside regulatory agencies along with the engineering department approval letter. The City Clerk shall place the item onto the next available scheduled meeting of the Planning and Zoning Commission but in no case longer than 30 days. The Planning and Zoning Commission shall make a recommendation to be forwarded to the Mayor and City Council. The City Clerk shall place the item onto the next available City Council agenda for approval. Approval of a construction plan

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

shall expire and be null and void after a period of 12 months from the date of approval unless an extension of time is approved by the City Council. If any construction activity involves a state right of way, the developer must coordinate with the engineering department and obtain Georgia DOT approval before construction plans can be approved by the City.

Information to be Provided.

Construction Plans shall contain the following information:

Road Design

9. Acceleration /deceleration lanes at entrance
10. Typical road section for all roads
11. Dimensions of turn radii.
12. Plan and profile of existing city or county road at proposed entrance with the City of Emerson's minimum horizontal and vertical stopping sight distance requirements satisfied. The speed limit for the existing city or county road shall be shown.
13. If additional right-of-way is required to bring the City Road up to minimum standards the future right-of-way shall be shown on the plan. Set backs shall be measured from the future right-of-way.
14. Proposed street profiles for all new streets.
15. Proposed street grades.
16. Proposed length of vertical curves.
9. Vertical stopping sight distance at all proposed internal subdivision intersections.
10. Street Horizontal curve radii.
11. All radii, curb set back and taper details.
12. Typical construction details (curb and gutter, paving, etc.)
13. Street signs.

Storm Drainage

19. Topographic layout of development at two (2) foot contour intervals based on mean sea level datum with storm drain layout.
20. Location, size, and length of existing drainage structures with drainage area.
21. Description by registered engineer of downstream property showing the method of runoff control will not adversely affect the property downstream.
22. Location, size, length, and type of all proposed drainage structures.
23. Drainage area to each inlet point of the drainage system.
24. Ditch profiles.

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

25. Ditch cross-sections every (50) feet with velocity of runoff (no more than 5.0 fps without lining the ditch.)
26. Hydrology study by a state approved professional for detention ponds, if required.
27. The 100-year floodplain limits and elevation or note absence.
28. Profile of storm drainage pipes.
29. All cross-drain pipes shown on the street profiles.
30. Water travel distance between catch basins.
31. Drainage at intersections indicated by flow arrows on plan sheet.
32. All drainage structure outlets to be erosion proofed.
33. Method of sizing all storm drainage structures.
34. Easements for drainage system – minimum of ten (10) feet for piped runoff, minimum of twenty (20) feet for open ditches.
35. Dam breach zone shown if an existing or proposed permanent pond/lake is a part of the proposed subdivision.
36. Cul-de-sac grading detail for steep downhill cul-de-sacs.

Additional Requirements:

8. Preliminary plat submitted with construction plans.
9. Sidewalks.
10. Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.
11. Names of all utility companies.
12. Erosion control plan.
13. Tree protection plan.
14. Show location of any landfills or debris or garbage disposal sites on the property.
15. Lighting
16. Additional Notes Below:

- Notes:
1. It is the developer's responsibility to address any wetland issues to the satisfaction of the U.S. Army Corps of Engineers.
 2. It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements."
 3. It is the developer's responsibility to abide by all the rules and regulations pertaining to the U.S. Fish and Wildlife Service if applicable.

Construction Plan Approval Certificate

All requirements of the City of Emerson Development Regulations relative to the preparation and submission of Construction Plans having been fulfilled, approval of the plans is hereby granted subject to further provisions of said Regulations. This certificate is effective for 12 months from the date of signing. This Construction Plan approval does not constitute approval of final plat.

_____ Mayor	_____ Date	_____ Chairman, Planning and Zoning Commission	_____ Date
----------------	---------------	---	---------------

- 3. Water / Sewerage Construction Plans** - detailed design plans of proposed water and sewerage infrastructure improvements. Eight (8) copies of the water / sewerage construction plans shall be submitted at the Emerson City Hall. A completed Water / Sewerage Construction Plan application and checklist along with all applicable fees shall be required at time of submittal. Fees will be assessed based off of the current fee schedule set by the City Council. After submittal the plan will be delivered to the City engineering department for review. The engineering department will review the construction plan and produce a statement as to their findings within 15 business days. Should the construction plans require modifications a resubmittal will be necessary which shall include a new completed Water / Sewerage Construction Plan application and checklist along with all applicable fees. Each resubmittal will be allotted a 15 business day review time frame. Upon approval by the engineering department the plans shall be forwarded to all outside regulatory agencies for approval. Under no circumstance shall a plan be forwarded before such time as the engineering department has considered the plan acceptable. Upon approval by all outside regulatory agencies the engineering department shall within three business days issue an approval packet to be forwarded to the City Clerk. This packet shall contain all approval letters from outside regulatory agencies along with the engineering department approval letter. The City Clerk shall place the item onto the next available scheduled meeting of the Planning and Zoning Commission but in no case longer than 30 days. The Planning and Zoning Commission shall make a recommendation to be forwarded to the Mayor and City Council. The City Clerk shall place the item onto

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

the next available City Council agenda for approval. Approval of a construction plan shall expire and be null and void after a period of 12 months from the date of approval unless an extension of time is approved by the City Council. If any construction activity involves a state right of way, the developer must coordinate with the engineering department and obtain Georgia DOT approval before construction plans can be approved by the City

Information to be Provided.

Water / Sewerage Construction Plans shall contain the following information:

Water Layout

12. Site plan with water layout only.
13. Pipe locations and sizes
14. Location and size of gate valves, air release valves.
15. Thrust blocks at all bends and tees.
16. Location of all existing and proposed fire hydrants.
17. Existing water main locations, sizes, and types of materials surrounding the project.
18. Detail of tap to water main.
19. Proposed meter sizes and locations.
20. Nearest existing line valves on main, in order to isolate tap.
21. Pressure flow-test results.
22. If proposed water line crosses private property, a twenty-foot (20) easement is required.

Sewer Layout

16. EPD Sanitary Sewer Submittal Form filled out by registered engineer.
17. Site plan showing sewer layout.
18. Sewer layout should have manhole numbers, line designations, flow arrows, street names, and topography.
19. Sewer layout showing proposed storm drain crossings.
20. Detail tie-in of proposed lines with existing lines as to elevation and invert direction of manholes.
21. Profile of proposed sewer lines with:
 22. Manhole numbers and locations.
 23. Outside drop-manhole designated.
 24. Percent grade, length, size of lines.
 25. Lateral locations.
 26. Materials to be used.
 27. Location in profile of streams and storm drains.

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

- 28. Easements to be twenty (20) foot permanent and sixty (60) foot for temporary construction.
- 29. Easements for future sewers if required.
- 30. Bedding details.

Additional Requirements:

- 1. Preliminary plat submitted with construction plans.
- 2. Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.
- 3. Names of all utility companies.
- 4. Erosion control plan.
- 5. Tree protection plan.
- 6. Show location of any landfills or debris or garbage disposal sites on the property.
- 7. Additional Notes Below:

- Notes:
- 1. It is the developer's responsibility to address any wetland issues to the satisfaction of the U.S. Army Corps of Engineers.
 - 2. It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements."
 - 3. It is the developer's responsibility to abide by all the rules and regulations pertaining to the U.S. Fish and Wildlife Service if applicable.

Water / Sewerage Construction Plan Approval Certificate

All requirements of the City of Emerson Development Regulations relative to the preparation and submission of Construction Plans having been fulfilled, approval of the plans is hereby granted subject to further provisions of said Regulations. This certificate is effective for 12 months from the date of signing. This Construction Plan approval does not constitute approval of final plat.

Mayor	Date	Chairman, Planning and Zoning Commission	Date
-------	------	--	------

4. **Erosion and Sediment Control Plans** - A plan for the control of soil erosion and sedimentation resulting from a land-disturbing activity involving the disturbance of 1.0 acres or greater. Said plans are a part of the requirements for a Land Disturbance Permit as addressed in Article 700 of these Regulations. An approved copy of this plan must be provided to all departments as part of the construction plan review process.

5. Final Plat - plan of subdivision which conforms to the approved preliminary plat and the specifications required herein for recording at the Clerk of Superior Court. Prior to the submittal of the final plat for review, the following shall apply: 1.) All street and utility construction must be completed, inspected and approved; 2.) All property corner pins must be installed; 3.) As-built drawings must be submitted; and 4.) Bonding requirements as outlined in Section 207 of these regulations satisfied. Eight copies (8) of Final plat shall be submitted at the Emerson City Hall. A completed Final Plat application and checklist along with all applicable fees shall be required at time of submittal. Fees will be assessed based off of the current fee schedule set by the City Council. After submittal the plat will be delivered to the City engineering department for review. The engineering department will review the final plat and produce a statement as to their findings within 10 business days. Should the final plat require modifications a resubmittal will be necessary which shall include a new completed Final Plat application and checklist along with all applicable fees. Each resubmittal will be allotted a 10 business day review time frame. Upon approval by the engineering department the City Clerk shall place the item onto the next available scheduled meeting of the Planning and Zoning Commission but in no case longer than 30 days. The Planning and Zoning Commission shall make a recommendation to be forwarded to the Mayor and City Council. The City Clerk shall place the item onto the next available City Council agenda for approval. Once the approval from the City Council has been obtained and the Zoning Administrator and Mayor have signed the final plat, the developer shall submit the plat to the Clerk of Superior Court of Bartow County for recording. Upon recording of the final plat, the developer shall provide four (4) hard copies of the plat to the City Clerk's Office. An electronic version of the final plat shall be provided in AutoCAD format to the City.

The Final Plat shall contain the following information:

23. Sheet size no larger than 18" x 24"

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

24. Exact boundary lines of the tract by bearings and distances determined by a field survey.
25. Field survey error of closure not to exceed one to ten thousand.
26. Equipment used in field survey.
27. Calculated error of closure of plat.
28. Present zoning and zoning of abutting land.
29. Exact locations, R/W widths, and names of all streets that immediately adjoin the subdivision.
30. Appropriate data for all streets, lot lines, and centerlines as required by the city and according to the requirements of the State of Georgia for professional surveyors and engineers.
31. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
32. Lots shall be numbered consecutively; divisions shall be made by units or phases.
33. Each lot's area in square feet or acres.
34. Deed book and page number of protective covenants if any.
35. Accurate location, material, and description of all monuments and markers.
36. Location of sidewalks.
37. Location of all easements.
38. Required buffers and recreational areas (if any).
39. Land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
40. All surveys and plats must be prepared by a state certified engineer and /or surveyor.
41. Location of 100-year floodplain or statement that no part of the property lies within the 100-year floodplain.
42. Any and all other information as required by the city.
43. The final plat shall note the maintenance period and note the date that street dedication to the City shall occur as outlined in Section 208 of these Regulations.
44. The following certificate statements shall be shown on the plat:

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

Owner's Certificate:

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that this plat was made from an actual survey, that all state, city and county taxes or other assessments now due on this land have been paid, that all streets, water systems drains and drainage easements, and public places are dedicated to the use of the public forever.

Owner Date

Surveyor's Certificate:

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision, that all monuments shown hereon actually exist or are marked "future" and their location, size, type and material are correctly shown, and that all requirements of the development and zoning regulations, including engineering requirements have been fully complied with.

Surveyor Registered Georgia Land Surveyor No.

City of Emerson Certificate:

In accordance to the City of Emerson Development Regulations and the City's Zoning Ordinance, all requirements of approval have been fulfilled; this plat was given final approval by the following City officials and personnel and on behalf of the City of Emerson:

Chairman, Planning and Zoning Commission Date

Mayor Date

Covenants, if separately recorded:

This plat is subject to the covenants set forth in the separate document(s)

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

attached hereto dated _____, which hereby become a part of this plat, and which were recorded in plat book _____ Page _____.

202.3 Commercial/Industrial Site Development Plans

- A. For individual commercial or industrial sites not within a Commercial or Industrial Subdivision, only construction plans are designed and submitted for review for this type of development
- B. For individual commercial or industrial sites within a Commercial or Industrial Subdivision the same requirements as in A above may be submitted only after approval by the City and recording of the Final Plat for the development.

202.4 Plan Approval:

- A. Approval of construction plans shall expire twelve (12) months from the date of approval without the issuance of a building permit from the City of Emerson.
- B. If a discrepancy occurs between the approved plans and the City's development standards, unless a variance or exception has been obtained, the Development Standards shall be the superseding document.

203. Permits

203.1 Subdivisions: The City of Emerson issues the following permits for the construction of a subdivision:

- A. Land Disturbance Permit - after the approval of the construction plans, this permit is issued for the implementation of erosion control measures as shown on the approved construction plans for projects as required under Section 700 of the City of Emerson Development Regulations.
- B. Reserved

203.2 Sites not involving the subdividing of land: The City of Emerson issues the following two (2) permits for the construction of sites:

SECTION 200 PLAN REVIEW AND GENERAL REQUIREMENTS

- A. Land Disturbance Permit - after the approval of the construction plans, this permit is issued for the implementation of erosion control measures as shown on the approved construction plans for all projects as required under Section 700 of the City of Emerson Development Regulations.
- B. Building Permit - this permit is issued for the construction of proposed buildings. The building permit is issued after the site construction plans are approved, the building architectural plans are approved, and the Land Disturbance Permit is issued (if applicable). Appropriate permit fees shall apply.

203.3 **Driveway Permits** – a review will be required of all new driveway cuts on public right-of-way for the purpose of ensuring the requirements of these Regulations are complied with and to determine if additional right-of-way improvements will be needed to be made by the property owner in order that the public right-of-way will accommodate the proposed vehicular use of said new driveway. When a building permit or land disturbance permit is required, the driveway permit will be incorporated into said permits and no additional fees will be required. When no other permits are required, a permit fee will be required.

203.4 **Pavement Cut Permit** - a permit will be required prior to any work being done involving the cutting of any existing public right-of-way pavement. Said permit will be issued by the City of Emerson.

204. Construction

204.1 **Pre-construction Conference:** The developer is required to schedule a formal meeting with the City Manager and/or his/her designated representative(s) and all public and/or private utilities for the purpose of discussing the construction and inspection of the proposed development. **The pre-construction conference is required before the issuance of any permits.**

204.2 **Approved Plans:** An approved set of construction plans stamped by the City must be kept onsite at all times by the Contractor.

204.3 **Notification:** The City shall be notified by the developer or his/her contractor before construction begins, and at the various stages in construction required by the City. The City shall be given a **two (2) business days** advance notice before construction begins in writing. The appropriate department as outlined in Section 205 of these Regulations will be directly notified for an inspection request.

205. **Inspection**

205.1 **Subdivisions:**

- A. All appropriate City departments as determined by the City of Emerson whose inspections are necessary to insure compliance with the Ordinance of the City.
- B. The City of Emerson reserves the right to charge an inspection fee consistent with an approved fee schedule set by Mayor and Council.

205.2 **Commercial/Industrial Sites not involving the subdividing of land:**

- A. All appropriate City departments as determined by the City of Emerson whose inspections are necessary to insure compliance with the Ordinance of the City.
- B. The City of Emerson reserves the right to charge an inspection fee consistent with an approved fee schedule set by Mayor and Council.

206. **As-Builts**

As-builts shall be required before the final plat is recorded for subdivisions or before a certificate of occupancy is issued for commercial/industrial sites. All as-built drawings must be on standard 24" X 36" sheets with a maximum scale of 1" = 50'. Electronic files must also be submitted in AutoCAD format with water, sewer and storm system all on separate layers as described as follows:

- A. The water system as-builts shall show locations of fire hydrants, line valves, tees, water main sizes, and types of materials.
- B. The sanitary sewer system as-builts shall show locations of manholes, lines, services, line sizes, types of materials, manhole inverts, and line grades.
- C. Street and storm sewer as-builts shall show street layout, profiles, and grades, storm sewers and sizes, storm drainage structures, and detention ponds.
- D. Commercial site layout as-builts in addition to water, sanitary sewer, and storm sewer, as-builts shall include, but not be limited to, the following final locations of building(s), entrance(s), parking, and grading on computer disk

format (if feasible).

E. Sprinkler system as-builts with head count.

207. **Maintenance Bond, Letters of Credit, and Performance Bond:**

- A. The Developer, after completion of construction to the standards of these regulations, must obtain written approval of said construction by the City before recording the Final Plat or final approval by the City.
- B. The maintenance bond or Letter of Credit covers the cost of maintaining the project for a period of twenty-four (24) months from the date the City issues approval of the final plat or project.
- C. The City Engineer shall determine the amount of the bond or Letter of Credit based upon the type of project and the total cost which shall be a minimum of 15% of the total cost of the project. Maintenance bonds or Letter of Credits are only required for projects whose total project cost exceeds \$20,000.00. The appropriate legal representative shall approve the bond or Letter of Credit as to form. The bond or Letter of Credit shall be payable to the City of Emerson.
- D. In cases where work on City right-of-way is required (i.e. Accel/decel lanes at development entrances), the City shall require a performance bond to cover the cost of estimated construction within the right-of-way. The performance bond amount shall be determined by the City Engineer. The bond term will be one year from the issuance of the Land Disturbance Permit. If the construction covered by the bond fails to be completed within this time frame, the City will access the bond and complete the work.

208. **Eighteen (18) Month Maintenance:**

- A. The developer shall maintain the improvements in his/her development for a period of **18 months** from the date the City issues approval of the Final Plat. At the end of the 18-month maintenance period, the City shall perform an inspection of the development and all improvements. The developer shall be notified by the City of the inspection results in writing within **15 days** from the date of the inspection. The maintenance bond shall be released upon the issuance of a letter stating approval of the development by the City. **(The final plat shall note said maintenance period and note the date that street dedication to the City shall occur).**

- B. If repairs are needed at the end of the 18-month maintenance period in order for the improvements to meet City specifications, the developer shall be required to make such repairs within **60 days**, after written notification by the City. If the repairs are not completed within said time the maintenance bond shall be called in to pay for the repairs. Should the amount of the maintenance bond be inadequate to pay for the repairs, the developer shall pay the remaining amount. The following procedures shall apply in this situation:
1. The City shall notify the developer in writing of such action.
 2. Upon completion of necessary maintenance repairs, the developer shall request in writing to the City for inspection of the maintenance repairs. The City shall make said inspection and in turn notify the developer of the inspection results.
- C. If the work is free from defects, and the improvements are in compliance with City specifications, the City shall provide written approval to the developer of said compliance and the maintenance bond shall be released.

209. **Certificate of Dedication and Maintenance Agreement**

Upon issuance of the maintenance bond as provided above, the developer shall execute a certificate of Dedication and Maintenance Agreement as provided by the City. All streets and right-of-way shown upon the final plat, together with all other public improvements shall be dedicated to the City of Emerson either in fee simple or by perpetual easement, as appropriate. The Certificate of Dedication shall be recorded by the developer in the office of the Clerk of Superior Court of Bartow County, Georgia. The developer shall also furnish to the City an opinion by an attorney acceptable to the City that title records have been examined and that marketable fee simple title was vested in the developer at time of recording of the Certificate. The City reserves the right to refuse said dedication for reasons related to construction or maintenance.

The Maintenance Agreement shall obligate the developer, his/hers, successors and assigns to maintain the streets and improvements for a period of **18 months** from date of written acceptance by the City and to correct or repair the same as required in Section 208 of this Section. Said acceptance being the date of Final Plat approval. Furthermore, the developer his/her successors and assigns, shall agree to hold the City harmless and indemnify the City from liabilities arising from defects in design, installation and/or maintenance during the 18 month period.

Upon submission of the Certificate of Dedication and Maintenance Agreement, a recordable executed easement shall be provided to the City for all easements to be dedicated to the City.

210. **Insurance Requirements**

- A. Prior to the issuance of any permit which includes the construction or installation of infrastructure to be dedicated to the City of Emerson within rights-of-way, easements, or other property either owned by, to be dedicated, conveyed, or used by the City of Emerson, Georgia said contractor, property owner, or entity working on said property for himself/herself and for all subcontractors must provide the City of Emerson a liability insurance certificate of \$1,000,000.00 in general liability insurance listing the City of Emerson as a co-insured or indicating that coverage under said policy is provided for the City of Emerson.
- B. Said certificate shall be presented to the City Manager prior to the issuance of any construction related permits, and must be approved by him prior to the issuance of any construction related permits.

211. **Model Home Permits:**

The City at its discretion may approve up to two (2) model home permits per residential subdivision development with the following stipulations:

- 1. The streets of the development should be sufficiently complete having Graded Aggregate Base (GAB) in place to avoid the tracking of mud onto adjacent streets;
- 2. A working fire hydrant must be within 250 linear feet of the model home site; Final connection to all utilities must be postponed until final platting is complete and recorded.