

Final Plat Application & Checklist Package



4362 Peachtree Rd, Brookhaven, GA 30319
(404) 637-0500 • Fax (404) 637-0501 • www.brookhavenga.gov

| |
|----------------------|
| Date: ____/____/____ |
| Permit No.: _____ |
| Fee: \$ _____ |

PLAT APPLICATION & CHECKLIST (Projects with Development Infrastructure)

Type of Project:

Description of proposed platting activity (check all that apply):

- Final Subdivision
- Combination
- Preliminary
- Address

Project Information:

| | | | | |
|--|--------|-----------------|---------------|----------------------|
| Name of Project or Subdivision (note name of former Subdivision, if any) | | # of Lots | | |
| Property Address | | Suite/Apt #. | City | GA State Zip Code |
| Property ID / PIN | Zoning | Zoning Case No. | Total Acreage | |
| Owner of Record (Company / Individual) | | | | |
| Owner Address | | Suite/Apt #. | City | State Zip Code |

Applicant Information:

| | | | | |
|-----------------|------------|--------------|--------------------------------------|----------------|
| Applicant Name | | | | |
| Company | | | | |
| Mailing Address | | Suite/Apt #. | City | State Zip Code |
| Phone | Cell Phone | Fax Phone | E-mail (for sending review comments) | |

Terms & Conditions

The undersigned, upon oath, states that the above information is true and correct, understands that the Permit issued is only for work as stated. This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances. Construction will begin no later than six months from the issue date of the permit. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by construction and/or the structure

Applicant Signature (Property Owner or Owner's Rep)

Date

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OVERVIEW

This packet contains the information required to prepare and submit plats for City Brookhaven review and approval. Allow a minimum of 10 business days to receive plat review comments/approval. Additional approvals from DeKalb County may be required and contacts are provided on the subsequent pages.

Information in this packet is specific to creating a final subdivision plat (>2 lots) with associated development infrastructure. Please see the Lot Split, Reconfiguration, & Combination checklist regarding minor plats (≤ 2 lots) preliminary, combination, or address plats.

In most cases, after submittal of the final plat, the City of Brookhaven will send you a DeKalb County route sheet and a GIS letter that allows for you to submit your plat to DeKalb County for Watershed Management, GIS, and/or Fire review.

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

2. MINIMUM SUBMITTAL CHECKLIST

When submitting plats for review, provide all applicable items listed below. Additional documents may also be required prior to approval of plat – see page 15.

1. Upload the storm system as-builts onto the portal bearing the design professional’s seal and signature. The Maximum sheet size (if printed) shall be 17" x 22".
 - Drainage & detention facility
 - Storm drain system as-builts: plan & profile

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- Roadway improvements as-builts: plan & profile
 - As-Built Flood or Hydrology Study (if applicable)
 - Project name/address
 - Owner's name/address/phone
 - Design Firm name/address/phone
 - Engineer As-Built Detention Facility Certificate and Stormwater Maintenance Agreement
2. Upload the plat onto the portal bearing the design professional's seal and signature. Maximum sheet size shall be 17" x 22".
- Cover Sheet
 - Zoning Conditions
 - Final Plat Survey
 - Location Map
 - Total & Disturbed Acreage and number of lots
 - North arrow and graphic scale
 - Project name/address
 - Owner's name/address/phone
 - Design Firm name/address/phone
 - FEMA map
 - Owner's Acknowledgement
 - Approval Signature Blocks
 - Revision Statement and signature block, if applicable.

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3. STORM AS-BUILT CHECKLIST

1. Provide Professional Engineer's seal and signature on As-Built drawings for stormwater management facilities.
2. DeKalb County water as-built approval required
3. DeKalb County sanitary sewer as-built approval required
4. List project name and the City of Brookhaven Land Disturbance Permit number.
5. Provide North Arrow
6. Indicate engineer's name, address, and phone number. Dates of revision shall be included, and plans shall be signed and sealed by a Professional Engineer.
7. Depict Land Lot, Districts, Section, City, and County.
8. List owner's name, address, and telephone number and 24-hour contact name/local phone.
9. The as-built submittal shall be to scale on 24" x 36" sheets. Include a location map.
10. Street names shall match that of the final plat/LDP.
11. Show all new improvements:
 - A. Building/structure, parking lot with striping, sidewalks and/or trails, outdoor lighting, etc.
 - B. Right-of-Way improvements including roadway expansion, curb & gutter, sidewalks, striping, etc.
12. Show all building setback lines, zoning buffers, and landscape strips.
13. Show all adjacent property lines, subdivisions, and existing buildings.
14. Show all pipe crossings (storm drainage, sanitary sewer, water, and sewer laterals) on plan and profile views.
15. Indicate type of pipe, size, slope, and length of sanitary sewer, storm drainage system, and water. Delineate centerline of all streams, local and state stream buffers, and 100-yr floodplain.
16. All manholes indicated with identification, station number, top elevation, invert elevations (in and out).
17. Show ALL easements (water, sanitary sewer, drainage, access, utility, combination, etc.). All public easements must be recorded and clearly shown as such. All storm drain lines and conveyances shall have a drainage easement shown.
18. Show all storm drainage systems, including profile of storm pipes and detention ponds, and all offsite drainage easements. All storm drain lines and conveyances shall have a drainage easement shown.
19. Show the following on detention ponds:
 - A. Outlet structure with dimensions.
 - B. Indicate 25-yr. and 100-yr. storm elevations, volume of pond and how detention is provided if no pond is on site.
20. Provide City of Brookhaven As-Built Detention Facility – Engineer's Certificate per Required Document Checklist (included in packet) signed and sealed by Professional Engineer. Show size, length and width of rip-rap at head walls.
21. All alterations and/or field changes must be reflected on as-built prior to final approval.
22. Performance and Maintenance Sureties (included in packet) are required prior to final approval of as-builts.

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23. Provide a copy of the FIRM panel map on the front sheet. Show and label the location of the site.
24. Stormwater Facilities Maintenance Agreement: recorded with the Clerk of Superior Court of DeKalb County showing the Deed Book and Page Number on the Final Plat.
27. Provide the following Drainage Notes:
 - A. The owner of record, on behalf of himself (itself) and all successors in interest, specifically releases the City of Brookhaven from any and all liability and responsibility for, and the City of Brookhaven assumes no liability, but rather expressly disclaims any liability for: flooding or erosion from storm drains; flooding from high water of natural creeks, river or drainage features; maintenance of pipes, culverts or structures located outside of public right-of-way; or maintenance of natural creeks, river or drainage features . A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses. The City may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like necessary to remedy a condition, which in the judgment the City is potentially injurious to life, property or the public road or utility system. Such emergency maintenance, conducted for the common good, shall not be construed as constituting a continuing maintenance obligation on the part of the City of Brookhaven nor an abrogation of the City of Brookhaven's right to seek reimbursement for expenses from the owner/s of the property/ies of the lands that generated the conditions.
 - B. Stream Buffers are to remain in a natural and undisturbed condition.
 - C. Structures, other than approved storm structures, are not allowed in drainage easements.

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4. FINAL PLAT CHECKLIST

GENERAL INFORMATION

1. The final plat shall be drawn clearly and legibly in black ink at a recommended scale of 1" = 10' to 1"=100'. The scale shall be stated as "1" inch to _____ ft. and shown graphically. If the complete plat cannot be shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet. The recommended sheet size shall be 17" x 22" with a minimum character height of .08 inches.
2. Provide a name or title for all maps or plats. The name of the former subdivision, Deed Book and Page number shall be stated on all sheets, if applicable.
3. Provide the following: City, County, District, and Land Lot; Date of plat preparation and each individual revision of record.
4. The name of the land surveyor, registration number, and seal shall be affixed to the plat under the surveyor's signature.
5. Provide the name, phone, and address of the owner of record.
6. Provide the name and address of the sub-divider.
7. Provide a north arrow and graphic scale on all sheets and a vicinity map on the cover.
8. Show all land lot lines, district lines, and city and county boundaries labeled appropriately with words and figures.
9. Provide distances and bearings on all boundary or lot lines.
10. Provide in the notes the reference for the angular bearings shown on the plat.
11. Provide a copy of the F.I.R.M. panel and the F.I.R.M. panel front cover on the plat. Show and label the location of the site.
12. Provide in the notes the total number of lots and acreage of the tract of land being subdivided.
13. Provide a legal description for any ROW which is dedicated to the City.
14. Locate all fire hydrants and provide GPS coordinates.
15. Include a statement indicating the type of mail delivery available by the USPS, e.g., individual mailbox or central delivery. Submit correspondence from USPS confirming mail delivery method is acceptable.
16. Show cluster mailbox station within common area or an easement.

REQUIRED CERTIFICATIONS AND STATEMENTS

1. Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in _____ feet."
2. FINAL PLAT APPROVAL

This plat has been submitted to and accepted by the Community Development Department for the City of Brookhaven, GA and has been approved as required by state law and city codes as meeting all conditions precedent to recording in the superior court of this circuit.

Director,

Date

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Department of Community Development

If applicable, include a revision statement and revision number for all revisions that explains what is being revised. Include a new approval statement under the revision statement. The original approval statement should be kept on the plat with the original signature.

3. OWNER'S ACKNOWLEDGEMENT (this must be the owner of record signed in BLACK ink).

I, _____, the owner of the land shown on this plat and whose name is subscribed hereto, acknowledges that this plat was made from an actual survey, and for value received the sufficiency of which is hereby acknowledged, do hereby convey all streets indicated as public streets and rights-of-way, and further dedicate to the use of the public forever all alleys, parks, watercourses, drains, easements and public places hereon shown for the purposes and considerations herein expressed. In consideration of the approval of this development plan and other valuable considerations, the owner further releases and holds harmless City of Brookhaven from any and all claims, damages or demands arising on account of the design, construction and maintenance of the property shown hereon; on account of the roads, fills, embankments, ditches, cross-drains, culverts, water mains, sewer lines, and bridges within the proposed rights-of-way and easements shown; and on account of backwater, the collection and discharge of surface water, or the changing of courses of streams.

And further the owner warrants that he owns fee simple title to the property shown hereon and agrees that City of Brookhaven shall not be liable to him/her, his/her heirs, successors or assigns for any claims or damages resulting from the construction or maintenance of cross-drain extensions, drives, structures, streets, culverts, curbs or sidewalks, the changing of courses of streams and rivers, flooding from natural creeks and rivers, surface waters and any other matter whatsoever. I further warrant that I have the right to sell and convey the land according to this plat and do hereby bind myself and owners subsequent in title to defend by virtue of these present.

The owner of record of the land shown on this plat and whose name is subscribed thereto in person or through a duly authorized agent, hereby acknowledges that this plat was made from an actual survey, and dedicates to City of Brookhaven, as noted below, the complete ownership and use of all improvements constructed or to be constructed in accordance with this plat, and dedicates to the use of the public forever the following:

Public Street Right-of-Way _____acres

In witness whereof, I have hereunto set my hand this _____ day of _____/_____.

(SEAL)
(Owner) _____
Witness: _____
Notary Public.

4. FLOOD HAZARD

The Special Flood Hazard Areas (SFHA) shown herein were determined by the Professional Engineer whose stamp and signature are affixed hereto. The City of Brookhaven does not, by approving this plat, warrant their accuracy, and does not imply that land outside the areas of flood hazard shown will be free from flooding or flood damage. Further, the City of Brookhaven does not by approving this plat nor accepting the public improvements therein, assumes maintenance of the flood carrying capacity of the flood areas or watercourses. Maintenance shall remain the responsibility of the owner(s) of the land upon which they exist. The owner of a lot or parcel that contains a flood hazard area is required to submit a site plan to the City of

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Brookhaven prior to the initiation of any improvements to the lot or parcel. The site plan shall include the location and elevation of the SFHA within the lot or parcel and the existing and proposed improvements. Approval of the site plan by the City of Brookhaven is required prior to the issuance of a building permit.

5. DRAINAGE

The owner of record on behalf of himself (itself) and all successors in interest specifically releases the City of Brookhaven from any and all liability and responsibility for flooding or erosion from storm drains or from flooding from high water of natural creeks, river, or drainage features. A drainage easement is hereby established for the sole purpose of providing for the emergency protection of the free flow of surface waters along all watercourses as established by city regulations. The City may conduct emergency maintenance operations within this easement where emergency conditions exist. Emergency maintenance shall be the removal of trees and other debris, excavation, filling and the like, necessary to remedy a condition, which in the judgment of staff and Director, is potentially injurious to life, property, or the public road or utility system. Such emergency maintenance conducted for the common good shall not be construed as constituting a continuing maintenance obligation on the part of the City of Brookhaven nor abrogation of the City of Brookhaven's right to seek reimbursement for expenses from the owner(s) of the property (ies) or the lands that generated the conditions.

NOTE: Stream Buffers are to remain in a natural and undisturbed condition.

NOTE: Structures, other than approved storm structures, are not allowed in drainage easements.

6. SURVEYOR'S ACKNOWLEDGEMENT

In my opinion, this plat, drawn by me or under my supervision, was made from an actual survey, and is a correct representation of the land platted and has been prepared in conformity with the minimum standards and requirements of law.

_____ R.L.S. No. _____

7. SURVEYOR'S CERTIFICATION (as required by HB 76)

As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals or affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for properly surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Sign, seal & date on a line immediately beneath the certification.

8. Include the following statement under the F.I.R.M. panel:

"According to the F.I.R.M. of DeKalb County, panel number _____, dated August 19, 2019, a portion of this property (is) or (is not) located in a Special Flood Hazard Area."

9. Add this note to plat:

"City of Brookhaven and DeKalb County personnel and/or agents shall have free and total access to and across all easements."

10. DEKALB COUNTY DEPARTMENT OF WATERSHED MANAGEMENT

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I certify that the developer has complied with the potable water requirements and the sanitary sewer requirements of the County.

This _____ day of _____, 20__.

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ZONING

1. Provide the zoning or variance case number and all conditions of zoning or variance on the plat and clearly indicate compliance with conditions. Provide adjacent properties' zoning classification.
2. Provide the current zoning for the property or tract of land being platted and zoning case number (if any). The following data shall also be stated on the plat:

| | | |
|--|-------|-------------|
| Front Setback | _____ | feet |
| Rear Setback | _____ | feet |
| Side Interior Setback | _____ | feet |
| Side Corner Setback | _____ | feet |
| Minimum Heated Floor Area | _____ | feet |
| Parking Space(s)/ Dwelling Unit | _____ | spaces |
| Minimum required Lot Area | _____ | square feet |
| Minimum required Lot Frontage | _____ | feet |
| Min. required Lot Width at Building Line | _____ | feet |

3. Show lot coverage area and percentage broken down by structures.
4. Provide and label applicable zoning buffers and landscape strips, existing structures, easements, sidewalks, existing and proposed rights of way, setbacks, etc.
5. Provide in the notes the total acreage of the entire site to the nearest 1/100 of an acre, and the total number of lots. Provide on plan view the area of each lot or parcel in square feet. Provide lot numbers and addresses.
6. Show existing retaining walls and their heights from grade.
7. Provide the centerline of any stream, point of wrested vegetation, and the 25', 50' and 75' stream buffers.
8. Show limits of any flood zones and label appropriately.
9. Show sign easements, if applicable.
10. Show adjacent property owners and adjacent zoning districts.

TRANSPORTATION

General

1. Provide right of way dedication tables of area dedicated. Ensure polygons for frontage dedication is independent of polygon for subdivision internal street dedicated and that each polygon is closed. Show entire area of polygon
2. Provide course and distance to the nearest two (2) DeKalb County Monuments (must state monument I.D. number).
3. Label distance of centerline of roadway to existing and proposed right-of-way.
4. Label all private streets as Access Easement/Utility Easement
5. Show and label all lines and curves of roadway centerlines
6. Show line of sight at entrance(s) to subdivision. Provide sight distance certification.
7. Centerline line and curve data for all streets
8. Roadway Profile for all new roads
9. Clearly show and label all roadway improvements including turn lanes, pavement marking and signs. Include improvements on all streets along frontage.
10. Show and label all drainage structures

Roadway

11. Show and state all names for all subdivision streets and front road. Label the existing right of way and proposed right of way or access/utility easements (private roads).
12. Show and label all existing conditions including property lines, subdivisions, driveways, streets and alleys, utilities, pavement striping, etc. along the property frontage on both sides of the road. Include existing conditions to the next roadway intersection past property lines.
13. Label centerline line data for all roads (subdivision and existing roadway).

Sample Street Centerline Line Chart

| Street Centerline Line Chart | | |
|-------------------------------------|---------------|----------------|
| <i>Line</i> | <i>Length</i> | <i>Bearing</i> |
| CL1 | 255.05' | S68°38'06"W |
| CL2 | 41.25' | S68°38'06"W |
| CL3 | 96.56' | S49°18'01"W |

14. Label centerline curve data: showing angles of deflection and standard curve data including radii, length of arcs and tangent between curves, point of curvature (P.C) and point of tangency (P.T.) for subdivision and front road.

Sample Street Centerline Curve Chart

| Street Centerline Curve Chart | | | | |
|--------------------------------------|------------|---------------|--------------|----------------------|
| <i>Curve</i> | <i>Arc</i> | <i>Radius</i> | <i>Chord</i> | <i>Chord Bearing</i> |
| CC1 | 50.62' | 150.00' | 50.38' | S68°38'06"W |
| CC2 | 29.58' | 350.00' | 29.57' | S68°38'06"W |
| CC3 | 33.08' | 350.00' | 33.07' | S68°38'06"W |

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15. Show profile of all new public roadways. At a minimum include:
 - Stationing
 - Vertical curve data
 - Grades for all tangents
 - All intersecting street (Street name, station on mainline, station on intersecting street, elevation)
 - Major cross drains greater than or equal to 48"
 - PVT, PVI and PVC with stations and elevations
 - Existing ground showing
 - Low and high points with station and elevation
16. Label distance from back of curb to right of way. Show and state all names and right of way widths (existing and proposed) for all public streets (subdivision and front roads). Show dimensions for R/W to R/W, R/W to C/L, B/C to R/W, B/C to B/C, and E/P to E/P.
17. Label centerline stationing of subdivision streets that corresponds to roadway profile information.
18. Label all tapers and storage lengths for all proposed turn lanes.
19. Label limits of new pavement and/or overlay on existing frontage road.
20. Label the intersection angle for all roads.
21. Show and label sidewalks/trail and curb and gutter along the entire property's road frontage. Show all sidewalk/trail and curb and gutter within the subdivision and label as future if not constructed.
22. Show sight distance lines as previously approved on the land development permit. Certify in writing that adequate horizontal and vertical sight distance exists in accordance with the provisions contained in the City of Brookhaven Regulations. Statement should read as follows: This project is designed with adequate intersection sight distance for roadways approaching a minor or major thoroughfare. The regulated speed limit on _____ Street/Road is XX mph. The sight distance for the proposed Drive is in excess of XXX ft. in the _____ direction and in excess of XXX ft in the _____ direction along existing _____ Street/Road. The sight distance criteria are based on the time required for a vehicle to make a left turn from a stop-controlled approach (Case B1) as per guidelines of AASHTO "A Policy on Geometric Designs of Highways and Streets," 4th Edition, 2004, (Exhibit 9-55). The line of sight establishes the boundary of a sight triangle, within which there should be no sight obstruction.
23. Show radius of cul-de-sac to edge of pavement and to right-of-way.
24. Show all pavement striping (crosswalks, edge lines, arrows) and signage as installed.
25. Show all signal improvements. Verify that all signal improvements are within the right-of-way.
26. Show proposed right of way lines as bold and label "Dedicated R/W" and existing right of way as grayscale and label "existing R/W".
27. Provide right-of-way miters with 20 ft legs at entrance(s) to subdivision and at all intersections within the subdivision.
28. Indicate location, dimensions, and purpose of any easements, including access/utility easements, slope easements, drainage easements, access easements, no access easements, landscaping easements, signage easements, sanitary sewer easements, wall easements, gate easements, sidewalk/trails easements etc.
29. Provide approved "Street Lighting Plan" and show proof of payment to the Electric Provider for installation, if applicable
30. Ensure utilities (poles, hydrants, box, etc.), concrete flumes or others are not obstructing the required ADA width for a sidewalk.

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31. Show all private utility vaults located outside of public right of way.
32. Show all public service utility lines and any easements.
33. If applicable, add note to final plat, "Home Owners Association shall maintain all common areas".
34. Label all common areas as "C.A."

SITE

1. Show Brookhaven buffers, state water buffers, zoning buffers, easements, 100-yr floodplain and other applicable setbacks.
2. Show a 20-foot graded and stabilized vehicular access easement to all detention ponds. A 10-foot graded access easement shall completely encircle the detention pond unless otherwise permitted through the Community Development Department. Use a 30-foot combined easement when combined with a sanitary or drainage easement.
3. Show and label all drainage structures and their easements. Required D.E. Widths: 18"-30" pipe = 15' D.E., 36"-48" pipe = 20' D.E., >48" pipe = 25' D.E.
4. Show and label the stormwater management facility, water quality facility, and all outlet structures, headwalls, etc. on the plan view. Provide 25 and 100 year elevations and volumes.
5. Show the Lowest Floor Elevations (L.F.E.) on lots that have flood plain or a detention pond and provide a recorded copy of the Flood Plain Indemnification Agreement. The L.F.E. for flood plain lots shall be a minimum of 3 feet above the 100-year flood elevation; and the L.F.E. for detention pond lots shall also be a minimum of 3 feet above the 100-year High Water (H.W.) elevation. Show the 25-year and 100-year high water elevation and volumes of the detention pond(s) on the plat. If any common areas are shown on the plat, a Mandatory Homeowner's Association shall be created and the incorporating documents submitted along with the final plat for review and approval prior to submittal to the Secretary of State. Said documents shall be recorded with the Clerk of Superior Court of DeKalb County with the Deed Book and Page Number referenced on the plat. All private covenants, if any, shall also be submitted prior to recording and shall, once recorded, be referenced on the plat.

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5. FINAL PLAT RECORDING CHECKLIST

Once all of the review comments are satisfied and all signatures are on the plat, the applicant will:

1. Provide two (2) copies of the final plat to the City of Brookhaven for signature by the Director of Community Development.
2. The City of Brookhaven will approve and sign the plat.
3. Record the approved final plat with DeKalb County Court.
4. Submit the recorded final plat to DeKalb County GIS so they can formally create the new subdivisions.
5. Upload the final plat onto the City of Brookhaven portal. The City of Brookhaven will not issue building permits unless the recorded plat is returned.

6. ADDITIONAL REQUIRED DOCUMENTS CHECKLIST

The following required documents must be provided before approval and recording of the final plat.

1. DeKalb County Department of Watershed Management signature block on cover page of final plat: signed & dated (if applicable)
2. Approved storm as-builts
3. Performance Surety Calculation Form and Surety
4. Maintenance Surety Calculation Form and Surety
5. HOA Articles of Incorporation
6. HOA Declaration of Covenants
7. If there are private streets, then the HOA documents must specify the maintenance fund and submit proof of deposit of 50% of the current estimate of resurfacing costs (see code sec. 14-350)
8. As-Built Detention Facility – Engineer’s Certificate
9. Stormwater Facilities Maintenance Agreement: recorded with the Clerk of Superior Court of DeKalb County showing the Deed Book and Page Number on the Final Plat.
10. Flood Plain Indemnification (if applicable)
11. Provide a set of DeKalb County approved Sanitary Sewer As-builts plans & profiles
12. Provide a set of DeKalb County approved Water As-builts plans & profiles

6. ADDITIONAL REQUIRED DOCUMENTS INSTRUCTIONS

Section 8. Maintenance Surety Calculation Form

Use this calculation form to determine the amount of the maintenance surety (Cashier's Check, Letter of Credit, Insurance Bond). Once completed, submit forms to the City of Brookhaven for verification and approval prior to obtaining the official surety. The maintenance period is 12 months from the date of project approval. Following the maintenance period, the City of Brookhaven will conduct a final maintenance inspection.

Section 8. Performance Surety Calculation Form

Use this calculation form to determine the amount of the performance surety (Cashier's Check, Letter of Credit, Insurance Bond). This surety is required for all infrastructure and landscaping improvements that are yet to be installed per the original land disturbance permit. Once completed, submit forms to the City of Brookhaven for verification and approval prior to obtaining the official surety. Contact the City of Brookhaven for a final inspection once all improvements are installed.

Section 10. As-Built Detention Facility – Engineer's Certificate

This form, which certifies pond construction specifications, is to be completed by a registered Professional Engineer in the state of Georgia. Use more than one form if certifying more than two detention facilities.

Section 11. Stormwater Facilities Maintenance Agreement

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

- *Stormwater Maintenance Agreement* (pgs. 19-21 of this packet) plus the *signature and notary page* (pg. 22).
- *Exhibit "A"* – Full Plat and Legal Description (reduced to 8.5" x 11") of **entire property** showing extent of stormwater drainage system, detention facilities, and all pipes, channels, or other conveyances.
- *Exhibit "B"* – A short narrative describing the Maintenance and Inspections Schedule for the stormwater facilities. Include **method and frequency of inspections** (minimum 1/year) and the **person or entity responsible** for performing the inspections. Inspections shall be recorded on the *BMP Facility Operation and Maintenance Inspection Report for Pond Facilities* document (Exhibit "D").
- *Exhibit "C"* – *Permanent Water Quality BMP and Access Easement Agreement* (pg. 25) plus the *signature and notary page* (pgs. 26).
- *Exhibit "I"* (from Exhibit "C") – Plat and Legal Description (reduced to 8.5" x 11") of **Access Easement** referenced in *Permanent Water Quality BMP and Access Easement Agreement*.
- *Exhibit "D"* - *BMP Facility Operation and Maintenance Inspection Report for Pond Facilities*. This document must be included in the Stormwater Facilities Maintenance Agreement and recorded. Use this inspection form to conduct facility inspections and submit completed reports to the City of Brookhaven.

Section 12. Floodplain Indemnification

This document indemnifies the City of Brookhaven from any liability on projects that exist in or around a designated floodplain.

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7. PERFORMANCE SURETY CALCULATION FORM

**PERFORMANCE
SURETY CALCULATION FORM**

QUANTITY AMOUNTS REQUIRED BELOW MUST BE PROVIDED AND VERIFIED BY THE DESIGN PROFESSIONAL AND/OR INSPECTOR OF RECORD
(Please Print)

PROJECT NAME (PHASE): _____

LDP#: _____ LAND LOT(S): _____ DISTRICT: _____

OWNER: _____

DESIGN PROFESSIONAL: _____

SURETIES: Prior to the final approval of the project by the City of Brookhaven Community Development Department, a surety is required for the infrastructure improvements not yet in compliance under the Land Disturbance Permit. Fill out the lines below based on materials and installation cost and provide contractor quotes with this form.

All totals should reflect 100% of costs

TOPPING: SF _____ = \$ _____

SIDEWALKS LF _____ = \$ _____

TREES: # _____ = \$ _____

OTHER _____ = \$ _____

SURETY AMOUNT = \$ _____

NOTE: All Maintenance Sureties must be in the form of a Cash Surety, letter of credit, or insurance bond which will be held in escrow until all required items are inspected and accepted by the City of Brookhaven Community Development Department. Insurance bonds must be from a company with an A-6 or better bond rating.

CERTIFICATION AND SIGNATURE:

I hereby certify that the amounts calculated above are in accordance with the requirements of the City of Brookhaven Community Development Department.

Signature: _____ Date: _____

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8. AS-BUILT DETENTION FACILITY – ENGINEER’S CERTIFICATE



Stormwater Facility As-Built Certificate

www.brookhavenga.gov

404.637.0500

4362 Peachtree Road, Brookhaven, GA 30319

Date: _____ LDP Name & # _____

Pond # & Type _____ Pond # Type _____

| Type of Control orifice/weir: | Pond # _____ | Pond # _____ |
|---|--------------|--------------|
| - Elevation @ bottom of lowest orifice/weir | _____ | _____ |
| - Elevation @ bottom of second lowest orifice/weir | _____ | _____ |
| - Diameter of orifice(s)/dimensions of weir(s) | _____ | _____ |
| - 2 yr. water surface elevation | _____ | _____ |
| - Volume of pond at 2-yr. WSE | _____ | _____ |
| - Outlet velocities (v25) into down-stream, receiving conveyance system | _____ | _____ |
| - Square footage in pond bottom 25-yr. WSE | _____ | _____ |
| - Longest dimension @ 25 yr. WSE | _____ | _____ |
| - 25 yr. water surface elevation | _____ | _____ |
| - 25 yr. storage volume | _____ | _____ |
| - 100 yr. water surface elevation | _____ | _____ |
| - 100 yr. storage volume | _____ | _____ |
| - Freeboard above 100-yr. WSE | _____ | _____ |
| - Top of berm/wall elevation (lowest) | _____ | _____ |
| - Principal spillway type | _____ | _____ |
| - Emergency spillway type | _____ | _____ |

This the _____ day of _____, _____ Year.

Signature: _____ Printed Name: _____

Georgia P.E. Registration #: _____

I, _____, a registered professional engineer in the State of Georgia, hereby certify with my signature and seal that the detention facility (facilities) for the project known as _____, LDP # _____, for owner/developer _____, lying in Land Lot(s) _____ of the District(s) _____, of the City of Brookhaven, DeKalb County, Georgia has been constructed in conformance with the permitted plans and specifications, that the actual stage-storage relationships will not produce discharge rates greater than those stated in the accepted hydrology report for the respective storm events, and that the pond functions in accordance with Brookhaven requirements. I further certify that downstream, off-site property(ies) are not receiving discharges at erosive velocities or at velocities greater than the pre-development rates, whichever is less. To support my conclusions, I hereby certify the following data are field measurements of the as-built pond made on _____.

9. STORMWATER FACILITIES MAINTENANCE AGREEMENT

STATE OF GEORGIA

CITY OF BROOKHAVEN

STORMWATER FACILITIES MAINTENANCE AGREEMENT

WHEREAS, the Property Owner _____ recognizes that the wet or extended detention facility or facilities (hereinafter referred to as “the facility” or “facilities”) must be maintained for the development called, _____, located in Land Lot(s) _____, District(s) _____, of the City of Brookhaven, DeKalb County, Georgia; and,

WHEREAS, the Property Owner is the owner of real property more particularly described on the plat attached as Exhibit A, and,

WHEREAS, the City of Brookhaven (hereinafter referred to as “the City”) and the Property Owner, or its administrators, executors, successors, heirs, or assigns, agree that the health, safety and welfare of the citizens of the City require that the facilities be constructed and maintained on the property, and,

WHEREAS, The Development Regulations require that facility or facilities as shown on the approved development plans and specifications be constructed and maintained by the Property Owner, its administrators, executors, successors, heirs, or assigns.

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:

SECTION 1

The facility or facilities shall be constructed by the Property Owner in accordance with the plans and specifications for the development.

SECTION 2

The Property Owner, its administrators, executors, successors, heirs or assigns shall maintain the facility or facilities in good working condition acceptable to the City, including pipes, channels or other conveyances built to convey stormwater to the facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater, and in accordance with the schedule of long term maintenance activities agreed hereto and attached as Exhibit B.

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SECTION 3

The Property Owner, its administrators, executors, successors, heirs or assigns hereby grants permission to the City, its authorized agents and employees, to enter upon the property and to inspect the facilities whenever the City deems necessary. Whenever possible, the City shall provide notice prior to entry. The Property Owner shall execute an access easement in favor of the City of Brookhaven to allow the City to inspect, observe, maintain, and repair the facility as deemed necessary. A fully executed original easement is attached to this Agreement as Exhibit C and by reference made a part hereof.

SECTION 4

In the event the Property Owner, its administrators, executors, successors, heirs or assigns fails to maintain the facility or facilities as shown on the approved plans and specifications in good working order acceptable to the City and in accordance with the maintenance schedule incorporated in the Agreement, the City, with due notice, may enter the property and take whatever steps it deems necessary to return the facility or facilities to good working order. This provision shall not be construed to allow the City to erect any structure of a permanent nature on the property. It is expressly understood and agreed that the City is under no obligation to maintain or repair the facility or facilities and in no event shall this Agreement be construed to impose any such obligation on the City.

SECTION 5

In the event the City, pursuant to the Agreement, performs work of any nature, or expends any funds in the performance of said work for labor, use of equipment, supplies, materials, and the like, the Property Owner shall reimburse the City, or shall forfeit any required bond upon demand within thirty (30) days of receipt thereof for all the costs incurred by the City hereunder. If not paid within the prescribed time period, the City shall secure a lien against the real property, or real properties of said Property Owner in the amount of such costs. The actions described in this section are in addition to and not in lieu of any and all legal remedies available to the City as a result of the Property Owner's failure to maintain the facility or facilities.

SECTION 6

It is the intent of this agreement to insure the proper maintenance of the facility or facilities by the Property Owner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or caused by storm water runoff.

SECTION 7

Sediment accumulation resulting from the normal operation of the facility or facilities will be catered for. The Property Owner will make accommodation for the removal and disposal of accumulated sediments. Disposal will be provided onsite in a reserved area(s) or will be removed from the site. Reserved area(s) shall be sufficient to accommodate for a minimum of two dredging cycles.

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SECTION 8

The Property Owner shall use the standard BMP Operation and Maintenance Inspection Report attached to this agreement as Exhibit D and by this reference said report shall be made a part hereof for the purpose of a minimal annual inspection of the facility or facilities by a qualified inspector.

SECTION 9

The Property Owner, its administrators, executors, successors, heirs and assigns hereby indemnifies and holds harmless the City and its authorized agents and employees for any and all damages, accidents, casualties, occurrences or claims which might arise or be asserted against the City from the construction, presence, existence or maintenance of the facility or facilities by the Property Owner or the City. In the event a claim is asserted against the City, its authorized agents or employees, the City shall promptly notify the Property Owner and the Property Owner shall defend at its own expense any suit based on such claim. If any judgement or claims against the City, its authorized agents or employees shall be allowed, the Property Owner shall pay for all costs and expenses in connection herewith.

SECTION 10

This Agreement shall be recorded among the deed records of the Clerk of Superior Court of DeKalb County and shall constitute a covenant running with the land and shall be binding on the Property Owner, its administrators, executors, heirs, assigns and any other successors in interest.

SECTION 11

This Agreement may be enforced by proceedings at law or in equity by or against the parties hereto and their respective successors in interest.

SECTION 12

Invalidation of any one of the provisions of this Agreement shall in no way effect any other provisions and all other provisions shall remain in full force and effect.

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STORMWATER FACILITIES MAINTENANCE AGREEMENT

SO AGREED this _____ day of _____, 20__.

PROPERTY OWNER

Name

By

Title

Signed, sealed and delivered in the presence of:

Witness

Notary Public

[AFFIX NOTARIAL SEAL & STAMP]

CITY OF BROOKHAVEN, GEORGIA

By: _____
Director of Community Development

- Attachments: Exhibit A (Plat and Legal Description)
Exhibit B (Maintenance and Inspection Schedule)
Exhibit C (Access Easement)
Exhibit D (Standard BMP Operation and Maintenance Inspection Report)

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EXHIBIT A

[Plat & Legal Description of the Property]

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EXHIBIT B

[Maintenance & Inspection Schedule]

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EXHIBIT C

PERMANENT WATER QUALITY BMP AND ACCESS EASEMENT AGREEMENT

STATE OF GEORGIA

CITY OF BROOKHAVEN

THIS EASEMENT granted this _____ day of _____, 20____
between the property owner _____ as party of the first part,
hereinafter referred to as Grantor, and CITY OF BROOKHAVEN, a political subdivision of the State of Georgia,
as party of the second part, hereinafter referred to as Grantee.

WITNESSETH THAT: Grantor, for and in consideration of the sum of ONE DOLLAR (\$1.00) in hand paid at and before the sealing and delivery of this easement and in consideration of the agreements and covenants contained in this document and the Maintenance Agreement between Grantor and Grantee, hereby grants unto the Grantee an easement in and to that portion of the property shown on Exhibit "A" to the Maintenance Agreement, described by the legal description attached hereto and as also shown and identified on the plat attached hereto as Exhibit "1".

The purpose of this easement is to allow Grantee, or its agents, access for maintenance activities to the Water Quality Best Management Practice (BMP) facility, and to prevent development of the property within the easement following issuance of the Certificate of Occupancy or in the case of a residential subdivision, the approval of the Final Plat, without written permission from the City of Brookhaven. This easement is required by the provisions of the Maintenance Agreement executed by and between the Grantor and Grantee.

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PERMANENT WATER QUALITY BMP AND ACCESS EASEMENT AGREEMENT

SO AGREED this _____ day of _____, 20____.

PROPERTY OWNER

Name

By

Title

Signed, sealed and delivered in the presence of:

Witness

Notary Public

[AFFIX NOTARIAL SEAL & STAMP]

CITY OF BROOKHAVEN, GEORGIA

By: _____
Director of Community Development

Attachments: Exhibit 1 (Plat & Legal Description of Easement)

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EXHIBIT 1

[Plat & Legal Description of the Access Easement]

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CITY OF BROOKHAVEN (Exhibit D)

BMP Facility Operation and Maintenance Inspection Report for Pond Facilities (THIS MAY BE USED AS A TEMPLATE FOR OTHER BMPs)

Inspector Name _____ Community _____

Inspection Date _____ Address _____

Type of BMP _____

Watershed _____ Tax Map _____

| ITEM INSPECTED | CHECKED | | MAINTENANCE | | OBSERVATIONS & REMARKS |
|--|---------|----|-------------|-----------|------------------------|
| | Yes | No | Reqd. | Not Reqd. | |
| I. POND FACILITIES | | | | | |
| A. Pond Dam Embankments and Emergency Spillways | | | | | |
| 1. Vegetation and Ground Cover Adequate | | | | | |
| 2. Surface Erosion | | | | | |
| 3. Animal Burrows | | | | | |
| 4. Unauthorized Planting | | | | | |
| 5. Cracking, Bulging, or Sliding of Dam | | | | | |
| a. Upstream Face | | | | | |
| b. Downstream Face | | | | | |
| c. At or Beyond Toe | | | | | |
| Upstream | | | | | |
| Downstream | | | | | |
| d. Emergency Spillway | | | | | |
| 6. Pond, Toe & Chimney Drains Clear & Functioning | | | | | |
| 7. Seeps/Leaks on Downstream Face | | | | | |
| 8. Slope Protection or Riprap Failures | | | | | |
| 9. Vertical and Horizontal Alignment of Top of Dam as Per "As-Build" Plans | | | | | |

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| | | | | | |
|---|--|--|--|--|--|
| 10. Emergency Spillway Clear of Obstructions and Debris | | | | | |
| 11. Other (Specify) | | | | | |

| ITEM INSPECTED | CHECKED | | MAINTENANCE | | OBSERVATIONS & REMARKS |
|--|---------|----|-------------|-----------|------------------------|
| | Yes | No | Reqd. | Not Reqd. | |
| B. Riser and Principal Spillway Type: Reinforced Concrete _____ Corrugated _____ Masonry _____ *Indicates Dry Ponds Only | | | | | |
| 1.* Low Flow Orifice Obstructed | | | | | |
| 2.* Low Flow Trash Rack | | | | | |
| a. Debris Removal Necessary | | | | | |
| b. Corrosion Control | | | | | |
| 3. Weir Trash Rack Maintenance | | | | | |
| a. Debris Removal Necessary | | | | | |
| b. Corrosion Control | | | | | |
| 4. Excessive Sediment Accumulation Inside Riser | | | | | |
| 5. Concrete/Masonry Condition Riser & Barrels | | | | | |
| a. Cracks & Displacement | | | | | |
| b. Minor Spalling (<1") | | | | | |
| c. Major Spalling (Rebars Exposed) | | | | | |
| d. Joint Failures | | | | | |
| e. Water Tightness | | | | | |
| 6. Metal Pipe Condition | | | | | |
| 7. Control Valve | | | | | |
| a. Operational/Exercised | | | | | |
| b. Chained and Locked | | | | | |
| 8. Pond Drain Valve | | | | | |
| a. Operational/Exercised | | | | | |
| b. Chained and Locked | | | | | |
| 9. Outfall Channels Functioning | | | | | |

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| 10. Other (Specify) | | | | | |
|---|---------|----|-------------|-----------|------------------------|
| C. Permanent Pool – Wet Ponds | | | | | |
| 1. Undesirable Vegetative Growth | | | | | |
| ITEM INSPECTED | CHECKED | | MAINTENANCE | | OBSERVATIONS & REMARKS |
| | Yes | No | Reqd. | Not Reqd. | |
| 2. Floating or Floatable Debris Removal Required | | | | | |
| 3. Visible Pollution | | | | | |
| 4. Shoreline Problems | | | | | |
| 5. Other (Specify) | | | | | |
| D. Dry Pool Areas – Dry Pond | | | | | |
| 1. Vegetation Adequate | | | | | |
| 2. Undesirable Vegetative Growth | | | | | |
| 3. Undesirable Woody Growth | | | | | |
| 4. Low Flow Channels Clear of Obstructions | | | | | |
| 5. Standing Water or Wet Spots | | | | | |
| 6. Sediment and/or Trash Accumulation | | | | | |
| 7. Other (Specify) | | | | | |
| E. Condition of Outfalls into Pond Area | | | | | |
| 1. Rip Rap Failures | | | | | |
| 2. Slope Invert Erosion | | | | | |
| 3. Storm Drain Pipes | | | | | |
| 4. Endwalls/Headwalls | | | | | |
| 5. Other (Specify) | | | | | |
| F. Other | | | | | |
| 1. Encroachments on Pond or Easement Area (Be Specific) | | | | | |
| 2. Complaints from Local Residents (Describe on Back) | | | | | |
| 3. Aesthetics | | | | | |

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| | | | | | | |
|------------------------------------|--|--|--|--|--|--|
| a. Grass Mowing Reqd. | | | | | | |
| b. Graffiti Removal Reqd. | | | | | | |
| c. Other | | | | | | |
| 4. Public Hazards (Be Specific) | | | | | | |
| 5. Maintenance Access | | | | | | |

II. SUMMARY

Inspector's Remarks: _____

1. Overall Condition of Facility (Check One) Acceptable _____

Unacceptable _____

2. Signed: _____

Printed Name: _____

Date: _____

10. FLOODPLAIN INDEMNIFICATION

FLOOD PLAIN INDEMNIFICATION – For Plats

STATE OF GEORGIA

CITY OF BROOKHAVEN

For good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged,

(herein after referred to as "Owner") does hereby agree to indemnify and hold harmless the CITY OF BROOKHAVEN (herein after "Brookhaven") from any and all liability, claims, demands or courses of action, whatever nature arising out of or related in any manner to the construction activities to be conducted by Owner pursuant to the plat on file in the of City Brookhaven Community Development Department in or around the designated flood plain area located upon Owner's property for _____

(herein after referred to as "Property"), including but not limited to claims on the part of any person or entity for damages or injury as a result of increase of flow of surface or flood waters, diversion of surface or flood waters, impeding of flow of waters within the flood plain, siltation, or any other event resulting from either said construction activities or Owner's failure to properly maintain drainage structures and facilities in the future.

Owner further covenants and agrees to perform such construction within the flood plain in strict compliance with the plans and specifications approved by the City of Brookhaven as the basis of recording the aforesaid plat and to maintain all drainage structures and facilities detailed in such plans and specifications so as to assure that the flood carrying capacity of the flood plain is maintained.

This agreement shall be binding upon the heirs or successors of Owners, and shall constitute a covenant running with the land. Owner expressly agrees that this agreement shall be recorded in the real property records of DeKalb County, Georgia, and shall be binding upon all subsequent transferees of said Property.

IN WITNESS WHEREOF, Owner has hereunto set his hand and affixed his seal this

_____ day of _____, _____
Date Month Year

Signature of Owner

NOTARY PUBLIC SIGNATURE & SEAL

UNOFFICIAL WITNESS SIGNATURE