

DATE: May 25, 2017
TO: Mayor and City Council
FROM: Planning Director
SUBJECT: Development Regulations Article 8, Article 10,
and Article 11 Amendments



RECOMMENDED ACTION

Approval of the Development Regulation Amendment for Article 8, Article 10, and Article 11 as discussed.

ISSUE

- Article 8 includes more detailed requirements for as-built record drawings.
- Article 10 includes changes to coincide with recent changes to state law related to surveyor requirements (O.C.G.A 15-6-67) and updated signature block to reflect policy change allowing City Manager to release final plat for recording prior to ratification by the Mayor and City Council.
- Article 11 allows final plat approval prior to ratification by the Mayor and City Council and to require additional record drawings during project closeout.

ATTACHMENTS

Development Regulations – Article 8 mark-up
Development Regulations – Article 10 mark-up
Development Regulations – Article 11 mark-up

Additions have been shown in double underline text.
Deletions have been shown in stricken text.

Summary of Significant Changes

1. **Section 8.2.6:** To require a detention facility maintenance schedule and agreement to be recorded prior to final plat or certificate of occupancy (**pg. 8.12**).
2. **Section 8.7.1 (m), and 8.7.2 (l):** To delete provisions related to detention facility as-builts redundant with section 8.2.8. (**pg. 8.29 and 8.31**).
3. **Article 10, Section 10.3.7 (a & c):** To add requirements for O.C.G.A., 15-6-67 (**pg. 10.10-10.11**); To delete text in the final plat signature block requiring ratification by Council prior to recording (**pg. 10.12**).
4. **Article 11, Section 11.1.5(g):** To delete text requiring ratification by City Council prior to recording (**pg. 11.4**).
5. **Article 11, Section 11.5.3:** To add list of required record drawings (**pg 11.13 & 11.14**).

- d. Every normally-dry detention basin, lake, or parking lot detention facility shall be completely enclosed within a drainage easement. The drainage easement shall extend at least 10 feet beyond the 100-year flooding limits of the detention facility.

8.2.6 Detention Facility Maintenance

- a. The detention storage capacity or function of any detention basin, pond or other impoundment, whether natural or man-made, shall not be removed or diminished without the express approval of the City.
- b. In a residential subdivision, it shall be the responsibility of the mandatory property owners' association to maintain the operational characteristics of any facility constructed on their property for storm water detention pursuant to City requirements, to keep the access drive free of obstructions, and to maintain the facility free of obstruction, silt or debris.
- c. In a non-residential subdivision or project served by a detention facility that provides detention for more than one property or by an off-site facility, the property owners shall enter into a maintenance agreement with the City for maintenance of the operational characteristics of the facility pursuant to City requirements, to keep the access drive free of obstructions, and to maintain the facility free of obstruction, silt or debris.
- d. In a non-residential project with an on-site detention facility which serves only that project, the property owner shall be responsible to maintain the operational characteristics of the facility pursuant to City requirements, to keep the access drive free of obstructions, and to maintain the facility free of obstruction, silt or debris.
- e. Prior to the issuance of a Development Permit, the owner shall submit a detailed schedule of long-term maintenance and inspection activities. This schedule of activities shall be incorporated into a maintenance agreement to be entered into between the City and the owner. The schedule shall describe all maintenance and inspection activities and the parties responsible. The maintenance agreement shall be in a form acceptable to the City Manager and shall be recorded in the deed records of the Clerk of Superior Court of Gwinnett County prior to final plat approval or issuance of a certificate of occupancy as appropriate.

8.2.7 Detention Facility Construction Standards

- a. Stormwater detention facilities shall be constructed in accordance with plans reviewed and approved by the City, and shall be in place and inspected prior to the initiation of other improvements. If the detention facility is planned to be a lake, temporary detention facilities shall be provided and shall remain in place until such time as the lake has become effective in providing stormwater management.

- b. Within a detention basin, all stumps are to be cut flush with the ground or removed and all debris is to be removed below the 10-year ponding elevation. Trees or shrubs may be allowed to remain below the 10-year ponding elevation only upon certification of the survivability of the vegetation.
- c. Detention slopes which are disturbed are to be grassed. The ground cover within the basin shall be well established with all exposed areas covered prior to the end of the maintenance period.
- d. If the developer desires to place a fence around a detention facility, it shall be a minimum 4 foot high fence of durable material, with a 12 foot wide access gate. The fence shall be contained within an easement at least 20 feet wide, shall not encroach upon the detention facility (although their easements may overlap by up to 10 feet), and shall comply with the locational requirements of the Zoning Resolution.

8.2.8 Detention Facility Engineer's Certification and Record Drawings

- a. When a new facility is constructed in a development, a certified record survey of each detention facility shall be prepared by a land surveyor currently registered in the State of Georgia. A certified record drawing of the facility shall be prepared based upon this survey. Based on the actual parameters established on the record drawing, an addendum to the Storm Water Management Report shall be prepared which demonstrates that the facility, as constructed, functions hydraulically as designed and otherwise complies with the requirements of these Regulations. The amended Storm Water Management Report shall be certified by the authorized registered professional (refer to Subsection 8.2.1. Paragraph a.) The survey shall be performed after substantial completion and stabilization of the project has occurred. The record drawing and addendum to the Storm Water Management Report shall be submitted to the City ~~at least one week prior to the issuance of a Certificate of Occupancy or Final Plat approval (as appropriate to the project)~~with the certificate of development conformance and approved prior to issuance of a certificate of occupancy or final plat approval as appropriate.
- b. When a development uses an existing facility without an existing storm water maintenance bond, the facility shall be cleaned out if necessary and a new record survey, drawing, and certification showing that the outlet structure exists as approved and the flood storage and water quality volume of the facility is equal to or greater than the volume required when the facility was approved. As an alternative, a new record survey, drawing, study and certification showing that the facility meets the development requirements when the facility was approved shall be submitted. The survey shall be performed after substantial completion and stabilization of the project has occurred. The certification and supporting data shall be submitted to the City ~~at least one week prior to the issuance of a~~

Certificate of Occupancy or Final Plat approval (as appropriate to the project) with the certificate of development conformance and approved prior to issuance of a certificate of occupancy or final plat approval as appropriate.

8.3 CULVERTS AND PIPED DRAINAGE SYSTEMS

8.3.1 Drainage Improvements Required

Stormwater conveyance facilities, which may include but are not limited to culverts, storm drainage pipes, catch basins, drop inlets, junction boxes, headwalls, gutter, swales, channels, and ditches, shall be provided for the protection of public right-of-way and private properties adjoining projects' sites and/or public rights-of-way. Stormwater conveyance facilities, which are designed to carry runoff from more than one parcel, existing or proposed, shall meet the requirements of these regulations.

8.3.2 Standard Specifications

Unless otherwise specifically set forth herein or in the City of Sugar Hill Standard Drawings, all of the materials, methods of the construction, and workmanship for the work covered in reference to stormwater conveyance facility construction shall conform to the most recent Standard Specifications of the Georgia Department of Transportation (Georgia DOT). For roads constructed with public funds, either wholly or in part, or roads classified as Major Thoroughfares, materials which meet the Georgia DOT design standards shall be used unless an alternative is specifically approved by the Gwinnett Department of Transportation.

8.3.3 Design Criteria - General

- a. All stormwater conveyance facility design calculations shall be certified by the authorized registered professional (refer to Subsection 8.2.1. Paragraph a.).
- b. Methods to calculate storm water flows shall be in accordance with the Gwinnett County Storm Water Design Manual. The USGS Method shall be used where applicable to check the magnitude of peak flows when other hydrologic methods recommended in the manual are used.
- c. All portions of a stormwater conveyance system which drain areas falling within the same size category above shall be analyzed using the same methodology.
- d. Run-off coefficients used for the Rational Method and runoff Curve Numbers used for the SCS Method shall be consistent with those shown in Gwinnett County Storm Water Design Manual.

- a. The procedures and requirements of the City of Sugar Hill Soil Erosion and Sediment Control Ordinance, as may be revised from time to time, shall be applicable whenever any land disturbance is proposed to occur, and shall continue to apply until the project has been completed. In those instances wherein these Regulations are silent, the "Manual for Erosion and Sediment Control in Georgia" shall apply.
- b. No permit shall be issued authorizing any land disturbing activity unless erosion and sediment control plans have first been submitted to and approved by the City in accordance with these Regulations.

8.5.2 Construction Standards

- a. All erosion control structures and/or appurtenances as shown on the approved plans shall be in place and operational, and inspected, prior to the beginning of construction, and shall be maintained in operational condition until the phase or project has been completed. (See also requirements for initiation of development activities under Article 11.4.)
- b. Temporary and permanent ground covers are required.
- c. Upon project completion, erosion control devices and temporary siltation facilities shall be maintained in place while the individual lots are being developed, or until all disturbed areas are fully stabilized.
- d. Erosion controls and siltation facilities shall be installed and maintained on each building lot during building construction and site development, as required by the Soil Erosion and Sediment Control Ordinance and consistent with the provisions of the "Manual for Erosion and Sediment Control in Georgia".

8.5.3 Abandoned Projects

Any projects whose permit has lapsed under the terms expressed in Article 4, shall immediately proceed to stabilize all disturbed areas. This responsibility shall fall upon the owner, developer, contractor, or any and all other responsible parties involved in the land disturbance activity.

8.5.34 Stop Work Orders

Except for those activities directly related to compliance with the erosion and sedimentation control ordinance all development activity shall cease while a project is under a stop work order for erosion and sedimentation control violations.

l. Easement Requirements

Easement requirements shall be as specified in Section 8.2.5 of these regulations with the change that the easement enclosing the facility shall be named a Best Management Practice (BMP) easement.

~~m. Engineer's Certification and Record Drawings~~

~~A certified record survey of each facility shall be prepared by a land surveyor currently registered in the State of Georgia. A certified record drawing of the facility shall be prepared based upon this survey. The design engineer shall certify that the facility functions hydraulically as designed. The record drawing shall be submitted to the department at least one week prior to the issuance of a Certificate of Occupancy or Final Plat approval (as appropriate to the project). Record drawings of off-site facilities shall be recorded at least one week prior to the recording of the Final Plat.~~

8.7.2 Dry Extended Detention Facilities

Extended detention facilities with wetland plantings shall be designed and constructed to meet the following requirements:

a. Maximum Drainage Area

The maximum drainage area for which the facility shall be allowed to be constructed should be 20 acres (DA = drainage area in acres);

b. Storage Volume

The Water Quality Volume (WQV) to be stored is defined in section 8.9.1. Up to fifty percent (50%) shall be detained for 24 hours and the storage volume may be used for detention requirements. The remaining portion (50% or greater) shall be drained through a filter drain in 24 hours.

$$S = \text{BMP storage volume in cubic feet;}$$

c. Minimum Surface Area

The facility should have a minimum surface area of one (1) percent of the total drainage area when the volume contained in the facility equals the required BMP storage volume;

d. Side Slopes Along the Shoreline

Side slopes shall be no steeper than 3H: 1V (Horizontal: Vertical). A flat bench at least 10 feet in width shall be provided 1 foot above the ponding level used to determine the minimum surface area.

e. Length: Width Ratio

~~l. Engineer's Certification and Record Drawings~~

~~A certified record survey of each facility shall be prepared by a Land Surveyor currently registered in the State of Georgia. A certified record drawing of the facility shall be prepared based upon this survey. The design engineer shall certify that the facility functions hydraulically as designed. The record drawing shall be submitted to the department at least one week prior to the issuance of a Certificate of Occupancy or Final Plat approval (as appropriate to the project). Record drawings of off-site facilities shall be recorded at least one week prior to the recording of the final subdivision plat.~~

m. Wetland Plantings

The facility bottom shall be planted with plantings indigenous to local wetlands.

8.7.3 Stream Buffers and Impervious Surface Setbacks

Refer to the Stream Buffer Protection Ordinance of the City of Sugar Hill.

8.7.4 Wet and Extended Detention Facility Maintenance

Maintenance requirements shall be as specified in Section 8.2.6 of these regulations.

8.8 Reserved.

8.9 WATER QUALITY BEST MANAGEMENT PRACTICES

8.9.1 Treatment Runoff

- a. All projects, unless exempt pursuant to 8.9.1.d below, that need one or more of the following criteria shall provide water quality treatment based on the modeled Total Suspended Solids (TSS) load of the project for post construction conditions. The determination of the TSS load shall be in accordance with the Storm Water Design Manual. The modeled TSS load shall not exceed 850 pounds/acre/year.
 - i. New development that involves the creation of 5,000 square feet or more of impervious cover, or that involves other land development activities of 1 acre or more;
 - ii. Redevelopment that includes the creation, addition or replacement of 5,000 square feet or more of impervious cover, or that involves other land development activity of 1 acre or more; or
 - iii. Land development activities that are smaller than the minimum applicability criteria set forth in items i and ii, above, if such activities are part of a larger common plan of development, even though multiple,

- y. Individual lots shall be designated HLP (House Location Plan), RDP (Residential Drainage Plan) and/or RDS (Residential Drainage Study) if such are required by the City to be approved prior to issuance of a building permit.
- z. All other notes or notations as may be required by the City.
- aa. For residential subdivisions each of the following statements shall be shown on the final plat and the final plat shall be referenced in the deeds of all the lots:

Each unit shall have at least a two car garage and be constructed so that the front exterior shall contain at least forty (40%) brick or stone. High grade cedar or fiber-cement architectural style shingles, shake siding or lap siding shall be used on the remainder.

No two units next to each other shall have same façade design and/or material.

A mandatory Home Owners Association shall be established to maintain the open spaces, common spaces, any private streets, signs, storm water management areas, and entry areas.

Front, side and rear yards shall be sodded for each unit.

Provide to school authorities detailed information on the impact of the development may have on the school system. Notify the School Board and School Board Planning Staff in writing, the number of units in the development, type of housing, the number of bedrooms per house, and the phasing of the development, prior to issuance of a Development Permit, with a copy to the Director, Department of Planning and Development.

- 10.3.5 If any lands are shown as the Final Plat for dedication to the City of Sugar Hill other than street rights-of-way or easements, a Warranty Deed transferring title to said land in fee simple, in a form acceptable to the City Manager, shall be submitted with the Final Plat application.
- 10.3.6 If any lands are shown on the Final Plat for dedication to a Property Owners Association in order to meet minimum park or open space requirements of these Regulations, a copy of the deed of transfer for such dedication and a copy of the instrument of incorporation of the Property Owners Association shall be submitted with the Final Plat application.
- 10.3.7 Each Final Plat shall carry the following certificates or statements printed or stamped thereon as follows:
 - a. Final Surveyor's Certificate:

As required by Subsection (3d) of O.C.G.A. Section 15-6-67, the Registered Land Surveyor hereby certifies that this map, plat, or plan has been approved for filing in writing by any and all applicable Municipal, County or Municipal County Planning Commissions or Municipal or County Governing Authorities, or that such governmental bodies have affirmed in writing that approval is not required.

The Final Plat Approval signature certifies the City of Sugar Hill has approved this map, plat, or plan for filing.

The Registered Land Surveyor further certifies that this map, plat, or plan complies with the minimum standards and specifications of the State Board of Registration for Professional Engineers and Land Surveyors, and Georgia Superior Court Clerks' Cooperative Authority.

It is hereby certified that this plat is true and correct as to the property lines and all improvements shown thereon, and was prepared from an actual survey of the property made by me or under my supervision; that all monuments shown hereon actually exist, and their location, size, type and material are correctly shown. The field data upon which this plat is based has a closure precision of one foot in _____ feet and an angular error of _____ per angle point, and was adjusted using _____ rule. This plat has been calculated for closure and is found to be accurate within one foot in _____ feet, and contains a total of _____ acres. The equipment used to obtain the linear and angular measurements herein was _____.

By: _____
REGISTERED GEORGIA LAND SURVEYOR

REG. NO _____ DATE OF EXPIRATION _____

b. Owners Acknowledgment and Declaration

(STATE OF GEORGIA)
(COUNTY OF GWINNETT)

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and dedicates by this Acknowledgement and Declaration to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown.

Signature of Subdivider

Date Signed

Printed or Typed Name of Subdivider

Signature of Owner

Date Signed

Printed or Typed Name of Owner

c. Final Plat Approval:

The City Manager of the City of Sugar Hill, Georgia, certifies that this plat complies with the City of Sugar Hill Zoning Ordinance and the City of Sugar Hill Development Regulations, as amended, and has been approved by all other affected City and County Departments, as appropriate. ~~Pending final ratification by the City Council of the City of Sugar Hill,~~ This plat is approved for recording subject to the provisions and requirements of the Development Performance and Maintenance Agreement executed for this project between the Owner and the City of Sugar Hill.

Reviewed and approval recommended by:

_____ Date _____
Planning Director,
City of Sugar Hill

APPROVED THIS _____ DAY OF _____, 20__.

City Manager,
City of Sugar Hill

d. Health Department Certification (for Subdivisions Served by Septic Tanks):

The lots shown hereon have been reviewed by the Gwinnett County Health Department and with the exception of lots _____ are approved for development. Each lot is to be reviewed by the Gwinnett County Health Department and approved for septic tank installation prior to the issuance of a building permit.

DATED THIS _____ DAY OF _____, 20__.

BY: _____

TITLE: _____

GWINNETT COUNTY HEALTH DEPARTMENT

e. Public Notice - Drainage:

- h. Following the above approval by all affected City, Gwinnett County, and State Departments, a Development Permit shall be issued at the developer's request to begin construction activities based on the approved development plans.

11.1.4 Final Plat Application and Review

- a. When the improvements have been constructed in accordance with the requirements and conditions of these regulations, the subdivider may submit to the City an application for Final Plat approval, using an application form and in a number of copies as determined by the City Manager.
- b. The final subdivision plat application shall be accompanied by a completed Certificate of Development Conformance and a draft Performance and Maintenance Agreement.
- c. The City Manager shall indicate on a review copy of the plat or in a written memorandum all comments related to compliance of the Final Plat with these Regulations, the Zoning Ordinance, conditions of zoning approval, and the regulations of other City departments, Gwinnett County departments, and State agencies as appropriate. The City Manager shall have final staff authority to determine the applicability of any and all comments under these Development Regulations, the Zoning Ordinance or conditions of zoning approval.
- d. The subdivider shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the comments of the City Manager.
- e. Approval of the installation and construction of improvements by the City Manager shall not constitute acceptance of the improvements for dedication purposes. The City of Sugar Hill shall not have any responsibility with respect to any street or other improvement, notwithstanding the use of same by the public, until the street or other improvements have been officially accepted by the City Council.

11.1.5 Final Plat Approval

- a. The City Manager shall not approve any Final Plat whereon is shown or by which is otherwise created a lot which would present particularly severe and unusual difficulties for construction of a building, which would clearly require a variance to be reasonably usable, or which is otherwise unbuildable due to the presence of floodplain, unusual configuration, lack of public utilities or Health Department approval, or for any other justified reason.
- b. Lots which would appear to be buildable under certain circumstances and would require further study or additional information before a building permit could be issued, but which present problems or unusual difficulties which can reasonably be addressed or overcome by the lot owner, may be included in the Plat with the

appropriate notation of the steps necessary to allow issuance of a building permit (see section 5.9, Lots, of the General Design Standards).

- c. The City Manager shall determine that either:
 - (1) All improvements and installation to the subdivision required for approval of the Final Plat under the rules and regulations of City of Sugar Hill have been completed in accordance with the appropriate specifications; or
 - (2) All of the storm water drainage and detention facilities, water and sewer utilities, street base and curbing construction required for approval of the Final Plat have been properly installed and completed and, for those required improvements not yet completed (grassing, pavement topping, required landscaping, sidewalks, etc.) a performance surety shall have been filed by the subdivider with the Development Performance and Maintenance Agreement.
- d. Prior to final plat approval, payment for materials and installation of traffic control and street name signs shall be made to the Gwinnett County Department of Transportation in accordance with the traffic engineering regulations. Payment of the cost of striping major thoroughfares or required signalization, if required, and not completed by the developer shall also be received by the Gwinnett County Department of Transportation prior to approval of the Final Plat.
- e. Prior to final plat approval, payment of the required plat recording fee shall be made to the City.
- f. Final approval by the City Manager shall not be shown on the Final Plat until all requirements of these and other applicable regulations have been met, the City Manager has approved the Certificate of Development Conformance and a Development Performance and Maintenance Agreement has been executed. Refer to section 11.6.2 of these Regulations.
- g. Once the City has approved the Final Plat and all other affected departments and agencies of government as required have certified compliance and signed the route sheet, the City Manager shall certify by his signature on the original of the plat that all of the requirements of these Regulations, the Zoning Ordinance, and the conditions of zoning approval have been met, and that all other affected departments have approved the plat. Once the Final Plat has been signed by the City Manager and where use of septic tanks is proposed, by a duly authorized representative of the Gwinnett County Health Department, it shall ~~not~~ be deemed approved ~~until ratified by the City Council.~~
- h. Once the Final Plat has been so certified, the City Manager shall authorize it to be recorded with the Clerk of the Superior Court of Gwinnett County. The subdivider shall provide the City with an appropriate number of copies of the recorded plat, as determined by the City Manager. Deeds to lands dedicated to City of Sugar Hill in fee simple, or to Property Owner Associations for park or recreational use, shall be recorded simultaneously with the Final Plat.

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- i. Within 12 months after final plat approval, the applicant shall file the plat with the register of deeds as provided by law. The final plat approval shall expire within the above referenced time period, unless the City Manager has granted a written extension. The City Manager may grant up to two extensions of final plat approval, each up to six months. Failure to record the final plat within the time frame noted shall cause the final plat approval to be void.
 - j. Periodically, the City Manager shall present approved Final Plats to the City Council for ratification of acceptance of all dedications.

11.1.6 Dedication (Acceptance)

- a. The ratification and approval of a plat shall not be considered an acceptance of any proposed dedication and does not impose on the City any duty regarding the maintenance or improvement of any parts proposed for dedication until the City accepts the dedication by official action or makes an actual appropriation of the parts proposed for dedication by improvement. The disapproval of a plat shall be considered a refusal by the City of Sugar Hill of the offered dedication indicated on the plat.
- b. All required public improvements, right-of-way of all public streets, drainage easements contained within the street right-of-way and other public facilities and appurtenances shown on the final plat shall be accepted separately by the City of Sugar Hill subject to satisfactory completion of the Development Performance and Maintenance Agreement executed for the project.
- c. Land dedication for rights-of-way and other public works shall be presented to the City Council by deed and dedication plat. Acceptance of such dedication shall be at the discretion of the City Council and official action on the acceptance of the dedication shall be taken in a public meeting. Within 30 days of acceptance by the City Council, the deed and dedication plat shall be recorded with the Clerk of Superior Court.

11.2 NON-SUBDIVISION REVIEW PROCEDURES

11.2.1 Pre-Application Conference

Whenever any development of a single parcel of land (other than a subdivision or a one or two-family dwelling) is proposed to be made, the developer is encouraged to present to the City preliminary documents and graphic exhibits to permit early evaluation of the developer's intentions and coordination with the Comprehensive Plan, Zoning Ordinance, Metropolitan River Protection Act, etc., and to inform and provide the developer with the necessary regulations in order to properly accomplish the proposed project.

11.2.2 Concept Plan Approval

received the necessary inspections of the City shall be halted until all inspections of intervening work is completed.

11.4.6 Stabilization for Erosion Control

If for any reason a clearing and grubbing, grading, or development permit expires after land disturbance activities have commenced, the developer shall be responsible for stabilizing the site for erosion control, under the direction of the appropriate stated agency or City.

11.4.7 Site Cleanup

The applicant shall be responsible for removal of all equipment, material, and general construction debris from the property, street or other public way. Dumping of debris into sewers, onto adjacent property or onto other unauthorized land in the City of Sugar Hill is prohibited.

11.5 APPROVAL OF DEVELOPMENT CONFORMANCE

11.5.1 Prerequisite to Final Plat or Certificate of Occupancy

This approval shall be a prerequisite to the approval of a Final Plat or issuance of a Certificate of Occupancy for any part of a project or issuance of a Certificate of Occupancy for any part of a project included in a subdivision development or non-residential site development. The approval shall reflect the owner's certification that all site work and construction has been accomplished according to the terms of approved plans and permits, and that all required public improvements and other facilities intended for maintenance, supervision and dedication to the public are in compliance with appropriate standards, regulations, codes and ordinances. Such approval shall be revoked in cases of fraud or whenever unauthorized changes are made to the site without the benefit of required permits.

11.5.2 Submission Requirements

Upon completion of the project as authorized for construction by the development permit, the owner shall file a Certificate of Development Conformance with the City Manager along with all required record drawings of all storm water detention facilities and modifications to the limits of the 100-year floodplain (if any). And the "as-built" hydrology study for the project with the actual parameters from the record drawing of the detention facilities. A record drawing of the sanitary sewer facilities shall also be prepared, separately or included with the above, and submitted to the Gwinnett County Public Utilities Department in accordance with their regulations. Record drawings required by other agencies shall be approved or released by each appropriate agency prior to approval of final plat or certificate of occupancy. The Certificate of Development Conformance shall be in a form as required by the City Manager and shall be accompanied by a Development Performance and Maintenance Agreement completed in draft form. If the owner is a corporation, the documents shall be signed by the President or Vice President, be affixed by the corporate seal, and either the corporate secretary shall attest to the signature and affix the corporate seal, or a Certificate of Corporate Resolution shall also be submitted.

11.5.3 Required Record Drawings

As-built drawings shall bear the stamp and certification of a Professional Engineer or

Registered Land Surveyor and show the location, vertical and horizontal alignment and finished elevations (top and inverts, as appropriate) of the improvements listed below:

- a. Storm water systems, storm water management facilities, drainage improvements, systems, pipes and channels.
- b. Bridges and culverts.
- c. Sanitary sewer systems. (In accordance with the requirements of the Gwinnett County Department of Water Resources).
- d. Water system. (In accordance with the requirements of the Gwinnett County Department of Water Resources).
- e. Streets. Street centerlines showing angles of deflection and standard curve data of intersection, radii, length of tangents, and arcs, and degree of curvature with basis of curve data. Also indicate pavement width and pavement structure (individual thickness of wearing course, binder course, base, and/or sub-base).
- f. Curb and gutter, sidewalks, multi-purpose trails, bicycle facilities, and recreation improvements on property dedicated to the public.
- g. Signage in public right-of-way and other public dedicated areas.
- h. Modifications to the 100-year floodplain (if any).
- i. Any other improvements subject to maintenance, supervision or dedication by/to the City.

11.5.3 Approval

Following final inspection and approval of all record drawings, the City Manager shall approve the Certificate of Development Conformance.

11.6 PROJECT CLOSEOUT AND CONTINUING MAINTENANCE

11.6.1 Development Performance and Maintenance Agreement

Based on the approved Certificate of Development Conformance, the owner shall file a final Development Performance and Maintenance Agreement with the City Manager, along with any required Certificate of Corporate Resolution and performance or maintenance sureties, as a prerequisite to the approval of a Final Plat or issuance of a Certificate of Occupancy for any part of a project included in a subdivision development or non-residential site development. The Development Performance and Maintenance Agreement shall be in a form as required by the City Manager, and shall cover the following:

- a. Final required improvements yet to be completed (e.g., grassing, topping, sidewalks, required landscaping) and performance sureties. Final landscaping shall be provided in accordance with a schedule acceptable to the City. The developer may be allowed up to three months in which to finish the other designated improvements, after the date of approval of the Certificate of Development Conformance unless an extension