



AS-BUILT / FINAL PLAT PLAN REVIEW CHECK LIST

All construction must be completed and as-built drawings approved by the site utility inspector before the final plat will be approved for recording. This Checklist is provided as a guide for compliance, but does not exclude items as required by [City Ordinances](#) and the Water, Sewer and Storm Water Master Plans. This checklist shall accompany any request for plan review. Only online submittals accepted:
<https://www.eplansolution.com/cumming/index.html>

****As-builts must be approved by the Utilities Department before Water & Sewer Services will be activated.****

Project Name _____

Address _____

Description _____

Please select which review you are requesting:

AS-BUILT

FINAL PLAT

ALL REQUIRED FIELDWORK MUST BE RE-INSPECTED BEFORE A SIGN OFF APPOINTMENT IS SCHEDULED

THIS SECTION UTILITY DEPARTMENT ONLY

Reviewer _____ Date Reviewed _____

Sewer Capacity purchased or assigned _____ GPD

Receipt # _____ Date _____ Paid Amt. \$ _____

Inspections: HVAC condensate Grease trap/Interceptor BFP/RPZ

NOTES: _____

General

1. All construction is completed
2. All comments and subsequent field corrections from utilities inspections are addressed
3. The plan, final plat or as-built is signed and sealed by a Georgia State Registered Professional (Engineer, Architect, or Land Surveyor as applicable). Drawings are 24" x 36".



4. Plans show previously existing utilities and all new installed improvements.
5. For Buildings; Complete address on Cover Sheet including city, state, zip. Multiple buildings address number must be shown on building footprint and road frontage indicated when multiple frontages exist.
6. Marker balls; Table on cover sheet includes locations AND tag number. All applicable water and sewer lines have been properly marked by City-approved marker balls.
7. All existing and new permanent easements are shown and clearly labeled for water lines, sewer lines, storm water lines / drainage ways and structures.
8. Final Plat Cover Sheet shows the following notes:
 - 8.1 "I certify that the water distribution system and/or sanitary sewer system depicted by this Final Plat/As-Built Drawing was constructed in accordance with the plans approved by the City of Cumming Department of Utilities. The information submitted on this Final Plat/As-Built Drawing is to the best of my knowledge and belief true, accurate, and complete."
 - 8.2 "All sanitary sewer and water easements as shown on this plat are dedicated to the City of Cumming upon recording of these documents and cannot be removed without prior approval from the City."
 - 8.3 "Water service for this development is provided by the City of Cumming Water System."
 - 8.4 "Sanitary sewer service for this development is provided by the City of Cumming Sewer System."
 - 8.5 "Structures, fences or signs are prohibited within the City sewer easement, water easement, other utility easement or the public right-of-way. In the event a structure, fence, sidewalk, sign, sprinkler system, landscaping, or other improvement is placed within the City easement or the public right-of-way, the City will instruct the owner to remove the item, or will remove the item on its own at the owner's expense and will not be responsible for replacing the item or repairing it if damaged in the removal process, or during water or sewer line repair process." **This statement must also be placed on each individual lot plat on which the easement is located.**
 - 8.6 "Developer shall provide 1-year of maintenance from the date of sign off for all water and sewer infrastructure, including wastewater pump stations and potable water booster stations, before the City will assume responsibility. If the developer fails to maintain a water or sewer system component, the City will perform the required maintenance at the owner's expense."
 - 8.7 "Roof drain discharge(s) are prohibited from discharge to the City's Sanitary Sewer System."



9. Survey grade electronic drawing files have been provided for the City's GIS department and meet the following items:
 - 9.1 Electronic submittal is CAD version 2007 or lower and all elements are in one file. Format is CAD drawing (.dwg), Drawing Exchange Format (.dxf), or ESRI Shape file (.shp).
 - 9.2 Drawing elements and mapping data shall have the Georgia West State Plane Coordinates, and utilize the North American Datum of 1983 (NAD83) for horizontal control and measured in U.S. Survey Feet. Vertical control data shall use NAD88.
 - 9.3 Layers and drawing quality adhere to Digital Data Submission Standards document
10. Tables for Gravity Sewer and/or Stormwater information shown on cover sheet, matches spreadsheet data, and .xls or .dbf file(s) included with submittal.
11. Add the following note: "The developer/owner is responsible for all maintenance of all infrastructure for a one-year period following Final Plat approval"

As-Builts

1. Water and sanitary sewer as-built information should be included on the final plat with seal and signature of a registered professional land surveyor and/or Engineer.
2. As-built sewer profiles shall be included in final plat for recording
3. Easement widths shall be labeled on all as-built drawings, plans, and plats
4. Provide note on cover sheet: "All construction has been completed as required on the approved construction plans. Developer/Contractor shall contact Cumming Utilities Department at 770-781-2020 to schedule final inspection. All as-built punch list final inspection items have been addressed. Inspector Signature: _____."
5. Survey grade electronic drawing files have been submitted that comply with Forsyth County Digital Data Submission guidelines found at <http://www.forsythco.com/Departments-Offices/Geographic-Information-Services/Digital-Data-Submission>

Water Distribution System

1. Final plat reflects as-built conditions: Water meters and service lines are accurately sized and installed. **NOTE:** If a meter size, service line size or location is changed after Final Plat / As-Built plan approval, revised plans which accurately reflect the change(s) shall be re-submitted.
2. Profiles show finished grade and depth of cover above top of pipe.
3. Table for water main length, pipe material (DIP, PVC, etc.) and size; location, quantity, and type of gate / butterfly valves, water meters and fire hydrants for each street shown, and matches spreadsheet data, and .xls or .dbf file(s) included with submittal.



4. GPS coordinates identified for all valves, hydrants, meter boxes, vaults and line marker balls
5. As-built electronic model data (analysis) for the development's water system or commercial facility(ies) has been provided from a water modeling software compatible with Water CAD.
6. The following note shall be included on the plans:

"No sidewalk, driveway, parking pad, street or other pavement shall be installed on top of water lines, water meters, service laterals, fire hydrants, valves, vaults, or other water/sewer infrastructure. The developer/contractor is responsible for resolving these issues and shall obtain approval from the Department of Utilities before relocating any utility that conflicts with these structures."
7. As-built tests for fire flow on each fire hydrant have been submitted with final plat under seal and signature of a Georgia Registered Professional Engineer.
8. All lines have been pressure tested and disinfected. Developments dormant for 3 months or more will require a new pressure test and re-disinfection.
9. Bypass master meters 3-inches and larger are noted as secured (capable of being chained off and locked. Lock shall be obtained from the City)
10. Backflow device has been tested and test results submitted
11. Irrigation meters provided include a rain sensor shut off valve
12. Car wash installations must provide a reuse system (reclaim/recovery) and noted on the plan including design or manufacturer information and a maintenance schedule where applicable.
13. The following note shall be placed on the plan (if applicable):

"All pool house meters and irrigation meters must be equipped with an RPZ backflow preventer which shall be maintained at the owner's expense. The owner shall provide an annual inspection and/or repair report to the City. No pool drain or backwash discharge shall be connected into or flows sent to the City's Sanitary Sewer System. Pool drain or backwash discharge shall be placed in a septic tank or gravel pit. Pool discharge(s) are prohibited from draining to the City's Storm Sewer System or natural body of water."
14. For **COMMERCIAL** Developments;
 - 14.1 A dual check valve is provided at the meter, and an above ground air gap type Reduced Pressure Zone (RPZ) (heated enclosure) and labeled "RPZ shall be Owner maintained".
 - 14.2 The following note shall be on the plans "The City is responsible for maintaining commercial meters and dual check valves. The owner/developer/contractor is responsible for maintaining Reduced Pressure Zone (RPZ) valves and shall provide annual inspection reports to the City."



- 14.3 Documentation for testing of each backflow device has been provided and includes certification from a Georgia accepted backflow tester (Ga. Licensed; Ga EPD statewide BFP Program, National Licensed; TREEO from University of FL, ASSE or ABPA).

Sanitary Sewer

1. Final plat reflects as-built conditions
2. Sewer Capacity Purchase Agreement and/or Sewer Capacity Assignment Agreement has been provided. Agreements are online at <http://www.cummingutilities.com/downloads/#1473863811327-d39fa266-1315>
3. Profiles show finished grade, depth of cover above top of pipe, elevations for invert in, invert out, top of manhole cover, line size, slopes & lengths, pipe material.
4. Sewer tables have been provided including length of gravity line/forcemain, pipe material (DIP, PVC, etc.), length and type of sewer laterals, clean outs, quantity of manholes, and quantity and type of valves for each street shown on plat/as-built. GPS coordinates identified for all manholes, vaults, valves, and line electronic marker balls.
5. Grease Interceptor final document(s) provided which indicate final clean-out & passed inspection.
6. All testing has been performed and approved for line tightness (air & mandrel test, CCTV inspected) including corrections made where required before a Certificate of Occupancy issued. (Note: CCTV of sewer lines condition must be recorded AFTER final paving completed)
7. The following notes are on the plans:
 - 7.1 "No sidewalk, driveway, parking pad, street or other pavement shall be installed on top of water lines, water meters, service laterals, fire hydrants, valves, vaults, or other water/sewer infrastructure. The developer/contractor is responsible for resolving these issues and shall obtain approval from the Department of Utilities before relocating any utility that conflicts with these structures."
 - 7.2 "Pool drain(s), backwash water or chlorinated fountain discharge(s) are prohibited from connection into or flows sent to the City's Sanitary Sewer System, Storm Sewer System or natural body of water. These types of discharges shall be connected or routed to a properly sized septic tank or gravel pit."

Storm Water (Developments Inside City Limits)

1. Signed and sealed statement on plans by a GSWCC certified Professional Engineer, Registered Land Surveyor or Registered Landscape Architect: **"As-built conditions confirm the storm drainage system will function as designed and engineered in the approved construction drawings"**
2. All drainage features are shown with proper easement(s) for access and maintenance, including a twenty (20) foot drainage easement around the detention/water quality pond(s).



3. 100-year flood elevation is shown for all detention/water quality ponds, including the 100 -year upstream headwater elevation at inlet pipes. A Digital topographic map of the detention or water quality area(s) and a stage/storage table including volume of the pond.
4. Revised hydrology study using **As-built** survey information has been submitted through ePlan system. Contact Webb Hansard (whansard@cityofcumming.net) for comments.
5. Note provided on plans “The Developer, Contractor, or Owner is responsible for maintenance of any storm pipes, ditches detention ponds or other storm structures within any easements beyond Forsyth County right-of-way”
6. **A Post Construction Stormwater Inspection has been completed.**
 - 6.1 Development confirmed for impacts to or no impacts to the 100-yr, 500-yr, and/or future flood plains.
7. Storm Water Facility Maintenance and Repair Agreement has been provided and fully executed.

Easements and Utility Ownership

1. City approved utility easement documents have been provided as available on the Cumming Utilities Website www.cummingutilities.com . **No easements shall be recorded on behalf of the City. All easement documents MUST be approved prior to submittal for final plat.**
2. Pumping station and pump station site(s) ownership as part of the water or sewer system being constructed including fencing and access roads has been conveyed to the City of Cumming by warranty deed or Quit Claim Deed (fee simple ownership) and appropriate documents submitted with the plat for recording.
3. The easement(s) and exhibits must be attached to the executed agreement in a form suitable for recording and accompanied by a check for the total amount of recording fees.
4. Survey grade electronic drawing files have been submitted that comply with Forsyth County Digital Data Submission guidelines found at <http://www.forsythco.com/Departments-Offices/Geographic-Information-Services/Digital-Data-Submission>

Fees

1. Original copy of Bacteria and Chlorine Residual test provided AND all fees paid. (\$35 for each test taken on site. Fee is collected when plat is submitted for approval.)
2. Water Meter Fee(s); Final Payment has been made to Cumming Utilities.
3. Sewer Capacity Fee(s); Final Payment has been made to Cumming Utilities (Sewer Capacity Purchase Agreement / Assignment Documents have been provided)