



CITY OF CUMMING

Department of Planning and Zoning

100 MAIN STREET • CUMMING, GEORGIA 30040 • (770) 781-2020 • FAX (770) 781-3482

DEVELOPMENT REVIEW CHECKLIST

This Checklist is a compliance guide and shall accompany any request for plan review. It does not exclude items as required by City Ordinances, Master Plans or any State or Federal regulations.

Only online submittal is accepted: <https://www.eplansolution.com/cumming/index.html>

Project Name _____

Address _____

Description _____

***** Projects within the City of Cumming Service Area require as-built survey grade electronic drawing files before final approval will be granted. Submittal format is the same as Forsyth County and available online: <http://www.forsythco.com/Departments-Offices/Geographic-Information-Services/Digital-Data-Submission> **As-builts must be approved by the Utilities Department before Water and Sewer Services will be activated. *******

THIS SECTION DEPARTMENT USE ONLY

DRI Review: Completed Date _____ Not Required

Reviewer _____ Date Reviewed _____

Sewer Capacity purchased or assigned _____ GPD

Receipt # _____ Date _____ Paid Amt. \$ _____

Inspections: HVAC condensate Grease trap/Interceptor BFP/RPZ

Related Permits: GDOT(GUPS) NOI (NPDES Construction Stormwater) LDP

NOTES: _____

County Fire Marshall:

<https://www.forsythco.com/Departments-Offices/Fire-Department/Plan-Review-Inspections-Fire-Codes>

GENERAL

All development activities or site work conducted after approval of the site plan, shall conform to those approved specifications and plans. Significant changes that alter the volume and/or velocity of stormwater runoff, increase of impervious surfaces, density of development, considerable excavation increases or removal of vegetation such that it results in other than what was proposed and approved, can only be amended with approval of the Zoning Board of Appeals. Minor changes to realign streets, or minor alterations of drainage structures or infrastructure to meet unexpected conditions can be administratively approved by the Director of Planning and Zoning or his designee.



1. All plans shall meet the following minimum requirements:
 - 1.1 Sized 24" x 36" signed and sealed by a Georgia State Registered Professional (Architect, Engineer, or Land Surveyor as applicable). Other agency review/stamps have been provided.
 - 1.2 Cover sheet, index and Building Code Information (or Cumming Codes for minimum floor areas for building)
 - 1.3 Existing Conditions (or Survey)
 - 1.4 Demolition and Clearing as applicable
 - 1.5 Site plans
 - 1.6 Grading plans with stormwater management
 - 1.7 Utility plans with profiles and details as applicable
 - 1.8 Erosion and Sediment Pollution Control Plans
 - 1.9 Landscape and Final Stabilization
 - 1.10 Standard Details
2. Plans show existing conditions, contours, utilities and/or stamped survey, and all proposed improvements including proposed water, sewer and/or stormwater infrastructure.
3. 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. Clearly labeled buildings may use a tabulated form on the cover sheet and referenced building numbers.
4. Proposed utilities are shown for complete service and connection to any City provided services (water, sewer, stormwater) and gas, electrical. Water, sewer and storm must include profiles, inverts and Cumming Standard Details where applicable.
5. All existing and new permanent easements shown and clearly labeled on the plans for water lines, sewer lines, storm drain lines / natural drainage ways and structures.
Required easements; see **Easements and Utility Ownership**.
6. The following notes shall be included on the grading and utility plans:
 - 6.1 "Notify the City of Cumming Department of Utilities 24-hours prior to any water or sewer line construction at (770) 781-2020"
 - 6.2 "The developer/contractor is responsible for maintenance of all infrastructure for a period of one year following Final Plat approval"
7. Right-of-way for all roads fronting the property are shown. Note on plans indicating "Right-of-way shall be deeded to Forsyth County, and applicable document(s) submitted"

Site Plans

1. Parking spaces provided that meet City of Cumming Ordinances and Code Requirements
2. Sidewalks (where applicable)
3. All streets and roads shall be designed according to City of Cumming Development Regulations. Plans include profiles, typical cross sections, curb and gutter. Paving details provided with base course and complete pavement design information.



4. Driveways shall be located and coordinated according to development standards.
5. Minimum setbacks shown, lot area (sq. ft. per lot), minimum floor area per building and survey information, and lot numbers and/or building numbers.
6. Zoning conditions and covenants shown on the cover sheet including references for current building codes and discipline standards for any of the proposed work.
7. Show all amenity, irrigation, service, maintenance locations.

Grading Plans

1. All planned excavation and fill including volume of cut and fills involved. Cross sectional drawings for roads and utilities show existing and proposed grades with appropriate H:V scale.
2. Show any future development, phases, pods or adjacent properties.
3. Positive drainage has been provided for all building, dumpster pads or equipment pads.
4. Erosion and Sediment Pollution Control Plan (ESPCP) has been included (at least 2 phase plans) with corresponding details, certification statements and BMP practices in accordance with the latest edition of the Georgia Manual for Erosion and Sediment Control (Green Book) and corresponding checklist included with submittal: (<https://gaswcc.georgia.gov/technical-guidance>)

Water Services

1. Water system analysis for the development or commercial facility(ies) shall be provided from a water modeling software compatible with Water CAD.
2. Fire line(s), fire meter size, double detector check, and model numbers are shown for all fire hydrants and corresponding Cumming Standard Detail.
3. The following notes shall be included on the plans:
 - 3.1 “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.”
 - 3.2 “Developers requesting water service above elevation 1280 MSL shall be required to design and install a water booster pump system. The system design and materials of construction shall be as approved by the City of Cumming and the City Engineer. All water booster pump stations must be located on property dedicated in fee and quit-claimed to the City of Cumming.”



4. 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.
5. For swimming pools, the following note shall be placed on the plan:
 - 5.1 “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.”
6. **Georgia DOT utility permit required for projects inside or near the Georgia DOT Right-of-Way.** The City requests these directly and the permit must be in the name of the City. See Cumming Utilities Pre-Development checklist.
7. For **COMMERCIAL** Developments;
 - 7.1 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.”
 - 7.2 Backflow assembly is clearly labeled and indicates make, model, and serial number. (Testing documents for each BFP will be required).

Sanitary Sewer Services

1. Sewer Capacity Purchase Agreement (or assignment) has been provided. Agreements are online at <http://www.cummingutilities.com/downloads/#1473863811327-d39fa266-1315> . No capacity will be sold to a development on a water well. Private sewer systems are prohibited, and no water service will be provided to that development.
2. ALL floors of a multi-unit development shall be served by sewer and the Developer holds responsibility for that design. The City will not provide sewer service to building floors BELOW the receiving gravity sewer line. Units/lots that require pumping (unable to be served by gravity sewer) must be identified on the Final Plat and the individual Lot Plat.
3. Sewer laterals and clean-outs are shown and clearly labeled on the plan. Sewer lateral locations are labeled from stations along the main trunk line indicating distance of the lateral from the nearest down-stream manhole (actual location as field measured).
4. Grease traps / interceptors and inspection manholes are shown and clearly labeled in plan view including waste line from kitchen area(s) to interceptor and from interceptor to sanitary sewer line. Interceptor and inspection manholes shall be included in profile view.



5. The following notes (when applicable) shall be included on the plans:
 - 5.1 “All sanitary sewer lines shall be air and mandrel tested after all other utilities are installed. The developer/contractor is responsible for contacting the City of Cumming Department of Utilities once all utilities have been installed and the sewer system is ready to be tested. **Certificates of Occupancy (COs) will not be issued until all testing has been performed and approved by the City and corrections made where required.**”
 - 5.2 “The condition of all sanitary sewer lines shall be recorded by a sewer camera after final paving has been completed.”
 - 5.3 “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.”
6. Dumpster pads are enclosed, covered, and sewer provided to nearest sewer trunk line.

Storm Water (Developments Inside City Limits)

1. Any storm drainage located within Ga. DOT or Forsyth County right-of-way shall conform to the respective jurisdiction’s material selection and installation specifications.
2. Condensation water from air conditioning units, freezers, coolers, cooling towers, boilers are shown connected to the storm drainage system.
3. Storm drainage systems including storm lines, drainage ways, recharge areas, swales, detention, underground detention, water quality or management features are all clearly labeled and identified including
 - 3.1 line size, length, material, slopes, inverts & rim elevations (min. drop 0.1 ft)
 - 3.2 Minimum pipe size is 18”
 - 3.3 Minimum pipe slope 0.5% or minimum velocity 2.5 ft/s, whichever is greater.
 - 3.4 Maximum velocity 10 ft/s
 - 3.5 Stormwater lines are profiled with existing grade, proposed grade, and any crossings or utility conflicts. 25-year HGL shown (no head pressure or surcharge of the drainage system).
 - 3.6 Ditch and channel cross sections and velocities

STORM DRAIN CAPACITY (STORM FREQUENCY: 25 YEAR)

PIPE LINE ID		T _c	C	C _f	i	A	Q	SIZE	MATERIAL*	SLOPE(%)		PERCENT OF FLOW DEPTH	VELOCITY	LEGNTH
FROM	TO	(min)			(in/hr)	(Ac)	(cfs)	(in)		MIN.	ACTUAL		(fps)	(LF)
Prop DI-7	Ex STMH-2	10	0.50	1.1	6.92	4.484	17.07	24	RCP CLASS V	0.17	3.59	44	12.90	40

*Manning’s “n” value used: 0.013



4. Streams (perennial and intermittent), drainage (natural or piped), and topography within 200 ft. of the site boundary. All stream buffers and setbacks are shown.
5. Flood plain note shown with FEMA FIRM Panel Number and date confirming development IS or IS NOT within or adjacent to any of the floodplain areas as follows:
 - 5.1 100-year floodplain delineated with respective base flood elevation shown if zone A, 500-yr (and/or Future floodplain labeled) and delineated (and 100-yr also shown within any detention facility). Identify if applicable, special flood hazard areas, base flood and future flood elevations.
 - 5.2 Floodplain review per this item must occur for any redevelopment that exceeds 50% of the structure's market value.
 - 5.3 Development / redevelopment (5.2) adjacent to or in floodplains, finish floor elevations comply with City Ordinance Ch 105-Flood Damage Prevention.
6. **Developments exceeding land disturbance of 1 acre or creating more than 5,000 SF of impervious area;** A Stormwater Management Report (including Hydrology Report) stamped by a Professional Engineer has been submitted with the plans and approved by Cumming Utilities. Note on plans **"A revised hydrology study using As-built conditions shall be submitted before final acceptance of the project."**
7. Total site acreage, total disturbed acreage, total drainage acreage (onsite, offsite and any bypass runoff acreage).
8. Access Easement(s) are shown for maintenance of all stormwater management facilities including non-structural drainage features and stormwater conveyances. Detention ponds provide 20 ft wide access easement to the pond, and 10 ft wide maintenance easement around the pond's perimeter. The facility shall be fenced for security.
9. No trees, shrubs, or any type of woody vegetation planted on a detention pond embankment, within 15 ft. of the toe of slope of an earthen embankment, or within the vicinity of an embankment or subsurface drainage lines.
10. Storm structure(s) details provided including headwalls, inlets, curbs, flumes, curb and gutter, catch basins, retaining walls.
11. Outlet control structure detail and design information on the plans **must match the hydrology report** for any stormwater management including water surface elevations and storage volumes, orifice sizes and stone size requirements.
 - 11.1 Include on the detail, Water Quality volume, Channel Protection volume, overbank and extreme flood protection.
12. 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 outside of Forsyth County right-of-way"
13. Drainage easement provided minimum 20 feet wide (centered) and extends at least 10 feet beyond any discharge or intake pipes.



14. Note on plans with signed and sealed statement by GSWCC certified (number provided) Professional Engineer, Registered Land Surveyor or Registered Landscape Architect: **“As-built conditions shall be provided to show the storm drainage system will function as designed and engineered in the approved construction drawings”**
15. Note on plans with signed and sealed statement by a Professional Engineer **“The detention and water quality facilities as-built storage volumes and outflow rates meet or exceed the approved construction plans and hydrology report.”**
16. Storm Water Facility Maintenance and Repair Agreement has been provided and fully executed.

Greenspace and Low Impact Development “LID” (Inside City Limits)

1. Stormwater management and any greenspace and low impact applications shall be in accordance with the Georgia Stormwater Management Manual (GSMM), including but not limited to all design recommendations and credit calculations.
2. All stormwater Green Infrastructure or LID facilities shall be identified on the plans and appropriate details provided. If the facility has hydraulic elements, it shall be included in the hydrology report.
3. All Greenspace areas shall be identified and calculations provided showing runoff reduction has been met.

Hydrology Report Review (Developments Inside City Limits)

1. Outlet control structure detail and design information on the plans **must match the hydrology report** for any stormwater management including water surface elevations and storage volumes, orifice sizes and stone size requirements.
2. Topographic map of existing site conditions (Pre-Developed) with delineated drainage basins and proposed final stabilization site conditions (Post Develop) with delineated drainage basins.
3. Pre and Post developed runoff flows “Q” for storm events 1, 2, 10, 25, 50 and 100 yr. storm events.
4. Time of Concentration verified (min. 5 minutes) and applicable flow type for the method used.
5. Runoff coefficients and land cover selections verified and explained.
6. Orifice sizing criteria for water quality and channel protection including overbank flood protection.
7. Stormwater management has been provided for all points along the project’s boundaries where runoff exits the property.



8. Hydrologic and hydraulic analysis of the stormwater facility for all design storm events.
 - a. Include Stage-Storage
 - b. Inflow and Outflow Hydrographs
 - c. Outfall energy dissipation for higher velocities
9. Downstream peak flow analysis with assumptions, results and supporting calculations to show safe passage of post-development design flows downstream.
10. Describe any parts or components of the stormwater management facility or practice that need to be regularly or periodically inspected and maintained.
11. Include an inspection and maintenance schedule, maintenance tasks, responsible parties and any Maintenance Bond or Maintenance Agreement.
12. Include a signed copy of the Stormwater Facility Maintenance Agreement.
13. Certify and provide documentation that all other applicable environmental permits have been acquired for the site.
14. Include the Stormwater Quality Site Development Review Tool showing minimum 80% TSS Removal

Easements and Utility Ownership

1. A utility easement agreement dedicated to the City of Cumming shall be executed and recorded for each water and sanitary sewer line located outside the right-of-way of streets, roads, or highways, and for those lines located in a driveway, parking lot, or easement belonging to another entity. City approved utility easement documents are 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. Easements must be drivable and free from obstructions.
 - 2.1 Access easement(s) must be provided in areas inaccessible to the utility line due to landscaping, guardrails, fences, or other obstructions (the City must be able to easily access each utility line segment).
 - 2.2 Maximum slopes; paved access roads shall be 15%, gravel access roads shall be 11%.
 - 2.3 Maximum slope for easements in general is 25% parallel to easements and 10% perpendicular to easements. Adequate benching shall be created in areas where a sewer line is in the slope of a bank. The design of all sewer line easements and slopes shall be approved by the City prior to installation.