



SUBJECT: Certificate of Compliance Checklist for Permitted Site Plans
Project Title:
CoC Project #:
Date:

The following requirements, if applicable, must be met prior to the Issuance of the

Certificate of Compliance

POST CONSTRUCTION STORMWATER CONTROL MEASURES (SCM)

This is a high priority and time-consuming process that must should begin as soon as possible.

- Stormwater Control Measure maintenance agreement, As-builts, and Engineer's certification.

As soon as practical, during the plan review and approval process please down load the SCM intake form from the lower right-hand column at the City of Concord Stormwater Services website.

<http://www.concordnc.gov/Stormwater>.

Contact Marie Maurer (704-920-5117) to begin the maintenance agreement process. This process includes the completion of certain documents. This agreement must be approved by City Council. City Council meets once a month.

Contact Clinton Shoaf (704-920-5407) for information regarding the required SCM documents, as-builts and Engineer's certification.

All elements of the site as shown on the approved plans must be complete.

WATER METERS

- Utility accounts must be created with the correct billing name, address, and account number. Call Customer Care at 704-920-5555 to create your account. Connection and Capacity fees Should be paid at the time the plans are approved. Please prepare to present your receipt to Customer Care when requesting City provided meters. You may also visit Customer Care at

<https://www.concordnc.gov/newcustomer>

BACKFLOW INSPECTION

- Backflow certification and final inspection. Please visit the City of Concord Water Resources website at <https://www.concordnc.gov/Departments/Water-Resources/Backflow-Prevention>.

Contact Josh Legg (704-920-5352) for information on the backflow testing and certification process

Final Permitting Application for Public Water and Sewer Extension

Contact Timothy Emrich at **(704-920-5419)** for information regarding As-builts/record drawing, Engineer's certification and easement dedications. ***See Final Approval Application Package Highlights Sheet.**

ENGINEERING INSPECTION

Engineering Inspection – includes site utilities, general site plan items, right-of-way improvements, SCM general inspection. Contact designated City of Concord Construction Inspector request a Final Inspection.

FIRE INSPECTION

Final Fire inspection completed. Call FMO at **704-920-5517** for inspection.

PLANNING INSPECTION

Development Services/Zoning inspection approval – call Maria Brown at **704-920-5157** for inspection of landscaping, sidewalks, parking and other aesthetics.



City of Concord Contact List:

(e-copy to Developer, Engineer & Contractor)

- Backflow: Josh Legg, **System Protection Superintendent/Backflow**, 704-920-5352, leggj@concordnc.gov.
- Buildings & Grounds: Bill Leake, **City Arborist**, 980-521-3740, Review and inspection of landscaping and tree installations. leakeb@concordnc.gov
- Concord Fire & Life Safety: **Fire Inspector**, 704-920-5517, Will conduct the site inspections for all fire and life safety related aspects of the project. (ex. Underground fire main, fire alarm/sprinkler systems, fire walls....) fmo@concordnc.gov
- Development Services: Maria Brown, Planner, **Senior Planner**, 704-920-5157, Issue zoning clearance permits for plan review projects that have been approved. brownme@concordnc.gov
- Electric Department: John Russell, **Electric Engineering Technician**, 704-920-5309, Any general questions or concerns regarding electric service to the new project: size of service, voltage requirements, existing facilities, route to building, etc. russelj@concordnc.gov
- Engineering: Gary Stansbury, **Construction Manager**, 704-920-5404, Project materials submittal review, field change review, performance security for site elements such as the SCM stansburyg@concordnc.gov
- **Engineering: Project Inspector as assigned**
- Engineering: Sean Radford, **Construction Supervisor**, 980-521-8455, Inspection of water, sewer, storm water, curb and gutter and roadway construction. radfords@concordnc.gov
- Engineering: Timothy Emrich, Engineer Certification Review, 704-920-5419, emricht@ConcordNC.gov
- Legal: Marie Maurer, North Carolina Certified Paralegal, 704-920-5117, Maintenance agreement for BMP. maurerm@concordnc.gov
- Storm Water: Clinton Shoaf, **Engineering Project Manager**, 704-920-5407, Review and inspection of storm water SCM's construction and access. shoafc@concordnc.gov
- Transportation Department: Brian Taylor, **Transportation Coordinator**, 704-920-5367, Traffic signs and striping on all city streets. Also, traffic control like detours and road closures. taylorb@concordnc.gov
- Water Resources: Tom Bach, **Engineering Manager**, 704-920-5344, Reviews water, sewer and stormwater projects. bacht@concordnc.gov

NCDOT: Darin Bratton, Transportation Engineering Technician, 704-983-4360, dkbratton@ncdot.gov

NCDWQ: Erosion Control – 1-704-663-1699, Land Quality, Mr. Zahid Khan

Cabarrus County Contact: Building Inspection - 704-920-2128, Dial 0 to talk to human.

Water and Sewer Authority of Cabarrus County (WSACC) Contact: Engineering - 704-786-1783, Ext 228 Thomas Hahn or t.hahn@wsacc.org



Project Title:

Facilitator: Gary Stansbury

Project #:

Date & Time:

Location:

Final Permitting Application Summary

(e-copy to developer and engineer)

IMPORTANT: DO NOT SUBMIT THE FINAL APPROVAL APPLICATION PACKAGE UNTIL THE APPLICABLE WATER SYSTEM, WATER SERVICES, SEWER SERVICES AND SEWER SYSTEM, INCLUDING THE ASSOCIATED DOWNSTREAM SEWER SYSTEM CONSTRUCTION HAS BEEN COMPLETED, THE REQUIRED UTILITY TESTING AND DISINFECTION TEST HAVE BEEN PASSED AND COMPLETED; AND THE CITY OF CONCORD ENGINEERING DEPARTMENT CONSTRUCTION INSPECTION STAFF HAS INSPECTED AND PASSED THE CONSTRUCTED SYSTEMS AND SERVICES.

For further information:

<http://www.concordnc.gov/Government/City-Ordinances>

and

www.wsacc.org

These documents should be forwarded directly to the City of Concord Engineering Department, Alfred M. Brown Operations Center, 635 Alfred Brown Jr Court SW. and not City Planning!!

DO NOT UPLOAD TO ACCELA!

ASBUILT DRAWINGS: (The design drawings with all applicable field mark ups, notes and data that including the required items indicated in the City of Concord Code of Ordinance Chapter 62, Article 3 Section 62-88.)

- Submit one Engineer sealed, signed and dated As-built drawing set with a digital copy in PDF format that includes the cover sheet, utility sheets, and detail sheets
- As-built drawing may have strike-through info, hand written notes and field changes.
- As-built drawing will include the required information as specified in the City of Concord Code of Ordinances Chapter 62 Article 3 and have the same basic information and format as the "authorized to construct" drawings and reflect the constructed location, vertical clearances, materials, final grade, horizontal location, etc. of the utilities.
- As-built drawing must not have disclaimers or "Not for Construction..." phrases.
- Do not combine projects that were permitted separately.
- **Include on a cd for submittal to Engineering.**

RECORD DRAWINGS: (A created drawing that merges the basic design drawing information, the survey data, and the field as-built mark ups and construction information such that the constructed condition and location of the utilities and services are indicated along with the items required in the City of Concord Code of Ordinance Chapter 62, Article 3 Section 62-88.)

- Submit one printed set record drawings with the applicable Engineer's seal, signature and date on all pages; and a digital copy of the sealed record drawing set in ACAD and PDF format. The record drawing set must include, a cover sheet, the applicable utility record sheets, and detail sheets.
- The Record drawing utility sheets must be sealed, signed and dated by a NC registered Surveyor.
- The record drawings must include the required information as specified in the City of Concord Code of Ordinances Chapter 62 Article 3 and have the same basic information and format as the "authorized to construct" drawings and reflect only the constructed location, horizontal and

vertical clearances, materials, final grade, horizontal location, etc. of the utilities in relation to the infrastructure. The utility locations are tied to NC grid and monuments are indicated and referenced. This drawing provides the constructed condition and location of the utilities and services.

- Must not have disclaimers or “Not for Construction...” phrases.
- Must not have strike through information, hand written notes, or “proposed” or Future tense text and/or notes when referring to constructed system for certification.
- Do not submit mylars.
- Do not combine projects that were permitted separately.
- **Include on a cd for submittal to Engineering**

DIGITAL: DO NOT SUBMIT IN COLOR.

- Submit a digital copy of the record drawings in format AutoCAD and PDF. All survey datum shall be referenced to North Carolina grid coordinates and the drawing tied to North Carolina grid coordinates. In addition, the vertical monuments and datum from which the project was designed shall be designated on the record drawings and ACAD drawings. If the record drawing is a final certification, please submit a digital copy of the entire record drawing, including cover sheet and construction detail sheets. **DO NOT USE ZIP FILES.**
- If revised record drawings are submitted, a revised digital is required, including cover sheet and detail sheets.
- Do not submit electronically, the complete digital drawings must be a CD and not a DVD.
- Must not have disclaimers or “Not for Construction...” phrases.
- Submit one CD per permitted projected, no combination of two or more projects.
- **Record Drawings in PDF and ACAD, As built Drawings, Engineer’s Certifications, Plats, Easements, and all submitted documentation must be included on one cd.**

ENGINEER’S CERTIFICATIONS:

- Submit one executed certification with original signature and one digital copy in PDF format.
- Fill in all applicable boxes and blanks.
- Must be signed, sealed, and dated by the Engineer.
- Submit an exception request letter and applicable hydraulic calculations for the portions of the constructed utility that do not meet City standards. **No exceptions allowed for portions of the constructed utilities that do not meet State regulations.**
- **Include on a cd for submittal to Engineering**

PUBLIC UTILITY EASEMENT DEDICATIONS (PLATS AND/OR DEEDS):

- Submit one copy of the ***recorded*** plat, deeds of dedication, downstream sewer easements dedications, and any applicable access easements dedications that are required for PUBLIC utility maintenance and access. ***(An unsigned plat, nor a preliminary plat is not acceptable. Must be a copy of the plat that is signed and recorded at the courthouse.)***
- **Include on a cd for submittal to Engineering**

Other information might be required:

- Submit a sealed copy of the water system hydraulic calculations for partially constructed water systems that indicate the fire flow at 20 psi during peak water demand.
- Pump station record drawings, sealed constructed system calculations, and all start-up requirements and material submissions.
- One copy of the applicable NCDENR private utility system certification.
- All other information as required by the Director of Engineering or his/her designee.
- **Include on a cd for submittal to Engineering**