



**SUBJECT:** Certificate of Compliance Checklist for Non-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

**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.

---

**Developer Representative Signature**

---

**Date**



## **City of Concord Contact List:**

(e-copy to Developer, Engineer & Contractor)

- Backflow: Josh Legg, **System Protection Superintendent/Backflow**, 704-920-5352, [leggj@concordnc.gov](mailto:leggj@concordnc.gov).
- Buildings & Grounds: Bill Leake, **City Arborist**, 980-521-3740, Review and inspection of landscaping and tree installations. [leakeb@concordnc.gov](mailto:leakeb@concordnc.gov)
- Concord Fire & Life Safety: Archie Coble, **Fire Inspector**, 704-920-5530, 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....) [coblea@concordnc.gov](mailto:coblea@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](mailto: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](mailto: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](mailto: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](mailto:radfords@concordnc.gov)
- Legal: Marie Maurer, North Carolina Certified Paralegal, 704-920-5117, Maintenance agreement for BMP. [maurerm@concordnc.gov](mailto: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](mailto: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](mailto:taylorb@concordnc.gov)
- Water Resources: Tom Bach, **Engineering Manager**, 704-920-5344, Reviews water, sewer and stormwater projects. [bacht@concordnc.gov](mailto:bacht@concordnc.gov)

**NCDOT:** Darin Bratton, Transportation Engineering Technician, 704-983-4360, [dkbratton@ncdot.gov](mailto: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](mailto:t.hahn@wsacc.org)