



WATER PERMITTING # XX-XXXXXXX SEWER PERMITTING # XX-XXXXXXX

SUBJECT: Certificate of Compliance Checklist for Subdivision Plans (e-copies for Engineer, Developer & Contractor)
Project Title:
CoC Project #:
Date:

Final Plat Requirements

- Infrastructure must be in place and functional including a storm drainage system, sanitary sewer system, water system with full flow, roadway aggregate base course, concrete curb and gutter, and asphalt base course.
Stormwater SCM maintenance agreement -As-builts, and Engineer’s certification

Prior to Plat signature and recordation, the SCM Maintenance Agreement, SCM, and Roadway Performance Sureties must be in place.

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

As soon as practical, during the plan review and approval process please download the SCM intake form from the lower right-hand column on 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.
If the construction of the final SCM, As-builts and Engineer’s certification, asphalt surface course, sidewalks, and street trees are not complete at the time the plat signature is desired, a performance security for 125% of the construction cost may be posted with the City of Concord. This process may take 30-60 days. Please plan accordingly.
Contact Veronika Galitsky at galitskyv@concordnc.com or (704-920-5404) for information regarding the performance surety process

ENGINEERING INSPECTION

- Engineering Inspection – includes utilities and roadway improvements within the right-of-way and SCM general inspection. Contact the designated City of Concord Construction Inspector to request a Final Inspection.

FIRE INSPECTION

- Final Fire inspection completed. Call FMO at 704-920-5517 for hydrant flow testing and inspection.



**WATER PERMITTING # XX-XXXXXXX SEWER PERMITTING # XX-XXXXXXX**

**SUBJECT:** Certificate of Compliance Checklist for Subdivision Plans (e-copies for Engineer, Developer & Contractor)  
**Project Title:**  
**CoC Project #:**  
**Date:**

**ARBORIST INSPECTION**

- Arborist inspection approval- Call Robert Stroud at **704-920-5393** for an inspection of landscaping and irrigation.

**PLANNING INSPECTION**

- Development Services/Zoning inspection approval- call Greg Neal at **704-920-5131** for Planning Inspection.

**TRANSPORTATION CERTIFICATION**

- PE Certification and Maintenance Acceptance for new Streets and Pedestrian Paths- call Jamie Williams at **704-920-5341** for Transportation Certification.

**ARTICLE 2 - STREETS AND PEDESTRIAN PATHS**

[Appendix A - Application for New Street Maintenance Acceptance](#)

[Appendix B - PE Certification for Subdivisions and Streets](#)

[Appendix C - Private Street Maintenance Acceptance Petition](#)

**- IMPORTANT -**

**Lots will not be authorized for water service activation until the Developer completes the requirements for the final approval associated with the permitted utilities as described BELOW and indicated on the last pages of this agenda.**

**Final Permitting Application for Public Water and Sewer Extension**

- Final Permitting Application - Public Water and Sewer Extension As-builts/record drawing, Engineer’s certification, and Final Plat with easement dedications. \*See Final Approval Application Package Highlights sheet.

Prior to the issuance of the COC and activation of the permitted public water and sewer lines, the final permitting application must be submitted and approved.

Contact Timothy Emrich at **(704-920-5419)** concerning the Final Permitting Application as-builts and Engineer’s certification requirements.

Engineering will authorize the COC once the final inspection is performed, all punch list items are addressed and items and processes in the COC site close-out are complete.

# 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](http://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!**

**AS-BUILT DRAWINGS:** (The design drawings with all applicable field markups, notes, and data that include 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, handwritten 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 markups 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 of 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 an 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, handwritten notes, or "proposed" or Future tense text and/or notes when referring to the 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 the 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 are 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**



## City of Concord Contact List:

(e-copy to Developer, Engineer & Contractor)

- Backflow: Josh Legg, **System Protection Superintendent/Backflow**, 704-920-5352, [leggi@concordnc.gov](mailto:leggi@concordnc.gov).
- Buildings & Grounds: Robert Stroud, **City Arborist**, 980-729-4135, Review and inspection of landscaping, tree installations and irrigation. [stroudr@concordnc.gov](mailto:stroudr@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](mailto:fmo@concordnc.gov)
- Development Services: Monerai Adams, Planning, **Development Review Manager**, 704-920-5134, Issue zoning clearance permits for plan review projects that have been approved. [adamsm@concordnc.gov](mailto:adamsm@concordnc.gov)
- Electric Department: Brandon Hargett, **Electric Engineering Technician**, 704-920-5324, Any general questions or concerns regarding electric service to the new project: size of service, voltage requirements, existing facilities, route to building, etc. [hargettb@concordnc.gov](mailto:hargettb@concordnc.gov)
- Engineering: Veronika Galitsky, **Construction Manager**, 704-920-5404, Project materials submittal review, field change review, performance security for site elements such as the SCM [galitskyv@concordnc.gov](mailto:galitskyv@concordnc.gov)
- Engineering: **XXXXXXXXXX**, **Project Inspector**, **704-XXX-XXXX**, Call the Engineering Project Inspector for Inspection of water, sanitary sewer, storm sewer water, curb and gutter and roadway construction including subgrade, aggregate base and asphalt base, intermediate and surface course. [@concordnc.gov](mailto:@concordnc.gov)
- Engineering: Timothy Emrich, **Senior Engineering Technician**, Engineer As-built and Certification Review, 704-920-5419, [emricht@ConcordNC.gov](mailto:emricht@ConcordNC.gov)
- Legal: Marie Maurer, **North Carolina Certified Paralegal**, 704-920-5117, Maintenance agreement for BMP. [maurem@concordnc.gov](mailto:maurem@concordnc.gov)
- Storm Water: Clinton Shoaf, **Engineering Project Manager**, 704-920-5407, Review and inspection of stormwater 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: Kevin Plemmons, PE, **Water Resources Engineering Manager**, 704-920-5344, Reviews water, sewer, and stormwater projects. [plemmonskc@concordnc.gov](mailto:plemmonskc@concordnc.gov)

**NCDOT:** Ethan J. Burlison, Transportation Engineering Technician III, 704-983-4360, [ejburlison@ncdot.gov](mailto:ejburlison@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 someone in person.

**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)