



**CITY OF NORCROSS
STORM WATER MANAGEMENT
REVIEW CHECKLIST – MAINTENANCE AGREEMENT**

DEVELOPMENT NAME: _____

DISTRICT/LANDLOT/PARCEL: _____

ENGINEER: _____

DATE: _____

COUNTY CASE #: _____

STATUS OF REVIEW

- ... Walk Through. Please address all comments and contact the City Engineer at 678-421-2027 to set up an appointment to review the addressed comments.
- ... Drop-Off, include a copy of these comments and original SWMA. Bring to Community Development Office 2nd Floor, City Hall. Other comments to follow. Allow up to 5 business days for re-review.

GENERAL COMMENTS

1. ... Fill in correct property owner name and verify LLC at Secretary of State (www.sos.state.ga.us). #####
2. ... Provide proof of ownership (i.e. recorded warranty deed/ paid taxes) & matching corporate seal.
3. ... Use standard agreement with all applicable blanks completed & Print names under signatures.
4. ... Maintenance bonds are due prior to approval of a final plat or issuing a C.O. Provide a “Surety Information Form” and bond calculations with supporting documents on BMP costs.

Signature Pages

5. ... **For Corporations**, attach the corporate seal, signed by the President, and attested by the Secretary.
6. ... **For partnerships & LLC’s**, it must be signed by a Partner/Manager, witnessed, and notarized.
7. ... **For individual property owners**, it must be signed by all owners, witnessed, and notarized.

Exhibits

8. ... Provide an exhibit A for all BMP’s showing their location within the entire property on signed & sealed plat with legal descriptions on pages not exceeding 8½” x 11” in size.

9. ... Provide an exhibit B of an annual schedule of maintenance and BMP inspections with following statements: “Maintenance and Inspection Schedule shall be tailored to the type of BMP in accordance with the Georgia Stormwater Management Manual, Chapter 3”, and “Reference exhibit “D” for a detailed inspection checklist.
10. ... Provide an exhibit C to the *Access Easement Agreement* for all BMP’s showing an access easement location to a public ROW, a labeled maximum ponding contour and elevation, a labeled 10’ DE shown outside the ponding contour, all on a signed & sealed plan not exceeding 8½ x 11” in size.
11. ... Provide an exhibit D of a BMP inspection report. A pond report is in the City’s CDC Package.
12. ...
13. ...
14. ...
15. ...