



Project Information	
Permit Number	
Project Address or Parcel ID	
Lot/Building/Suite	
City, State, and Zip Code	
Subdivision/Development Name	
Property Owner Name	

Applicant Information	
Applicant Name	
Business Name	
Business Address	
Business Phone & Email	

The following information is required to be included with Plan Review to obtain a Certificate of Occupancy or a Certificate of Completion on any project. This task required three business days for review. All survey information provided should be in accordance with Georgia State Plan Zone West Coordinate System. Additional information may be required, as necessary, based on scope and complexity of project.

REQUIREMENTS:

- Drawings to scale prepared by a Georgia Registered Land Surveyor to include:
 - Metes and bounds
 - Point of beginning
 - Land area in acres and square feet
 - Name of adjoining
 - Zoning of parcels and adjoining properties
 - Land lot and district
 - Property address
 - Building set-back lines
 - North arrow
 - Graphic scale

- Property address
- Address of all adjoining properties
- Chart(s) showing:
 - Zoning of property with lot parameters
 - Placement and height
 - Allowable lot coverage
 - Any other bulk restrictions that apply to the zoning district
- Any and all easement(s) on the property
- Any Zoning Approval Letters and/or Variance Approval Letters must be a part of the survey, and any conditions on said letters must be satisfied.
- Show any streams, waterways, or detention systems on the property or adjacent properties.
- Any 100-Year elevation on the property and provide source. (FIRM, City of Sandy Springs, or Flood Study by a third-party Georgia Professional Engineer). *Note:* If the property contains floodplains, an Elevation Certificate must accompany the As-Built.
- Any and all buffers (protective, landscape, and/or State and City Waters)
- Direction of surface water flow across the property
- All retaining walls on the property and provide top and bottom elevations of walls. *Note:* Any and all restraining systems should be shown and quantified
- Any and all encroachments
- Any and all utilities on property or in adjacent properties and/or Right-of-Ways, including but not limited to storm, sanitary sewer, water, power, water quality features, etc.
- Provide a chart showing:
 - Size of primary building and any and all accessory structures in square feet
 - Height of primary building and any and all accessory structures in feet
 - Provide the amount of impervious areas in square feet
 - Provide percent of lot coverage and percent of allowable lot coverage
- All stormwater management areas, including runoff reduction areas, with easements, if applicable
- Provide the size, depth, type, etc... of any and all runoff reduction areas on site. Provide location in Georgia West Zone Coordinates.
- Provide Deed Book and page of location of executed stormwater maintenance agreement, if maintenance agreement was required
- Provide best management practice operations and maintenance of any and all runoff reduction and stormwater practices existing on site
- Provide and execute the following As-Built Water Quality Certification



SANDY SPRINGS
COMMUNITY DEVELOPMENT

As-Built Water Quality Facility Certification

I, _____, a (Registered Professional Engineer or a Professional Land Surveyor or a Registered Landscape Architect) in the State of Georgia, hereby certify with my signature and seal, that the Water Quality facility (facilities) for the Project known as _____ Permit Number _____ lying in Land Lot _____ of Fulton County, Georgia's _____ Land District, has (have) been constructed in conformance with the approved plans and specifications and in accordance with the City of Sandy Springs' requirements.

I further certify that I or my designated individual was present during its installation.

This is the _____ day of _____, 20_____.

Signature

Printed Name

Note: Provide Seal if different than RLS sealing As-Built.