

DATE

DEVELOPMENT:

RE: Pre-Construction Meeting

The following is a list of requirements which the Athens-Clarke County Transportation and Public Works Department will be enforcing:

1. The Transportation and Public Works Inspector must be notified 24 hours in advance of any grading, storm drain installation, sub-grade preparation and installation of Stormwater facility/Bio Pond. If a full workday delay occurs because of inclement weather, etc. another notification is required. Failure to contact and have inspections on mentioned construction items may result in delays and/or additional expenses to the contractor.
2. Neither Athens-Clarke County nor the assigned Public Work Inspector shall be held liable for any construction item that does not meet Athens-Clarke County specifications.
3. The owner/developer is responsible for providing a Project Supervisor/Manager. The Project Supervisor/Manager shall have on site at all times a competent superintendent and 24 HR Contact knowledgeable of the construction techniques and erosion & sediment control required practices to perform the particular type of work being performed. IE Concrete, asphalt, storm drain etc... The Superintendent and/or 24 HR Contact shall have full authority and shall assure all work is performed per specified guidelines and specifications. The 24-hour contact shall be able to be on site within 45 minutes and available 24 hours a day. A back up 24-hour contact will be required when the initial contact will not be available. 24-hour contacts are required, at a minimum, to be GSWCC Level 1A Certified. The Transportation and Public Works Inspector is solely responsible for construction and environmental compliance.

NOTE: If the Project Supervisor/Manager elects to have a subcontractor fulfill the obligations and duties of the 24 HR Contact, the subcontractor is being granted full authority and shall assure all work is performed per specified guidelines, specifications or instructions given by the assigned Public Works Inspector for both construction and erosion & sediment control. To avoid conflicts, T&PW advises the Project Supervisor/Manager to assign the 24 HR Contact obligations and duties to the General Contractor. Neither Athens-Clarke County nor the assigned Public Works Inspector shall be held liable for any contractual conflicts or issues resulting from a subcontractor being the 24 HR Contact.

Project Pre-Construction Meeting

Date

Page 2 of 4

4. **Proper installation of all erosion and sediment control measures, shown in the Phase I E&S plans, shall be installed first and prior to any grading of areas outside the areas needed to install Phase I E&S. In addition, the required Seven Day Inspection Letter required by GA EPD must be submitted to the Public Works Inspector prior to any grading or other land disturbing activities taking place.** All BMP's shall be maintained until permanent vegetation is established. All silt fence will be D.O.T approved material. Silt fence that is of a commercial grade will be taken out and replaced with D.O.T. material and all work will stop until silt fence is replaced. All NPDES (GA EPD) Monthly Sampling Reports along with Daily Site Inspection Reports must be submitted to the assigned Public Works Inspector by the 15th of every month or a Stop Work Order will be issued until reports are received.
5. All existing iron property pins (along the ROW) shall be marked and protected throughout the life of the project. If no pins are currently existing, the contractor shall install new iron pins along the ROW line. **These will need to be verified by the inspector before any type of CO will be issued.**
6. **All Traffic Control (lane closures, lane restrictions, sidewalk closures, etc...) must coordinate with A-CC Traffic Engineering Department. Any applications or plans submitted to A-CC Traffic Engineering; the Public Works Inspector must be copied on all correspondence received from A-CC Traffic Engineering.**
7. All fill areas shall be filled with approved material in 6-inch lifts and compacted with a sheep foot roller. Additional measures may be needed in order to achieve the 100% dry density compaction with the ±3% optimum moisture content that is required. Undercutting may be required to remove undesired material.

All areas of cut must still be scarified to a depth of six inches and inspected by the Public Works Inspector and a certified Geotechnical Technician. Additional measures may be needed in order to achieve the 100% dry density compaction with the ±3% optimum moisture content that is required. Undercutting may be required to remove undesired material.
8. The typical utility location plan shall be enforced and all service lines shall be at least 18 inches below sub-grade.
9. Trenches located within all roadway pavement areas will be inspected for compaction by a proof roll and/or probing rod. The Transportation and Public Works Department may require soil tests from a certified testing firm. Compaction in the roadway is to be 100% maximum dry density. The developer is responsible

for all costs associated with soil tests. NOTE: A Rough Grade Letter must be submitted to the assigned Public Works Inspector prior to the installation of Graded Aggregate Base (GAB). This letter provides verification of subgrade elevation is within \pm 6 inches of finished subgrade elevation.

10. Catch basins, junction boxes, all trenches and head walls are to be hand tamped in 6" lifts with acceptable clean fill dirt. Any storm drain that ties into an existing ACC structure, must be inspected by the Public Works inspector to determine if existing structure is sound or will need replacing
11. Once all curb and gutter has been installed within the required \pm 0.02 of plan grade edge of pavement elevation, the curb and gutter must be backfilled immediately after proper curing time is allowed and before the base is installed. All control joints will be tooled or saw cut 1/4 the thickness of the concrete every 10 foot. Expansion joints are to be every 100 feet unless otherwise approved by the Transportation and Public Works Inspector. **A Minimum of 12" shall be cut out of asphalt at face of C&G to ensure compaction requirements are met, As shown in the ACC Technical Standards and Specifications.**
12. Any deviation from the approved site construction plans requires the submittal of all affected plan sheets, stormwater management report, or other necessary documents to the Planning Department as a "Change to Approved." **Review turnaround period is 2 weeks.**
13. **The Transportation & Public Works Department will NOT agree to issue ANY kind of Certificate of Occupancy or Certificate of Completion unless ALL of the following requirements are met:**
 - All stormwater management facilities and system components must be properly installed per the approved plans and must be functioning in complete accordance with the *Georgia Stormwater Management Manual*. This includes *established* wetland vegetation per the approved plan.
 - Stormwater Management Facility As-Built documents must be approved. The as-built topographic survey shall not be completed until all final grades have been established. **Review turnaround time is 2 weeks for as-built reviews.**
 - All areas of the site must be approved as stabilized with established final vegetation. Coverage must be 100% with 70% density of established grass.
 - All testing results from roadway construction along with the Site Engineer's certification letter must be submitted, reviewed and approved.
 - ROW / Property line pins installed and verified by ACC inspector.

Project Pre-Construction Meeting

Date

Page 4 of 4

A copy of Bio Pond installation guidelines and As-Built Checklist will be issued With the LDA permit. (A link to the Technical Standards is provided below).

<https://www.athensclarkecounty.com/DocumentCenter/View/603/Public-Works-Technical-Standards-7-2009?bidId=>

14. The initial permit lasts 6 months. At the end of the six-month period, if work is still ongoing, the permit will need to be renewed. The permittee is responsible for ensuring the permit stays up to date and current. In the event of an expired permit, a Stop Work Order will be issued until the permit is renewed. The inspector can advise you in regards to permit renewal fees and the renewal process.
15. In the event that enforcement action is taken and a Stop Work Order is issued, **All work will stop on the entire site** (building, construction, etc.) **except** for the work associated with the correction of the violation.

These items have been compiled to alleviate any problems that may arise during construction.

Thank You,

Transportation & Public Works Inspector

Cc: Project File

Owner's Representative/ 24 HR Contact

Date

I have received a copy of the attached Pre-Con document for Athens-Clarke County at this Pre-Construction Meeting for Project Name and I understand these requirements.

Athens-Clarke County Land Development Policy for Stormwater Facilities and the Issuance of the Certificate of Occupancy (C/O)

1. The Stormwater facility must be built to 100% plan specifications.
2. Pond plantings must be installed according to the plan specifications.
3. Pond and areas where DS3 is called for will have 100% coverage and 70% established permanent grassing. (Sod may be used to achieve the coverage.)
4. The As-Built must be submitted and approved before any type of C/O is issued. (Up to a 14-day review period)
5. Bonds will not be accepted for any part of the Stormwater facility.

I _____ 24 Hour Contact/Owner of the project _____,

fully understand the A.C.C. Policy for Stormwater Facilities and the Issuance of Certificate of Occupancy for project as listed in the above statement.

Signature _____ Date: _____

Printed Name _____

Signature _____ Date: _____

Printed Name _____

ATHENS-CLARKE COUNTY STORMWATER MANAGEMENT AS-BUILT CHECKLIST

Stormwater as-builts serve two purposes for A-CC:

- Verify construction in conformance with approved design
- Provide a detailed permanent record of a property's stormwater management facilities to ensure proper function in the future

The following as-built information, as applicable, should cover most situations; other information could be required on any given site:

1. A complete feature location and topographic survey, sealed and signed by a professional land surveyor registered in Georgia is needed. Provide a plan view layout of surface site features (buildings, paving, driveways, etc.) with all storm drain improvements shown. Must show topography of the entire site, and spot elevations sufficient to accurately determine drainage patterns. **Each as-built submittal must include two full-size paper copies and one Adobe.**
2. Provide detailed topography of graded surface stormwater storage facilities with relevant spot elevations. Include stage/elevation/area/storage tables for all sediment forebay, permanent pool, and detention volumes.
3. Show detailed plan view layout of underground storage facilities showing all features. Label material, all relevant dimensions, and invert elevations at every junction and termination.
4. Provide detailed drawings of all outlet control structures (water quality and detention storage facilities) based on the field measurements. Label materials, all dimensions, and all elevations.
5. Provide detailed drawings of all diversion structures. Label materials, all dimensions, and all elevations.
6. Show detailed topographic plan view layout of surface water quality treatment facilities. Provide stage/elevation/storage tables for all volumes. Show and label surface area extents and depth of media. Label all slopes associated with these facilities.
7. Show all underdrain pipe and cleanout layout, and label material and size. Provide invert elevations at each junction and termination.
8. Show extents and depth of porous paving and underdrain system (see previous).
9. For proprietary water quality treatment devices, show location footprint. Show all inflow and outflow conveyance and label material, size, slope, and invert elevations.

10. Provide all data relevant to proprietary treatment design for the site. This includes features that control flow rate or volume (e.g. restrictor disk size, weir dimensions, etc.) as well as filtering capacity (e.g. number and size of filter cartridges, number of filter modules, sump volume, media volume, etc. as applicable).
11. Show the permanent location of the permanent pool pump (and piping) if the plans require one. Note the manufacture, type, model, and capacity of the pump as found in place on the site.
12. Provide a sealed and signed certification by a professional engineer registered in Georgia that the stormwater management facilities have been constructed in conformance with the approved plans.