

CITY OF BALL GROUND DEVELOPMENT CODE

City Council First Read: August 12, 2021

Final Read and Adoption: September 9, 2021

Table of Contents

Click the hyperlinked sections and subsections below to jump to the related content.

SECTION 1.0: BUILDING PERMIT INFORMATION

- [1.01. Types of Projects Requiring a Building Permit](#)
- [1.02 Building Permit and Inspection Procedures](#)

SECTION 2.0: DEVELOPMENT STANDARDS

- [2.01. General Design Requirements](#)
- [2.02. Conformance with Other Plans and Regulations](#)
- [2.03. Monuments](#)
- [2.04. Construction Testing](#)
- [2.05. Streets](#)
- [2.06. Curb and Gutter](#)
- [2.07. Intersections](#)
- [2.08. Cul-de-sacs](#)
- [2.09. Private Streets](#)
- [2.10. Development Entrances, Residential](#)
- [2.11. Development Entrances, Non-Residential](#)
- [2.12. Temporary Turn-Arounds](#)
- [2.13. Street Names](#)
- [2.14. Street Trees](#)
- [2.15. Traffic Control Devices](#)
- [2.16. Sidewalks](#)
- [2.17. Lots and Blocks](#)
- [2.18. Utilities](#)
- [2.19. Dedication and Reservation](#)
- [2.20. Construction Schedule](#)
- [2.21. Model Home Construction](#)
- [2.22. Lighting](#)

SECTION 3.0: RESIDENTIAL AND NON-RESIDENTIAL SUBDIVISION REGULATIONS

- [3.01. General Procedures](#)
- [3.02. Construction Plans](#)
- [3.03. As-Built Plans](#)
- [3.04. Final Plat](#)
- [3.05. Approval and Recording of the Final Plat](#)
- [3.06. Official Acceptance of Improvements](#)

APPENDICES

- Checklists
 - [Appendix A: Cell Tower Co-Location Checklist](#)
 - [Appendix B: Cell Tower New Build Checklist](#)
 - [Appendix C: Commercial Building Checklist](#)
 - [Appendix D: Final Plat Checklist](#)
 - [Appendix E: Minor Subdivision Checklist](#)
 - [Appendix F: Cover Sheet Requirements for All Development Plans Checklist](#)
 - [Appendix G: Special Use Checklist](#)
- Applications
 - [Appendix H: Administrative Variance Application](#)
 - [Appendix I: Sign Permit Application](#)
 - [Appendix J: Stormwater Pond Inspection and Maintenance Application](#)
 - [Appendix K: Valley Overlay District Request Application](#)
 - [Appendix L: Zoning Certification Application](#)

Section 1.0: BUILDING PERMIT INFORMATION

1.01 Types of Projects Requiring a Building Permit

A. Building Permits ARE Required for:

- 1) New Construction
- 2) Additions (Including patios, decks, porches)
- 3) Renovation Work (Including new doors, windows, remodel involving electrical, plumbing, roofing and roofing repairs, hot water heaters, changes to any load bearing walls)
 - a) Permits are only required when changing out 50% or more of a combination of doors and windows.
- 4) Outbuildings over 200 sf

B. Building Permits ARE NOT Required for:

- 1) Painting
- 2) Counter Tops
- 3) Wall Papering
- 4) Storage Sheds Under 200 sf
- 5) Tile
- 6) Fences Under 7' Tall
- 7) Carpeting
- 8) Retaining Walls Under 4' Tall
- 9) Cabinets

C. Fee Schedule

- 1) All fees are based on the City of Ball Ground Fee Schedule

1.02 Building Permit and Inspection Procedures

A. Residential

- 1) Applicants are encouraged to email documents to the below addresses and permits should be ready the next business day
- 2) Requirements for pulling a Permit
 - b) Copy of 8.5" x 11" house plan showing elevations and floor plans
 - c) Copy of lot plat showing all setbacks, easements, building lot lines, and proposed building footprint
 - d) Application for water/sewer

- 3) Homes constructed in the Valley Overlay District, the TND District, or in any specific zoning classification with conditions of zoning will require architectural approval of structures
- 4) Required Inspections
 - a) Temporary power inspection (If installed)
 - b) Footings/Foundation/Slab-Must be performed by a certified engineer
 - i. Engineer letter required prior to rough inspection
 - c) Foundation survey required prior to advancing to framing
 - d) Rough Inspection (Framing and Mechanicals)
 - e) Permanent Power (Can be completed at same time as Rough Inspection, if ready)
 - f) Final
- 5) Silt fence and site stabilization will be observed on all visits
- 6) Email Inspection requests to both:
 - a) egoss@cityofballground.com
 - b) kweaver@cityofballground.com

B. Commercial

- 1) Applicants are encouraged to email documents to the below addresses
- 2) Requirements for pulling a permit
 - a) Applicants are encouraged to email documents to the below addresses Full set of building plans (2 copies)
 - b) Full set of site plans (2 copies)
 - c) Copy of Fire Marshall approval letter
 - d) Application for water/sewer
- 3) All buildings must be reviewed for against zoning for architectural requirements
- 4) Required Inspections
 - a) Temporary power (If installed)
 - b) Footings/Foundation/Slab-Must be performed by a certified engineer
 - i. Engineer letter required prior to rough inspection
 - c) Foundation survey required prior to advancing to framing
 - d) Rough Inspection (Framing and Mechanicals)
 - e) Permanent Power (Can be completed at same time as Rough Inspection, if ready)
 - f) Final and Life Safety Inspection
 - g) Fire Marshall Sign Off (Cherokee County)
 - i. All Fire Marshall inspections shall be scheduled separately from instructions above, coordinated directly with the office of the Fire Marshall
- 5) Email Inspection requests to both:
 - a) egoss@cityofballground.com
 - b) kweaver@cityofballground.com

Section 2.0: DEVELOPMENT STANDARDS

2.01. General Design Requirements

- A. All subdivisions hereafter established in The City of Ball Ground shall be developed in accordance with the design standards and requirements set forth in this Ordinance.
- B. Land subject to flooding, improper drainage or erosion, or which has topographical, geological or other constraints on its development, shall not be subject to development for any uses which may continue such conditions or increase the danger to health, safety, life or property, unless such constraints can be legally eliminated or abated.
- C. All subdivisions shall be identified by name. Subdivision names may not be duplicated unless they are a logical extension of and are contiguous to an existing subdivision.

2.02. Conformance with Other Plans and Regulations

- A. All proposed subdivisions shall conform to all applicable zoning regulations and development policies of The City of Ball Ground in effect at the time of submission of the construction plans or any variance that has been granted.
- B. Whenever there is a discrepancy between the minimum standards or dimensions required herein and those contained in the City of Ball Ground Zoning Regulations, Building Code, or other official regulations or resolutions, the most restrictive shall apply.

2.03. Monuments

- A. All property line corners shall be marked with a metallic pin, at least one-half inch in diameter and 24 inches in length. The top level of such pin shall be approximately level with the finished grade. If the ground cannot be penetrated the required 24 inches, another type of permanent monument shall be installed.

2.04. Construction Testing

- A. All quality control testing which is a part of roadway construction will be performed by a reputable professional geo-technical and testing engineering company that will be employed by the developer and all associated costs will be paid by the developer.
- B. The following information is required on the compaction and depth check reports submitted by the approved Geotechnical Engineer to the City Manager or designee:

- 1) Subdivision name

- 2) Street name
- 3) Station number or structure number
- 4) Location
- 5) Percent compaction required
- 6) Percent of compaction tested
- 7) Passed or failed statement
- 8) Thickness required
- 9) Thickness testing results
- 10) Any rechecking of failed compactions
- 11) Maximum dry density, in-place density and percent of moisture for each test.
- 12) Location of aggregate quarry
- 13) Asphaltic Compactions
 - a) Theoretical
 - b) Target density
 - c) In-place dry density
 - d) Percent compaction required
 - e) Percent of compaction tested
 - f) Type mix
 - g) Passed or failed statement
 - h) Subdivision name
 - i) Street name
 - j) Date of test
 - k) Location and station number
 - l) Location and name of asphalt plant
- 14) Asphaltic Concrete Job Mix Formula
 - a) Design mix and gradation and ac content
 - b) Design temperature
 - c) Theoretical
 - d) Type Mix
 - e) Plant Location
- 15) Asphaltic Extractions
 - a) Subdivision name
 - b) Date and time of test
 - c) Location and name of asphalt plant
 - d) Type Mix
 - e) Acceptance test – percent passing each sieve and percent of asphalt
 - f) Percent passing each sieve and ac content from job mix formula
 - g) Temperature of asphaltic concrete mix and time of sampling
 - h) Correction made to asphaltic concrete mix shall be documented in
 - i) Extraction report
 - j) Tons of asphalt of each type mix ran each day

- C. The developer must contact the City Manager or designee by fax or e-mail within twenty-four (24) hours of any testing procedures. If the City Manager or designee does not respond within 24 hours, the developer may proceed with testing using an approved geotechnical engineer. All testing procedures shall be done at locations on the project at the direction of the City Representative while both the Testing Technician and the City Representative are present on the project, unless otherwise directed by the City Representative, so that test results can be given directly and additional tests may be ordered if necessary.

2.05. Streets

A. Street Design Requirements

1) General

- a) The arrangement of streets shall conform to the City of Ball Ground Road Classification Map, or, for streets not shown on this plan, shall provide for an appropriate extension of the existing pattern of streets.
- b) The minimum right-of-way as required by this ordinance must be shown on the final plat and dedicated to The City of Ball Ground if the proposed development fronts on an existing City road. All building setback requirements shall be measured from this established right-of-way line.
- c) Traffic studies shall be required for all residential subdivisions containing more than 250 lots, non-residential subdivisions containing more than 25,000 square feet of floor area, or at the discretion of the City Engineer. Such studies will at a minimum address the level of traffic generated by the proposed development and its distribution on the existing road network; and the need for traffic signals, deceleration lanes, left turn lanes, other additional lanes and other traffic control devices on all existing and proposed roadways.
- d) All streets with curb and gutter shall be constructed with a minimum thirteen-foot (13') shoulder behind both curbs. See Standard Detail 201 "Residential Streets" and Standard Detail 202 "Non-Residential Streets."
- e) All streets shall have a minimum centerline grade of at least 1.0% including cul-de-sacs and intersections.
- f) Super-elevated curves shall be provided as per Georgia Department of Transportation design guidelines for arterial streets.
- g) Where a deflection angle of more than ten (10) degrees occurs, a horizontal curve of reasonably long radius shall be introduced.
- h) The minimum length of crest vertical curves shall be one hundred (100) feet.
- i) Longer lengths may be required based on required stopping sight distance. The sight distance for crest vertical curves shall be measured along the roadway from three and a half (3½) feet above the pavement to an object six (6) inches high, as discussed in the current AASHTO policy on design.
- j) Vertical curves may be designed to extend past the end of a cul-de-sac provided stopping sight distance is met. See Standard Detail 203 "Minimum Stopping Sight Distance."

- k) The minimum length of sag vertical curves shall be one hundred- (100) feet. For Residential 3 and Non-residential 1 class streets, minimum sag vertical curve length shall be ten (10) times the algebraic difference in grades, but in no case shall be less than one hundred (100) feet. Vertical curves may be designed to extend passed the end of a cul-de-sac provided stopping sight distance is met.
- l) Sight distances at intersections shall be determined by the posted speed limit of the street (existing City road or state highway) onto which a vehicle must turn. Such distances shall be measured beginning from a point established fifteen (15) feet from the edge of the travel way on the centerline of the egress lane at a height of three and a half (3½) feet above the finish grade elevation. The line of sight is then extended the minimum required distance on either side to the centerline of the road terminating at a point two (2) feet above the finish grade elevation (See Standard Detail 204 "Intersection Sight Distance").
- m) If a subdivision street accesses a City road, the design consultant shall verify the intersection stopping distance and shall determine if hidden dips occur on the City road which will impact the proposed access point.
- n) Roads may be constructed across an existing or proposed dam. The appropriate state approved professional shall provide a report certifying that the existing or proposed dam is structurally capable of supporting the road. Any road across a dam shall be a private street. Ingress and egress easements, not right-of-way, shall be granted. A second point of access to the subdivision across a public or private street must be provided. The section of road across the dam, and the dam itself, shall be maintained by the subdivision property owners or a mandatory homeowners' association.

2) Residential Street Design Requirements

- a) Residential streets shall be classified into a street hierarchy system for design and construction purposes. Street design standards in residential subdivisions shall be based on road function and the number of dwelling units (d.u.) served by the street. Rural residential streets may be used only in residential subdivisions where lot sizes are five acres or larger. Residential street classifications and their corresponding dwelling unit thresholds are:

Rural Residential	N/A
Residential 1	0-200 d.u.
Residential 2	201-400 d.u.
Residential 3	401-1000 d.u.

- b) Apartment, condominium, and mobile home park streets shall be designed and constructed to the same standards as other residential streets.
- c) The following residential street design standards shall apply to all public and private streets in residential subdivisions. See Standard Detail 201 "Residential Streets." Design requirements for arterial and collector streets. Streets in

residential subdivisions shall be based on AASHTO and Georgia D.O.T. standards, and approved by the City Engineer.

- d) DEPTH REQUIREMENTS: Depth checks on base material and asphalt cores shall be taken at random locations at 500' intervals along each road and at a minimum of one (1) per street. Any area found deficient shall be brought up to the required thickness prior to placing any additional layer of material. All asphalt core holes shall be filled with hot mix asphalt of similar grade prior to approval of the final plat.

	<u>Residential 3 Street</u>	<u>Residential 2 Street</u>	<u>Residential 1 Street</u>	<u>Rural Residential Street</u>
Dwelling Units Served (10)	401-1000	201-400	0-201	NA
Minimum right-of-way, in Feet	60 ⁷	60 ^{2,7,9}	50 ⁷ 60 ^{2,7,8}	60 ^{7,8}
Minimum Pavement Width, in Feet ¹	24	24 ⁶ 20	20	18
Minimum Lane Width, in Feet	12	12	10	9
Maximum Grade	14%	14% ²	14% ²	14%
Minimum Stopping Sight Distance, in Feet	250	160	160	160
Design Speed, in MPH	35	25	25	25
Minimum Radius of Centerline Curvature, in Feet	440	100	100	100
Minimum Length of Tangent Between Reverse Curves, in Feet	100	0	0	0
Minimum Sight Distance at Intersections (each way), in Feet	325	200	200	200
Minimum Length Sag Vertical Curves, in Feet	100 ³	100	100	100
Minimum Length Crest Vertical Curve, in Feet	100 ⁴	100 ⁴	100 ⁴	100 ⁴

Internal Subdivision Street Curb or Edge of Pavement Radius, in Feet	35	35	35	35
Entrance to Subdivision Radius in feet	40	40	40	40

Residential Street Design Requirements Table Footnotes:

- ¹ Minimum pavement width does not include curb and gutter.
- ² Streets constructed without curb and gutter and where storm water management does not allow ditches to be within the 50-foot right-of-way.
- ³ For Residential 3 Streets, sag length will be calculated as ten (10) times the algebraic difference in grades, with a minimum allowable sag length of 100 feet.
- ⁴ For Residential 1, 2, and 3 Streets, greater crest lengths may be required based on the minimum stopping sight distance requirements. See Standard Detail 203 "Minimum Stopping Sight Distance."
- ⁵ See also the paving requirements contained in Section 2.05-E.
- ⁶ Pavement width for main parkways.
- ⁷ Private streets shall contain access and utility easements in lieu of right-of-way.
- ⁸ All residential streets shall be constructed with curb and gutter, except for residential streets serving subdivisions where the minimum lot size is at least eighty thousand (80,000) square feet. Residential subdivision curb and gutter may be either vertical faced or roll-over.
- ⁹ The applicant shall demonstrate to the City Engineer that the distribution of traffic to the proposed residential street system shall not exceed the dwelling unit thresholds for any of the proposed street classifications. Submitted construction plans must indicate the number of lots being served by each street for subdivisions that contain 201 lots or more.

3) Non-Residential Street Design Requirements

- a) Non-residential streets shall be classified into a street hierarchy for design and construction purposes. Street design standards in non-residential subdivisions shall be based on road function and the average daily traffic (ADT) the street will accommodate, as determined in the current edition of ITE's Trip Generation manual. Non-residential street classes and their corresponding ADT thresholds are:

Non-Residential 1	0 - 10,000 ADT
-------------------	----------------

- b) Pavement depth shall be based upon projected traffic loads designed by a professional engineer currently registered in the State of Georgia but in no event shall it be less than 6"/2"/1½".
- c) Arterial or collector streets shall be required when ADT generated by the development will exceed 10,000 daily trips. Street design requirements for arterial and collector streets shall be based on AASHTO and Georgia D.O.T. standards, and approved by the City Engineer.
- d) Jogs in the centerline, pavement, or right-of-way shall not be permitted for residential or non-residential streets.
- e) The applicant shall demonstrate to the City Engineer that the distribution of traffic to the proposed street system shall not exceed the ADT thresholds for any of the proposed street classifications.
- f) All non-residential streets shall be constructed with curb and gutter, except for those non-residential streets serving developments where the minimum lot size is five (5) acres or larger. Non-residential subdivision curb and gutter may be either vertical faced or rollover.
- g) The following non-residential street design standards shall apply to all public and private streets constructed in non-residential subdivisions. See Standard Detail 202 "Non-Residential Streets." The minimum standard for non-residential subdivision street design and construction shall be a Non-Residential 1 street.
- h) Grading and embankment specifications are the same as "2.05-B, Roadway Grading Requirements." Pavement depth for any use other than automobiles shall be based on projected traffic loads and design by a professional engineer currently registered in the State of Georgia.

<u>Non-Residential 1</u>	
Minimum right-of-way, in Feet	60
Minimum Pavement Width, in Feet ¹	24
Minimum Lane Width, in Feet	12
Maximum Grade	14%
Minimum Stopping Sight Distance, in Feet	250
Design Speed, in MPH	35

Minimum Radius of Centerline Curvature, in Feet	440
Minimum Length of Tangent Between Reverse Curves, in Feet	100
Minimum Sight Distance at Intersections (each way), in Feet	325
Minimum Length Sag Vertical Curves, in Feet	100 ²
Minimum Length Crest Vertical Curve, in Feet	100 ³
Internal Subdivision Street Curb Radius, in Feet	40
Non-Residential Street Design Table Footnotes:	
<p>¹ Minimum pavement width does not include curb and gutter.</p> <p>² For Non-Residential 1 Streets, sag length will be calculated as ten (10) times the algebraic difference in grades, with a minimum allowable sag length of 100 feet.</p> <p>³ Greater crest lengths may be required based on the minimum stopping sight distance requirements. See Standard Detail 203 "Minimum Stopping Sight Distance."</p> <ul style="list-style-type: none"> • For subdivisions in commercial and industrial zones, pavement design shall be based on projected traffic loads. 	

B. Roadway Grading Requirements

- 1) All streets and roads shall be graded to their full width by the subdivider so that pavements and sidewalks, where required or proposed for future installation, can be constructed on a level plane as shown in Standard Detail 201 "Residential Streets" and Standard Detail 202 "Non- Residential Streets."
- 2) The entire area within the typical grading section shall be cleared and grubbed of all trees, bushes, stumps and debris. Such debris shall be disposed of in a lawful manner, and shall not be buried in the right-of-way.
- 3) Embankment: The embankment shall be constructed in parallel layers. The material shall be deposited and spread in uniform, horizontal layers not more than eight (8) inches thick, loose measurement, for the full width of the cross-section where practicable, and these layers shall be kept uniform by the use of motor graders, bulldozers or other approved equipment.
 - a) Embankment shall be compacted to at least 95% of the maximum laboratory dry density.
 - b) Each layer shall be compacted within the range of optimum moisture content to permit the specified compaction. Successive layers shall not be constructed on previous layers that exhibit excessive pumping under construction equipment regardless of compaction. Material containing too much moisture shall be dried to the moisture content necessary to obtain stability and compaction.
 - c) If the material is too dry, water shall be added and uniformly mixed with the soil to the extent necessary to obtain stability and compaction.

- d) Embankment at bridge structures shall be compacted to at least 100 percent of the maximum laboratory dry density for the full depth of the embankment, beginning at the top of the slope and extending 100 feet from the end of the bridge.
 - e) Embankments at structures – No rock more than 4 inches in any diameter shall be placed within 2 feet of any drainage structure. Before any traffic is allowed over any structure the contractor shall provide sufficient depth to adequately protect the structure from damage or displacement.
 - f) Compaction of the embankment will be accomplished by the use of a sheep's foot roller.
 - g) Embankment Compaction Tests shall be taken at an interval not exceeding 5,000 cubic yards or one per day. Compaction test results shall be reported to the City Manager or designee immediately after results are obtained.
 - h) All areas that are not accessible by a roller shall be required to use an approved mechanical tamper to achieve compaction. The density requirements of the City of Ball Ground Development Regulations shall apply.
 - i) Compaction backfill for minor structures shall be placed in uniform 6" layers compacted to ninety-five (95) percent of maximum dry density and the top twelve (12") inches will be compacted to 100 percent of the maximum dry density.
 - j) Utility trenches cut in the subgrade shall have the backfill material placed in uniform 6" layers compacted to ninety-five (95) percent of maximum density and the top twelve (12") will be compacted to 100 percent of the maximum laboratory dry density.
 - k) Compaction backfill for minor structures shall be taken at an interval not exceeding one per structure.
 - l) Compaction test results shall be reported immediately after results are obtained to the City Manager or designee.
- 4) Cut and fill slope ratios shall start at the edge of the right-of-way and shall not exceed 2:1. In lieu of a cut or fill slope, a retaining wall may be utilized where necessary with the approval of the City Engineer.
 - 5) Cut or fill slopes shall be uniform for each section of cut or fill. When a cut made in rock requires blasting, the slope may be changed to a vertical slope upon written approval of the City Engineer.
 - 6) If paving is to be delayed, provisions shall be made to drain low points in the roadway. If curbing has not been installed, a break in the berm section may be provided. If curbing is in place, pipe sections which are functioning and maintained shall be used to provide drainage under the curb to side slopes.
 - 7) It is expressly reserved by The City of Ball Ground that any and all reasonable inspections of roads under construction in a subdivision may be initiated at any time by The City of Ball Ground. All work must be approved by the City Manager or designee prior to placement of base material. It is the City's duty to inspect and verify that road grading specifications have been met.

- 8) In the event that the City Manager or designee is not available at the time of the proof roll and the developer has notified the City Manager or designee by fax or e-mail at least 24 hours prior to the proof roll, then the developer may proceed under the direction of a City-approved geotech. The developer shall thereby be required to proceed by following the recommendations of the City-approved geotech.

C. Roadway Subgrade Requirements

- 1) The entire surface of the in-place subgrade shall be plowed, harrowed and mixed to a depth of at least 6". After the material has been thoroughly mixed, the top 12" of subgrade shall be brought to grade and compacted to 100% of the maximum laboratory dry density as tested for both cut and fill sections at a frequency of one (1) test for every fifteen hundred (1,500) linear feet of roadway for a two (2) lane road with a minimum of one test per street.
- 2) Compaction of the subgrade will be accomplished by the use of a sheep's foot roller. In all places that are not accessible by a roller, the required compaction shall be secured by the means of approved mechanical tampers. The same density requirements as stated above shall apply.
- 3) Prior to placing any subsequent layers of base and paving materials, the subgrade shall have sufficient stability to support construction equipment without excessive movement regardless of compaction. The City Manager or designee may direct the contractor to proof roll the subgrade with a loaded dump truck.
- 4) If any sections of subgrade are composed of unsuitable or unstable material, such material shall be removed to a depth directed by the approved Geotech Engineer, replaced with suitable dry material and compacted to 100 percent of maximum density.
- 5) The surface of the completed subgrade shall be bladed to a smooth and uniform texture. The centerline profile shall conform to the established elevations with an acceptable tolerance as established by the City of Ball Ground Development Regulations.
- 6) No graded aggregate materials shall be placed on a muddy or frozen subgrade.
- 7) Test results shall be reported immediately after results are obtained to the City Manager or designee.
- 8) No graded aggregate material shall be placed on the subgrade until passing compaction results are reported to the City Manager or designee.
- 9) When a street will be used for construction traffic before paving work is completed, a layer of #3 stone shall be laid as a traffic surface at the entrance of the subdivision for a distance of fifty (50) feet. The developer shall maintain at all times a construction entrance per Standard Detail #214 until the graded aggregate base has been approved. This material shall not be used as part of the base material. It may be worked into the subgrade, or it shall be removed before the base course is set up for paving. An alternative method of protecting the base material and the existing street may be used if approved by the City Engineer or City Manager or designee.

D. Roadway Graded Aggregated Base Requirements

- 1) This work shall consist of constructing a base of mineral aggregate on a prepared subgrade in accordance with these specifications and in reasonably close conformity with the lines, grades, thickness and typical cross-sections shown on the plans or established by the City Engineer.
- 2) All equipment necessary for the proper construction of the base shall be on the project and in satisfactory condition before construction will be permitted to begin.
- 3) No graded aggregate base shall be placed on muddy or frozen subgrade.
- 4) The materials shall be spread uniformly to the proper depth to obtain the specified thickness. Graded aggregate materials containing frost or frozen particles shall not be placed.
- 5) The moisture content of the mixture of materials at the time of compaction shall be uniformly distributed and shall be adequate to allow compaction to the specified density. After the material placed has been shaped to line, grade and cross-section, it shall be rolled until the course has been uniformly compacted to at least 100 percent of the maximum dry density when group 2 aggregate is used, or to at least 98 percent of maximum dry density when group 1 aggregate is used. Compaction tests shall be taken at an interval not exceeding one per 1,500 feet per two lanes of road way with a minimum of one test per street.
- 6) The Compacted Base shall have sufficient stability to support construction equipment without pumping regardless of compaction. If the base material becomes unstable as a result of too much moisture, the base material and the underlying subgrade, if necessary, shall be dried and reworked to a moisture content that will provide stability and compaction.
- 7) At all places not accessible to the roller, the required compaction shall be secured by means of approved mechanical tampers. The same density requirements as stated above apply.
- 8) The finished surface of the base shall be checked by a system of ordinates measured from a stringline. Ordinates measured from the bottom of the stringline to the surface shall not exceed ¼ inch at any point. Any variations found in excess of these requirements shall be immediately corrected.
- 9) The base shall be maintained and cured for a minimum of 36 hours during the compaction testing, proof-rolling, and priming process before any pavement can be placed.
- 10) This maintenance shall consist of such additional wetting, rolling and blading as may be necessary to maintain true grade, crown and cross-section. This preservation does not relieve the contractor of his responsibility to maintain the work until final acceptance.
- 11) Depth checks shall be taken at random locations at 500-foot intervals along each road. The thickness of the base shall be determined by making as many checks as necessary to determine the average thickness.
- 12) Any area deficient in thickness by more than ½ inch shall be corrected by adding additional quantities of the same materials and scarified and rebuilt to the design thickness.
- 13) When graded aggregate Base is used under asphaltic construction less than five (5) inches, bituminous prime shall be applied.
- 14) Test results shall be reported immediately after results are obtained to the City Manager or designee.
- 15) No asphalt material shall be placed on the graded aggregate base until passing results and depth checks are reported to the City Manager or designee.

- 16) Theoretical Maximum Dry Density shall be established Using Test Method GDT-49 of the Georgia D.O.T. Sampling, Testing and Inspection Manual.
- 17) Graded aggregate base shall meet the requirements of Georgia D.O.T. specification #815 and produced from an approved D.O.T. source.
- 18) Non-Compliance in graded aggregate base may be corrected by scarifying in asphalt screenings (when too coarse) or coarse aggregate (when too fine). The scarifying operations produce a uniformly graded lift in compliance with all specification requirements and reasonably close to the theoretical density gradation. The lift thickness and compaction requirements are maintained. The scarifying operation should be accomplished without soil contamination. The blend materials are to be acquired from the same source as the base material. All areas that have been blended to produce specification compliance will be verified through additional project testing before placing asphalt.
- 19) If the contractor and/or materials supplier is unable to meet all of the above, areas of Non-Compliance should be removed and replaced with acceptable materials.
- 20) Graded aggregated base must pass proof rolling prior to placement of asphalt.
- 21) A job mix formula for each type of asphaltic concrete mixture to be used shall be submitted for approval in writing to the City Manager or designee. All proposed job mix formulas shall be submitted two (2) weeks prior to beginning mixing operation. The contractor may, at any time after construction has started, request that the job mix formula be revised as necessary and submit a revised formula for consideration.
- 22) Asphalt Plants shall be on the Georgia Department of Transportation's approved list.
- 23) All equipment for transporting and construction of hot mix asphaltic concrete shall be approved by the City Manager or designee. The equipment shall be in satisfactory mechanical condition and capable of its intended function at all times during productions and placement operations. The contractor shall provide sufficient hand tools and power equipment for cleaning the roadway surface prior to the placement of the bituminous tack coat.
- 24) The bituminous pavers used for placement of hot mix asphaltic concrete shall be capable of spreading and finishing all courses to the indicated widths and depths, true to line, grade, and cross section, and shall be capable of striking a smooth finish, uniform in density and texture.
- 25) The compaction equipment must be in good mechanical condition and capable of compacting the mixture to the required density. The number, type, size, operation, and condition of the compaction equipment shall be subject to the approval of the City Manager or designee.
- 26) Trucks used for hauling bituminous mixture shall have tight, clean smooth beds. An approved releasing agent from the approved qualified product list of the Georgia Department of Transportation may be used in the beds of the transporting vehicles shall prevent the mixture from adhering to the beds. The releasing agent shall not be detrimental to the mixture and shall be applied in such a manner that the excess will be drained from the bed prior to loading.
- 27) Diesel fuel will not be allowed in the beds of vehicles transporting asphalt.
- 28) Each haul vehicle shall use a waterproof cover large enough to extend down over the side and ends of the bed far enough to protect the mixture and shall be securely fastened while in transit. Adequate provisions shall be made to assure the mixture will be delivered to the roadway at a temperature within +/-20 degrees F. of that specified on the job mix formula.

- 29) The City-approved geotech shall test the temperature of the job mix within the first three trucks to ensure that the temperature meets the City Development Regulations. The geotech shall fax a certified letter stating that the job mix temperature is in compliance with the City Development Regulations.

30) Weather Limitation

<u>Lift Thickness</u>	<u>Minimum Temperature</u>
1" or Less	55°F
1.1" to 2"	45°F
2.1" to 3"	35°F
3.1" to 4"	30°F
4.1" to 8"	Contractor's Discretion with approval of the Development

- 31) Cleaning of Existing Surface: Before beginning the application of any hot mix asphaltic concrete pavement, the existing surface shall be cleaned to the satisfaction of the City Manager or designee.

- 32) Bituminous Tack Coat: The application rate shall be determined by the City Manager or designee and will be within the limitation as shown in the following table:

<u>Minimum</u>	<u>Maximum</u>
.04	.06

- 33) Spreading Operations: Upon arrival at the point of paving operations the mixture shall be unloaded into the paver hopper from the delivery vehicles and transferred into the spreader. The mixture shall be spread by means of a mechanical spreader, true to line, grade, and cross section specified and to the loose depth that will result in the specified compacted thickness or the specified rate of spread.

- 34) Truckloads of mixture that are visually inspected by the City Manager or designee and can reasonably be expected not to meet these specifications, such as a mixture containing segregated material, nonconforming to temperature, a deficiency or excess of asphalt content, or otherwise unsuitable for placing on the roadway shall not be used in the work. Any mixture containing segregated spots, deficiency or excess of asphalt content, or otherwise unsuitable that is placed on the roadway shall be removed and replaced with satisfactory material.

- 35) Rolling Operation: The type of equipment used for compacting the material shall be approved by the City Manager or designee. Rolling shall be started as close behind the spreader as possible without excessive distortion and shall be continued until roller marks are no longer visible. Pneumatic tired rollers shall be used in conjunction with breakdown rollers on all surface and subsurface courses.

- 36) Plant Production, Transportation and paving operations shall be so coordinated that a uniform continuity of operation is maintained.

- 37) One asphalt concrete extraction test per type mix shall be taken at an interval not exceeding 500 tons or one per type mix per day. Extraction test results shall be reported to the City Manager or designee of the City daily.
- 38) If the acceptance test for asphalt cement content exceeds (0.20) two tenths from the approved job mix formula, the contractor will make the necessary adjustment to the mix to bring the asphalt cement back to the approved job mix formula.
- 39) If the acceptance test for asphaltic concrete “B” exceeds 4.1 on the 3/8” sieve or 3.6 on the no. 8 sieve from the approved job mix formula, the contractor will make the necessary adjustment to the mix to bring the gradation back to the approved job mix formula.
- 40) If the acceptance test for asphaltic concrete “F” exceeds 3.8 on the no. 4 sieve or 3.2 on the no. 8 sieve from the approved job mix formula, the contractor will make the necessary adjustment to the mix to bring the gradation back to the approved job mix formula.
- 41) If the acceptance test for asphaltic concrete “E” exceeds 5.6 on the no. 3/8th sieve or 4.8 on the no. 8 sieve from the approved job mix formula, the contractor will make the necessary adjustment to the mix to bring the gradation back to the approved job mix formula.
- 42) Asphaltic concrete compaction test for each mix shall be taken at an interval not exceeding one per 500 linear feet per two lanes of roadway with a minimum of one test per street.
- 43) The target density will be set at 94 percent of the theoretical voidless mix for 50 blow marshall design.
- 44) The asphalt shall be rolled and compacted to at least 97.5 percent of the target density.
- 45) Three asphalt cores will be taken from the first day’s production for each type mix to determine if compactions are meeting the 97.5 percent of target density. If the compaction does not equal or exceed 97.5 percent of target density, the contractor will establish a new rolling pattern to achieve the 97.5 percent of target density.
- 46) Compaction test results shall be reported daily to the City Manager or designee immediately after results are obtained.
- 47) In the event that a majority of a pavement course is in place and found to be deficient in density, it will be left to the discretion of the City Engineer as to what course of action to take in regarding correction.
- 48) The thickness of the asphaltic concrete “B” or surface course shall be determined by taking as many cores as necessary to determine the average thickness of the course. A minimum of one core per 500 feet per two lanes of roadway shall be taken randomly for thickness determinations with a minimum of one test per street.
- 49) Any core found deficient shall be brought up to the required thickness prior to placing any additional layer of material.
- 50) All asphalt core holes shall be filled and compacted with hot mix asphalt of a similar grade prior to approval of the final plat.

<u>Course</u>	<u>Thickness Specified</u>
Asphaltic Concrete “B”	+/- 1/8”
Asphaltic Concrete “E or F”	+/- 1/8”

Total Thickness	+/- 1/4"
-----------------	----------

51) Pavement and base specifications for other classifications of residential Streets shall be determined by the City Engineer, using the current Georgia D.O.T. and AASHTO methods and standards.

E. Paving Requirements

1) Residential

	<u>Residential 3 Street</u>	<u>Residential 2 Street</u>	<u>Residential 1 Street</u>	<u>Rural Residential Street</u>
Minimum Paving Requirements ¹	Variable ¹	6"/2"/1½"	6"/2"/1½"	6"/1½"
Graded Aggregate Base		6"	6"	
Prime Coat		Yes	Yes	
Type "B" Binder		2"	2"	
Tack Coat		Yes	Yes	
Type "E" or "F" Surface		1 ½"	1 ½"	

Residential Street Design Requirements Table Footnotes:

¹ Pavement design for Residential 3 Streets shall be based on AASHTO and Georgia D.O.T. standards, and approved by the City Engineer, or supporting documentation from a professional engineer currently registered in the State of Georgia stating design requirements for Residential 3 Streets. But in no event shall the paving requirements be less than 6"/2"1 ½".

2) Non-Residential

<u>Minimum Paving Requirements</u>	<u>Non-Residential 1</u>
Graded Aggregate Base	6"/2"/1½"
Prime Coat	Yes
Type "B" Binder 2"	6"
Tack Coat	Yes
Type "E" or "F" Surface	1 ½"

For subdivisions in commercial and industrial zones, pavement design shall be based on projected traffic loads. Pavement design shall be based on AASHTO and Georgia D.O.T. standards, and approved by the City Engineer, or supporting documentation from a professional engineer currently registered in the State of Georgia. In no event shall the paving requirements be less than 6"/2"/1 ½".

2.06. Curb and Gutter

- A. Concrete curb and gutter shall be required for all paved streets, except in residential subdivisions with lots eighty thousand (80,000) square feet or larger.
- B. Residential subdivision curb and gutter may be either vertical faced or rollover. Residential subdivision vertical faced curbing shall have a typical minimum section of 6" x 24" x 12". Residential subdivision rollover curbing shall have a typical minimum section of 6" x 24" x 9". The concrete shall have a minimum compressive strength of 3,000 PSI at 28 days. Vertical faced curb and gutter shall be used at all subdivision entrances, deceleration lanes and downhill cul-de-sacs. See Standard Detail 207 "Curb and Gutter Cross Sections."
- C. Non-residential subdivision curb and gutter may be either vertical faced or rollover. Non-residential subdivision vertical faced curbing shall have a typical minimum section of 6" x 24" x 12". Non-residential subdivision rollover curbing shall have a typical minimum section of 6" x 24" x 9". The concrete shall have a minimum strength of 3,000 PSI at 28 days. See Standard Detail 207 "Curb and Gutter Cross Sections."
- D. Parallel curb lines shall be at the same elevation on each side of the street at the same station except for intersections and approved super-elevated sections.
- E. One-half inch expansion joints or pre-molded bituminous expansion joint material shall be provided at all structures and radius points and at intervals not to exceed 500 feet in the remainder of the curb and gutter. Provide construction joints at intervals not to exceed twenty (20) feet.
- F. Cracks in the concrete are permissible provided that there is no vertical displacement, or that any horizontal displacement shall not exceed one eighth (1/8) of an inch.
- G. Graded aggregate base shall be placed under the curb and gutter or the area where curb and gutter is to be placed must pass a proof roll inspection for all roadways that are to be City accepted.

2.07. Intersections

- A. Street intersections shall be as nearly at right angles as possible, but in no case shall a street intersection be at an angle of less than seventy (70) degrees. The one hundred ten (110) degree angle of the intersection should be directed towards the approach with the highest volume of traffic.
- B. Interior street jogs or intersections shall have centerline offsets of a minimum of one hundred twenty-five (125) feet. Exterior street jogs or intersections shall have centerline offsets of a minimum of two hundred fifty (250) feet.

- C. Islands at intersections shall meet sight distance requirements established by AASHTO and the Georgia D.O.T., and the developer shall submit a maintenance agreement satisfactory to meet the City Attorney's approval. Anything extending more than three (3) feet above the top of the curb within the right-of-way of the intersecting streets shall require approval by the City Engineer.
- D. A utility easement shall be provided at all street intersections. This easement shall form a triangle with two, twenty-foot legs of the triangle leading away from the street right-of-way intersection. This easement miter shall be graded a minimum of thirteen (13) feet back from the intersecting right-of-way lines to provide for utility line placement (25 feet for overhead utilities).

2.08. Cul-de-sacs

- A. All permanent dead-end streets shall be constructed as cul-de-sacs with a turn-around provided at the closed end. Cul-de-sacs shall be constructed according to their street level classification.
- B. Residential cul-de-sacs shall have a right-of-way radius of at least fifty (50) feet, and a pavement radius of at least forty (40) feet, as measured to the back of the curb. See Standard Detail 205 "Cul-de-sac Details."
- C. Non-residential cul-de-sacs shall have a right-of-way radius of at least seventy-five (75) feet, and a pavement radius of at least sixty (60) feet, as measured to the back of the curb. See Standard Detail 205 "Cul-de-sac Details."
- D. If a street is planned to be terminated as a cul-de-sac the subdivider may not utilize a vacant lot to extend the street to an adjacent property without proper notification of affected property owners. Such a change in the construction plans shall be considered a variance and must be submitted to the City of Ball Ground Executive Committee for review and approval.
- E. In the event that a cul-de-sac is used to terminate a street which abuts an adjacent property that has no other access but to use the street and cul-de-sac as his only access than the developer shall cross hatch the cul-de-sac and place a reversion clause on the final plat notifying all who will purchase a home/lot in the development that in the future the cul-de-sac may be removed allowing for access to the development of the rear property.
- F. All cul-de-sacs are required to have a decorative center island comprised of landscape, hardscape, usable amenities, art or similar elements. Appropriate designs shall provide reduced impervious surfaces, aesthetic and/or usable amenities and maintain adequate access for large vehicles such as fire trucks.

2.09. Private Streets

- A. Private streets shall be permitted only in the General Agricultural (AG) and Traditional Neighborhood Development Districts (TND). All private streets shall require the approval of the Planning Department and the City Engineer, and shall be built to City pavement specification standards. A homeowner's association document requiring the subdivision property owners to maintain all private streets shall be recorded with and denoted on the final plat. Also, on the final plat it should be denoted that this is a private subdivision and not maintained by the City. If requested by the homeowners, the streets may become City accepted only if they are brought up to the existing City Requirements.
- B. All non-standard traffic control devices constructed of materials other than those provided by the City shall be the responsibility of the developer and the homeowners association and for the perpetual maintenance of these devices. All nonstandard traffic control devices shall provide "break-away" features and/or other appropriate safety measures prior to installation. The number, type and location of all traffic control devices shall be approved by the City Engineer.

2.10. Development Entrances, Residential

- A. Access to every subdivision shall be provided over a public street. Existing subdivisions with private streets can be continued without additional access to a public street, subject to Section 2.10 (B) below.
- B. All subdivisions resulting in the creation of one hundred and fifty (150) or more lots shall be provided with a minimum of two entrances. Where the property configuration prohibits or makes impractical the installation of two public access entrances, an alternative access may be approved or this provision may be waived by the City Engineer for existing zoned property only. All property applying for rezoning that have less than the required number of entrances must receive approval from the Ball Ground City Council.
- C. In the event an alternative second entrance is required, said entrance must be at least twenty (20) feet wide with a twenty (20) foot wide access easement and be constructed of an all-weather surface. All alternative secondary access entrances and construction materials must be pre-approved by the City Engineer and the Cherokee County Fire Marshal.
- D. All proposed subdivision developments (residential, non-residential, and non-residential single lot developments) where a new entrance is provided from an existing City road, shall construct deceleration lanes subject to the following requirements, and Standard Detail 206 "Subdivision Entrance Intersection."
- E. Any residential subdivision accessed by a City road shall conform to Standard Detail 206 "Subdivision Entrance Intersection."
- F. All non-residential subdivisions will install a full deceleration lane, offset radii and tapers.

- G. Access onto a state road shall meet existing Georgia D.O.T. requirements. Before the plans can be approved, a copy of the Georgia D.O.T. permit or D.O.T. Letter of Intent shall be submitted to the City Engineer stating that a curb cut will be granted as long as the applicant meets all D.O.T. standards. The submitted construction plans must indicate by a note on the preliminary plat that the plans have been approved subject to all modifications or requirements placed upon the development by the Georgia D.O.T.
- H. Deceleration lane and taper length shall be based on the main roadway posted speed limit as follows. The City Engineer may require residential subdivisions exceeding two hundred (200) or at his discretion below two hundred (200) lots to install longer deceleration lanes and/or a center turn lane. If the City Engineer determines that the entrance onto a City roadway could result in a safety problem then the City may require the Developer to present a traffic study to address any safety concerns.

Main Road Speed Limit	Deceleration Lane Length	Transition Taper Length
55 mph	200'	50'
50 mph	150'	40'
45 mph	110'	35'
40 mph	90'	30'
35 mph or less	50'	25'

- I. The minimum pavement width of a deceleration lane shall be twelve (12) feet, and the minimum turning radius shall conform with Standard Detail 206. The minimum pavement design for on the proposed street shall be 6"/2"/1 ½" or match the existing pavement specification, whichever is greater.
- J. Additional street right-of-way necessary for deceleration lanes shall be dedicated as needed, and as illustrated in Standard Detail 206 "Subdivision Entrance Intersection."
- K. The cross slope of any deceleration lane shall follow the crown or super elevation of the existing street.
- L. In cases involving rock cuts, deep fills or cuts, proximity to a floodplain, or other constraints to construction, the requirements for pavement widening for a full deceleration lane may be waived by the City Engineer.

- M. Vertical faced curb and gutter is required through the radius, excluding the tapers.
- N. The developer shall be responsible for the costs of any utility relocation or catch basins that must be constructed.

2.11. Development Entrances, Non-Residential

- A. All driveways providing access to the street shall be designed as illustrated in Standard Detail 210 “Non-Residential Driveways” and Standard Detail 211 “Non-Residential Driveway Landing Requirements on Existing Streets.”

2.12. Temporary Turn-Arounds

- A. Stub-out streets shall not be allowed, except at unit lines. A temporary turn-around is required when the street length exceeds the minimum width of one lot permitted under the applicable zoning district.
- B. A temporary turn-around shall be maintained for a period not to exceed twenty-four (24) months. All such turn-arounds shall, at a minimum, be constructed with six (6) inches of graded aggregate base, and have a minimum driving radius of thirty (30) feet.
- C. A. Where temporary turn-arounds are permitted, the City Engineer may require a performance guarantee for completion of a cul-de-sac. The Planning and Zoning Department or City Engineer may also require that the final plat record sufficient right-of-way to construct a permanent cul-de-sac. Such right-of way will revert to typical street right-of-way when the street is extended.

2.13. Street Names

- A. Street names shall require the approval of the Planning and Zoning Department. Streets that are obviously in alignment with streets within the same subdivision development shall be given the same name. The names of new streets shall not duplicate or closely approximate those of existing streets in The City of Ball Ground, or Cherokee County, with a 30107 Ball Ground address

2.14. Street Tree Requirements

- A. All new developments are required to provide street tree plantings.
- B. Trees must be planted along each side of all internal streets and along any adjoining public right-of-way adjacent to the development.
- C. Effort shall be made to plant required street trees within the public right-of-way or on commonly owned property such as that under the control of a homeowner’s association. Required plantings shall only be allowed on a private lot when other options are unavailable.
- D. One tree planting is required for every 150’ linear feet of street frontage.

- E. Plantings must be staggered when the development includes both sides of the street.
- F. All street trees are to be a minimum of 4" caliper DBH.
- G. Tree species must be selected from the City's list of approved species.

2.15. Traffic Control Devices

- A. All required street name signs, traffic control signs and other traffic control devices shall be installed by The City of Ball Ground at the developer's expense, except within private developments.
- B. The design and placement of all traffic control devices shall meet the requirements of the Manual on Uniform Traffic Control Devices. The design professional shall show the placement of all required street markers.
- C. All non-standard traffic control devices constructed of materials other than those provided by the City shall be the responsibility of the developer and the homeowners association and for the perpetual maintenance of these devices. All nonstandard traffic control devices shall provide "break-away" features and/or other appropriate safety measures prior to installation. The number, type and location of all traffic control devices shall be approved by the City Engineer.

2.16. Sidewalks

- A. New residential subdivisions, in all zoning districts, are required to provide concrete sidewalks along all streets.
- B. Sidewalks are required to be placed on only one side of the roadway for zoning categories with densities of one unit per acre or less
- C. Sidewalks are required to be placed on both sides of the roadway for zoning categories with densities of greater than one unit per acre
- D. All sidewalks must follow a logical design. Sidewalk locations may be varied at the discretion of the City Engineer with prior approval.
- E. For all streets without curb, all sidewalk design and locations shall be approved by the City Engineer.
- F. Sidewalks shall be located on the east or north sides of streets, as established at the subdivision entrance.
- G. Sidewalks shall be constructed per Standard Sidewalk Detail #215, and shall be a minimum of 5 feet in width.

- H. Developments adjacent to the following City streets must provide a minimum 6-foot-wide sidewalk: A.W. Roberts Dr./Gilmer Ferry Rd. from Ball Ground Hwy./Hwy. 5 to Roberts Lake Rd.; Valley St.; Old Canton Rd. from Commerce Ln. to Ball Ground Elementary School; Old Dawsonville Rd. from Roy Haynes Dr. to Gilmer Ferry Rd.; Howell Bridge Rd. from Ball Ground Hwy./Hwy. 5 to Valley St.; and Ball Ground Hwy./Hwy. 5 from Commerce Ln. to Howell Bridge Rd.
- I. Sidewalks shall be placed in the right-of-way and run parallel to the street. They shall be centered five (5) feet from the back of the curb.
- J. Where the construction of a sidewalk fully within the public right-of-way is prevented due to topography, utilities, or similar, the sidewalk may be constructed outside the public right-of-way, but only within a public access easement.
- K. No certificate of occupancy will be granted for any specific lot that the installation of sidewalks is required until they are constructed.
- L. All sidewalks shall be constructed in compliance with all handicapped and American National Standards Institute (ANSI) requirements.
- M. The concrete shall be a minimum of four (4) inches thick and shall have a minimum compressive strength of 3,000 PSI at 28 days.
- N. Sidewalks shall be backfilled and stabilized by grass.
- O. Handicapped access ramps shall be provided at all street intersections and curb cuts.
- P. Amenity areas must be accessible by sidewalks from the nearest sidewalk in the subdivision.
- Q. When a subdivision project abuts a public right-of-way, sidewalks shall be required for a length equal to the length of the property that borders the right-of-way. Sidewalks will be constructed on both sides of the road (if development abuts both sides of the road) when the road is classified as an arterial, major collector or minor collector roadway.
- R. In areas where sidewalk on the existing public right-of-way serves little or no purpose, or construction is not feasible due to topography, tree loss or other reasons, the developer may request to pay into the City of Ball Ground sidewalk fund for sidewalks to be constructed in other areas of the City. The payment will be determined by a formula approved from time to time by Mayor and Council. This shall be at the discretion of the City of Ball Ground, not the developer.

2.17. Lots and Blocks

- A. Each lot, with the exception of those on private streets or in Traditional Neighborhood Developments (TND), shall front upon a dedicated public street having a right-of-way of not less than fifty (50) feet.
- B. Side lot lines shall, as much as is practical, be at right angles with straight right-of-way lines or radial to curved right-of-way lines and cul-de-sacs.
 - 1) The front façade of new homes shall be parallel with the street right-of-way, to the greatest extent possible
- C. Commercial uses on corner lots which have frontage on interior residential subdivision streets shall have access only from the higher-level street.
- D. Any lot which will be served by a septic tank shall be approved by the Health Department.
- E. The length, width and shape of blocks shall be appropriate for the environment and the type of development proposed.

2.18. Utilities

A. General

- 1) The design and construction specifications for all public water and sanitary sewer facilities shall conform to the specifications of the City of Ball Ground Water and Sewer Department or applicable Water and Sewer Department.
- 2) Compaction test on all longitudinal pipe running within a roadway section shall be taken at intervals of one per two hundred fifty (1/250) linear feet or one (1) per day, whichever is greater. Compaction tests on cross drain pipes shall be taken at an interval of one per line or one (1) per day, whichever is greater. The City Manager or designee has the authority to request additional compaction tests as deemed necessary. Compaction backfill shall be placed in uniform eight (8) inch layers compacted to ninety-five (95) percent of maximum dry density per standard proctor test. Additional layers of backfill shall not be placed on any material that has failed a compaction test meeting these standards. Compaction test results shall be reported to the City Manager or designee per Section 2.04: Construction Testing.
- 3) All utility crossings within the street right-of-way shall be installed and the ditches backfilled and thoroughly compacted before any pavement or base is installed. Compaction testing may be required by the City at the utility company's expense. Underground utilities shall be installed completely and proof rolled throughout the length of the street. Service connections for sanitary sewer and water shall be extended to the right-of-way line. Any pavement cuts to an existing street shall be repaired as specified in Standard Detail 212 "City Road Street Cut Repair or Standard Detail 213 "State Road Street Cut Repair."
- 4) Utility locations within a street right-of-way shall correspond to Standard Detail 208 "Utility Placement Detail." On streets constructed without curb and gutter, the utility depths may be

increased by a minimum of one (1) foot to allow the City Public Works Department to realign the ditches without damaging the utilities. The developer is encouraged to coordinate with the City of Ball Ground Utility Coordinating Committee.

- 5) The following construction sequence is recommended in order to assure a safe working environment and to protect utilities from damage during the construction process. As each utility finishes construction, the developer should notify the next company to maintain the construction timetable and reduce erosion of the graded shoulders.
 - a) Clearing and Stumping
 - b) Grading
 - c) Sanitary Sewer to the right-of-way
 - d) Storm Sewer
 - e) Curb and Gutter
 - f) Utility Crossings (boring preferred)
 - g) Water
 - h) Subgrade
 - i) Base and Paving
 - j) Electric
 - k) Gas
 - l) Telephone
 - m) Cable TV
 - n) Sidewalk
 - o) Grassing Shoulders
- 6) The standard color codes adopted by the American Public Works Association and the Georgia Utilities Coordinating Committee shall be utilized for any necessary marking of underground utility lines. The color scheme is as follows:
 - a) Red - Electric
 - b) Yellow - Gas/Oil
 - c) Orange - Communications/Cable TV
 - d) Blue - Water
 - e) Green - Sewer
 - f) White - Proposed Excavation
- 7) Utilities and contractors shall comply with O.C.G.A. 9 (25). The Utility Protection Center of Georgia shall be called as needed at least seventy-two (72) hours prior to earth disturbing activities involving machinery. The UPC number is 1-800-2827411; in metro Atlanta, 623-4344.
- 8) All utility manholes and valve boxes shall be brought to the finished grade within the roadway section. Manhole covers and splice boxes placed within the sidewalk zone shall be constructed so as to be flush mounted with the finished sidewalk.
- 9) All manholes and junction boxes shall have concrete inverts.
- 10) Utility poles and transformers shall be located as near as possible to the lot frontage line. Wherever practical, utility poles or transformers shall not be located on the same lot corner as water service.

- 11) Utility companies may utilize a joint trench for utility installation. If a joint trench is used, its depth shall be that of the utility in the trench required to place its lines at the greatest depth.
- 12) The City of Ball Ground Government is authorized to require a performance guarantee from any private utility that is not governed by the public service commission. Such performance guarantee shall be separate from any guarantee provided by the developer.
- 13) All privately owned utilities or equipment, with the exception residential mailboxes, shall be allowed in the City right-of way only with a permit issued by The City of Ball Ground with the exception of mailboxes constructed a brick or masonry are prohibited. Any such utility located in the City right-of-way shall be equipped with a tracing or locating mechanism. Irrigation sprinklers are not typically allowed in the right-of- way. However, a permit is required for the installation of irrigation within the City right-of-way. The applicant must submit a site plan indicating the locations of the irrigation systems along with a liability waiver from the appropriate entity (i.e., Homeowners Association, owner, declarant) in the event that the City at some time in the future may damage, destroy or remove the system during a City road widening project. The applicant may submit their plans with the engineering plans for the project or with their request for a sign permit.
- 14) The responsibility for the location of any utility placed within a City right-of-way under a City of Ball Ground permit rests solely with the owner of the utility. Any repairs required by un-permitted utilities or privately-owned equipment, including sprinklers, shall be the responsibility of the damaged utility owner or owner of such privately owned equipment.
- 15) The integrity of the established roadway shoulder elevations shall not be compromised by the placement of driveways or other appurtenances.
- 16) If any in place soil and erosion control measures are damaged by the utility company, the City shall issue a stop work order until they are repaired or replaced.

B. Sanitary Sewer

- 1) The developer shall be responsible for installing adequate public sanitary sewer facilities to serve all existing and proposed buildings in the subdivision.
- 2) Any residential dwelling, commercial establishment or industrial establishment shall be connected to public sewer when sewer lines are available for Connection. Connection shall be at the cost of the property owner and in accordance with the policies and procedures of the City of Ball Ground Water and Sewer Department or applicable Water and Sewer Department.
- 3) Where public sanitary sewer systems are not available, on-site sewage disposal systems may be installed, subject to Approval by the Cherokee County Health Department and provided that the lots conform to all requirements of The City of Ball Ground Zoning Ordinance.

C. Water

- 1) The developer shall be responsible for installing adequate water supply and distribution system to serve all existing and proposed buildings in the subdivision.

- 2) All public water facilities shall be installed subject to the policies and procedures of the City of Ball Ground Water and Sewer Department or applicable Water and Sewer Department.
- 3) Where public water is not available the developer or builder shall provide, at his expense, wells to supply water for domestic use. These wells shall be subject to approval of the City of Health Department.
- 4) The City of Ball Ground Water and Sewer Department and the Cherokee County Fire Marshal's Office have determined the following requirements regarding placement of fire hydrants in all new developments:
 - a) A fire hydrant shall be located a minimum of two hundred (200) feet internally to a residential development entrance.
 - b) Fire hydrants shall be located at all street intersections located internally to the development.
 - c) Fire hydrants shall be located every one thousand (1,000) feet on all City roads (improved existing roads or proposed City roads).
 - d) Proposed non-residential/commercial structures may have an extension of permitted hose lay distance from the required three hundred (300) feet to five hundred (500) feet provided the structure is sprinkled with a NFPA 13, 13R, or 13D system.
 - e) This outline is intended for informational purposes only. For current/detailed requirements, please contact the Cherokee County Fire Marshal's Office.
- 5) All new multi-family buildings (e.g., apartments, town homes, condominiums) shall be built with individual water utility owned meters on each unit or sub-unit meters owned and managed by the property owner with a utility owned master meter that bills for water service based on volume of use. The billing for water use can be accomplished by the water provider or by a private, third party, such as the development owner.

2.19. Dedication and Reservation

A. Streets

- 1) Right-of-ways for all proposed and existing public streets shall be dedicated to The City of Ball Ground as stipulated in the provisions of this Ordinance.
- 2) No landscape irrigation systems will be authorized for installation in a dedicated street right-of-way without a permit from the City of Ball Ground Engineering Department. A permit is required for the installation of irrigation within the City right-of-way. The applicant must submit a site plan indicating the locations of the irrigation systems along with a liability waiver from the appropriate entity (i.e., Homeowners Association, owner, declarant) in the event that the City at some time in the future may damage, destroy or remove the system during a City road widening project. The applicant may submit their plans with the engineering plans for the project or with their request for a sign permit.

B. Utilities

- 1) Permanent sanitary sewer easements of a width of four (4) times the pipe's vertical depth, shall be provided for all pipes except for reinforced concrete pipe (RCP) and ductile iron pipe (DIP). For RCP and DIP at depths from 0 - 5 feet, the easement width shall be ten (10) feet. For RCP and DIP at depths of five (5) feet or greater, the easement shall be twenty (20) feet in width.
- 2) When aerial utilities are placed in any development, a twelve (12) foot easement shall be provided beyond the edge of the street right-of-way for tree clearing and the installation of necessary support guys with anchors. This easement will be shown on the final plat and provided to any public utility installing aerial facilities in the development.

C. Storm Drainage

- 1) Drainage easements shall be twenty (20) feet wide for open channels, and easements shall be provided for all pipes, except for reinforced concrete pipe (RCP), a width of four (4) times the pipe's vertical depth. For RCP at depths from 0 - 5 feet, the easement width is ten (10) feet. For RCP at depths of five (5) feet or greater, the easement shall be twenty (20) feet in Width.
- 2) Drainage easements shall be provided where a subdivision is traversed by a watercourse, drainageway, natural stream or channel. They shall conform substantially to the limits of such watercourse plus any additional width as is necessary to accommodate future construction.
- 3) Drainage easements off the street right-of-way shall be clearly defined on the final plat and the plat of the individual property owner. The City of Ball Ground will not maintain drainage easements outside of the street right-of-way.
- 4) The City of Ball Ground maintains the right, but not the obligation to access drainage easements for emergency purposes as deemed necessary by the City Engineer. The following statement shall appear on all final plats: "The City of Ball Ground maintains the right to access drainage easements for emergency purposes as deemed necessary by the City Engineer."
- 5) Drainage and sanitary sewer easements may be combined when both are piped, but must be a minimum of twenty-five (25) feet if it is a concrete pipe with ten (10) foot spacing, or thirty (30) feet if it is a metal pipe.
- 6) It is the policy of The City of Ball Ground that drainage easements are dedicated to the public use are not accepted by The City of Ball Ground for City maintenance and are not considered City property. Therefore, it is The City of Ball Ground Policy that no City forces or equipment shall be used to perform construction to any drainage easement within The City of Ball Ground, unless said easement lies within The City of Ball Ground right-of way and/or said work is necessary to protect City right-of-way.

2.20. Construction Schedule

- A. No construction activity of any kind, including grading, installation of improvements shall begin on any land within the jurisdiction of these regulations without prior approval of the construction plans.
- B. Grading or land disturbing activities may commence only after a Land Disturbance Permit has been issued.
- C. Utility installation shall not occur until the City Manager or designee has approved the rough grade of the street and shoulder.
- D. Periodic inspection during the installation of the required improvements in a development may be made by the City Manager or designee to insure conformity with the approved plans and specifications. Such inspections will be made at the following stages of construction:
 - 1) At the completion of clearing and stump removal.
 - 2) Beginning of grading operation to insure proper compaction.
 - 3) During the installation of storm sewer cross drains.
 - 4) During the construction of curb and gutter, lateral storm drains, and storm drainage structures.
 - 5) Beginning of subgrade preparation and after subgrade preparation.
 - 6) Beginning of base installation and at the completion of base installation.
 - 7) Beginning of asphalt installation.
 - 8) At the completion of all grading and stabilization of shoulders through the following methods:
 - a) hydroseeding
 - b) wheat straw at 75 percent minimum coverage
 - c) wood mulch at a minimum of six (6') inches thick
 - d) sod
 - 9) During the life of the project for proper erosion and sedimentation control.
- E. The developer shall notify the City Manager or designee when each phase of the installation is completed and ready for inspection. Upon completion of steps 1-9 the City shall approve and sign the final plat for recording.
- F. No lot or parcel of land shall be sold or transferred or a building permit issued until the final plat, of which said lot or parcel is a part, has been approved and recorded. The developer may complete the required improvements or provide a performance guarantee prior to the recording of the final plat as allowed in Section 3.05 of the Development Ordinance.
- G. Within each phase of subdivision development, no building may be occupied for dwelling or other purposes, nor shall a Certificate of Occupancy be issued, until all streets and required utility installations have been completed to the satisfaction of the City Manager or designee.

2.21. Model Home Construction

- A. The building official, after the issuance of a land disturbance permit but prior to final plat approval, shall authorize the construction of not more than three (3) units per 100 lots/units to be used as model units in a subdivision. If the Subdivision has less than 100 lots/units then 3 units will be allowed as model units. If the subdivision has more than 100 lots/units, the ratio of one unit per 33 homes with a maximum of 6 units per subdivision will be allowed as model units. Said units shall not be authorized for occupancy until final plat approval has been given and the final plat has been recorded.
- B. In the case of a large master-planned community containing more than one subdivision, the developer shall, prior to zoning, meet with the engineering staff to determine the maximum amount of model units permitted.
- C. Prior to the issuance of a model home permit the applicant must provide evidence of appropriate fire protection to include adequate hose lay distance from an active fire hydrant as well as an all-weather access surface acceptable to the Cherokee County Fire Marshal.

2.22. Lighting

A. General Requirements

- 1) All new developments are required to provide street and/or parking area lighting through the entirety of each development
- 2) All new developments are required to provide street lighting along all public rights-of-way that the development abuts. A development is only required to provide lighting on the adjoining side or sides of the right-of-way and for the entirety of the development's frontage
- 3) Lamp posts shall be placed in appropriate locations to light streets and sidewalks but avoid conflicts with street trees and future tree growth
- 4) All new construction, including commercial, residential and industrial developments, that intend to provide exterior lighting through the placement of free-standing lamp posts, building mounted fixtures and similar, requires an approved lighting plan.

B. Mail Kiosks

- 1) All mail kiosks and any accompanying structures shall be designed and located in a manner that provides ample light for the safe and efficient use by all users
- 2) Mail kiosks shall be located within 20 feet of an existing free-standing light, such as a street light or parking lot light.
 - a) If location within this proximity to an existing freestanding light is unattainable, a new free-standing light shall be provided to illuminate the mail kiosk in a safe manner

- i. Or, the mail kiosk shall be outfitted with appropriate lighting designed to illuminate the usable area of the kiosk.
- 3) If a mail kiosk is covered by a canopy or similar construction, lighting must be provided on the underside of the structure to provide for internal illumination

Section 3.0 RESIDENTIAL AND NON-RESIDENTIAL SUBDIVISION APPROVAL PROCESS

3.01. General Procedures

- A. When any subdivision for residential or non-residential land is proposed, and before any permits for development of the subdivision are granted, the developer or his authorized agent shall apply for and secure approval of the proposed development in accordance with the following procedure.
- B. All fees for both residential and non-residential developments subdivision approval shall be determined by resolution of the Ball Ground City Council.
- C. Residential and non-residential single lot developments shall meet the requirements contained in Section 6 of the Development Ordinance.
- D. It shall be a condition of the Development Regulations of City of Ball Ground that any person seeking a land disturbance permit shall be required to have completed a class and received certification per Section 3.02-A-1-d.
- E. Traffic studies shall be required for all non-residential single lot developments having a total floor space of 25,000 sq. ft. or more. Such studies will, at a minimum, address the level of traffic generated by the proposed development and its distribution on the existing road network; the need for deceleration lanes, left turn lanes, other additional lanes and traffic signals on all existing and proposed roadways.

3.02. Construction Plans

- A. General
 - 1) At the time of construction plan submittal, the following must be presented in order for the City to accept the plans:
 - a) The centerline of the development entrance shall be located by nail and cap at the centerline or edge of pavement of the roadway that the development will access. Said nail and cap location shall be indicated on the submitted construction plans along with the date that the nail and cap were placed.
 - b) A copy of the NPDES Notice Of Intent (NOI) ensuring compliance with that state permit and a copy of either the certification indicating the developers' completion of a NPDES class thereby permitting him/her to monitor his/her own site or a copy of a contract from a professional engineer currently registered on the State of Georgia stating that he/she been hired to monitor the development.

- c) A letter of approval from the Environmental Health Department must be submitted with the construction plans to address developments containing septic tank systems.
- d) A copy of a certificate indicating the completion of one of the following:
 - ii. The Cherokee County or Cobb County soil erosion class.
 - iii. The University of Georgia Erosion Control Course.
 - iv. NPDES Certification, or
 - v. The Georgia Department of Transportation Work Site Erosion Control Supervisor Course.
- e) A copy of the developer's contract or a letter of commitment from a professional geo-technical engineer currently registered in the State of Georgia.
- f) If a clearing and stumping permit only is being requested, the applicant shall submit the erosion and sedimentation control plan as well as the tree save plan.

B. STEP 1. Plan Submittal

- 1) Four (4) complete sets of construction plans shall be submitted. All plans submitted must be complete. Failure to submit complete plans shall result in a delay of the reviewing process.
- 2) The applicant is responsible for submitting all structural drawings and or architectural building plans (for all non-residential projects) to the Building Inspections Department prior to any building permits being issued.
- 3) The applicant is responsible for submitting a set of plans to the Cherokee County Water and Sewerage Authority if applicable.
- 4) The applicant is responsible for uploading plans via the Cherokee County Fire Marshal's Portal for Fire Marshal review.

C. STEP 2. Plan Routing

- 1) The Development Coordinator shall coordinate routing of development plans to all agencies stated herein:
 - a) Engineering Department
 - b) Addressing Services
 - c) Building Inspections Department
 - d) Planning and Zoning Department
 - e) City of Ball Ground Water & Sewer Department
 - f) City of Ball Ground Police Department
 - g) Any applicable Reviewing Panel for Overlay Districts

D. STEP 3. Review by Departments

- 1) The Development Coordinator shall oversee communication with review agencies during the two (2) week review period regarding review comments prior to a Technical Review meeting.

E. STEP 4. Technical Review

- 1) The Development Coordinator shall coordinate scheduling and presentation of information for the Technical Review meeting.
- 2) A request for re-submittal will be approved upon the developer or developers' engineer notifying the City Development Coordinator of his/her intention to resubmit construction plans for review and approval at least 48 hours prior to the next technical review meeting.

F. STEP 5. Development Control Pre-Construction Conference

- 1) Prior to beginning any work on a new development, the following items shall be completed prior to the developer requesting a pre-construction conference with the appropriate City Officials:
- 2) Advance warning signs with speed reduction advisory plates shall be placed on connecting thoroughfares at 1000' and 500' points on either side of the intersection. The signing shall be reviewed and approved by the City Manager or designee.
- 3) All buffers (state, City and those required by zoning) shall be protected with orange tree save fencing material prior to clearing and must be reviewed and approved by the City Manager or designee.
- 4) If the developer calls for a pre-construction conference and the items outlined above are not completed than the City Official will not grant a Land Disturbance Permit.
- 5) Once all items outlined above have been inspected and approved by the appropriate City Official and the land disturbance City fee has been paid, then the developer will receive a Land Disturbance Permit.
- 6) For the calculation of City permit fees, contact the City of Ball Ground Development Coordinator or Finance Department.
- 7) All permits shall be posted in a visible place so that they will be legible from the roadway providing frontage.

G. STEP 6. Revisions to Construction Plans after Permit Approval

- 1) Any revisions or changes made to construction plans as a result of changes made out in the field are required to be documented under the following criteria:
- 2) Revised Construction Plans (Major)
 - a) All major changes require the construction plans to be re-submitted in accordance with SECTION 3.02-B- STEP1 - PLAN SUBMITTAL of the City of Ball Ground Development Ordinance prior to any construction changes made in the field.
 - b) The following are definitions of what constitutes a major change:

- i. Any increase in the number of lots.
 - ii. Any revision to an approved detention pond.
 - iii. Any shifting of storm drainage pipes resulting in an increase of drainage basin by 10% or more.
 - iv. Any revision to a road grade that has been approved at 6% or greater that result in an increase in road grade or in a reduction in road grades of 4% or more.
 - v. Any revision to a road layout resulting in an increase of road length by 10% or more.
 - vi. Any renumbering of lot numbers, blocks, pods, etc.
 - vii. Any renaming of streets.
- 3) Revised Construction Plans (Minor)
- a) The following procedures must be followed for a minor change to be accepted at the time of final plat submittal.
 - i. The change must be minor.
 - ii. The City Manager or designee must review in the field and communicated his findings with the City Engineer.
 - iii. The Engineer of record must contact the City Engineer.
 - iv. The Engineer of record must follow-up with a letter indicating the revision or a plan as needed.
 - v. The final plat is to be submitted with the revision attached as documentation.
 - b) The following are definitions of what constitutes a minor change:
 - i. Any decrease in the number of lots.
 - ii. Any shifting of storm drainage pipes resulting in less than a 10% increase of drainage basin.
 - iii. Any revision to an approved road grade that results in a change not exceeding 4% reduction.
 - iv. Any revision to a road layout resulting in a decrease in road length.
 - v. Shifting of lot lines within a phase with no increase in the total number of approved lots.
 - vi. Buffer revisions or variances that have been approved in compliance with City regulations.
 - vii. Any extension of pipes for aesthetic purposes.
 - viii. The division of an approved single-phase development into one or more phases.

H. Specifications for Construction Documents to be Submitted, Residential

- 1) The construction plans shall include, at a minimum, the following items:
 - a) A cover sheet with sheet sizes of either 24" x 36" or 30" x 42".
 - b) The scale shall be no smaller than 1" equals 100', except for the overall project site plan, which may be done at a scale of 1" equals 200'.
- 2) General Plan Requirements
 - a) Subdivision name.
 - b) Name, address and phone number of the property owner(s) and developer.

- c) Name, address and phone number of the design firm.
 - d) Submittal date and date of most recent revisions.
 - e) Graphic scale.
 - f) Vicinity map, with owner names and zoning shown for abutting properties.
 - g) North arrow.
 - h) Location and mean sea level elevation of the benchmark.
 - i) Land lot, section and district.
 - j) Exact boundary lines of the tract indicated by a heavy line giving lengths and bearings.
 - k) Ground elevations of the tract determined from field surveys or aerial photographs. The basis for the topographic information shall be shown. Contours shall be drawn at intervals of two feet, and shall be mean sea level contours.
 - l) Natural features within the proposed subdivision, including drainage channels, bodies of water, and other significant features.
 - m) Location of the 100-year flood plain, or a statement that no part of the property lies within the 100-year flood plain.
 - n) All existing City roads which abut the property, showing right-of-way and pavement widths.
 - o) Existing easements, County or City lines, utility lines, bridges, street culverts and similar features.
 - p) Proposed street layout.
 - q) Proposed lot layout, with approximate dimensions.
 - r) Proposed street names.
 - s) Unit lines, for subdivisions to be developed in units.
 - t) Lots numbered consecutively, disregarding phasing.
 - u) Total number of lots, total acreage and lots per acre.
 - v) Average lot size and minimum lot size.
 - w) Present zoning of the tract, and the zoning of abutting land.
 - x) Proposed use of the property.
 - y) Proposed zoning of the tract, if to be rezoned, and the corresponding minimum lot size.
 - z) Required setbacks for the proposed zoning.
 - aa) Front yard setback line for each lot.
 - bb) Indication of whether utilities will be located underground or overhead.
 - cc) Proposed type of water and sanitary sewer service.
 - dd) Any proposed easements.
 - ee) Appropriate state approved professional's stamp.
 - ff) For all lots that are adjacent to or affected by a tree save area, as indicated on the tree protection plan, a “↑” symbol shall be placed on each lot and a note indicating that the area adjacent to that lot shall be protected.
 - gg) All lots that contain wetlands within its boundaries shall be denoted with a “◊” symbol.
- 3) General Notes
- a) The following notes shall be on all construction plans submitted for approval:

- i. Approval of these plans does not constitute approval by City of Ball Ground of any Land Disturbing Activities within wetland areas. It is the responsibility of the property owner to contact the appropriate regulatory agency for approval of any wetland that is disturbed.
- ii. Approval of these plans does not constitute approval by City of Ball Ground of any Land Disturbing Activities that may impact any endangered species. It is the responsibility of the property owner to contact the appropriate regulatory agency for approval of any disturbance which may have this effect.
- iii. On-site disposal or bury pits are not permitted within City of Ball Ground for the disposal of inert waste.
- iv. All other notes or notations as may be required by the City of Ball Ground Engineering Department.

4) Roads and Streets

- a) Deceleration lanes at development entrances.
- b) The plan, profile and speed limit for the existing City road at the development entrance, demonstrating that the minimum horizontal and vertical stopping sight distances are satisfied.
- c) Profiles and typical sections for all proposed streets.
- d) Proposed street grades.
- e) Proposed lengths of all vertical curves.
- f) Vertical stopping sight distance at all proposed internal subdivision intersections.
- g) Street horizontal curve radii.
- h) All radii, curb setbacks and taper details.
- i) Typical construction details.
- j) Street sign locations.
- k) Intersection plans for intersections of City roads and proposed roads, showing topographic features, storm drainage, intersection geometry, existing and proposed contours at a one-foot (1') contour for local roads and a two-foot (2') contour for collector and arterial roads, spot elevations at a grid of twenty feet (20') to show sufficient drainage, traffic control devices and signs, pavement markings, typical paving sections and other pertinent details of a scale of one inch equals twenty feet (1"=20').
- l) Station Numbers at every one hundred (100) feet.

5) Storm Water Management

- a) Topographic layout of the development at two-foot contour intervals based on mean sea level datum with the storm drain layout.
- b) Location, size and length of the existing drainage structures with the drainage area.
- c) Description, by an appropriate state approved professional, demonstrating how the method of runoff control will not adversely affect downstream properties.
- d) Location, size, length and type of all proposed drainage structures.
- e) Drainage area to each inlet point of the drainage system.
- f) Ditch profiles.
- g) Ditch cross-sections at each point where there is a change in grade with velocity of the runoff.
- h) Hydrology study by a state approved professional, if detention ponds are required.

- i) Location and elevations of the 100-year flood plain, or a statement that no part of the property lies within the 100-year flood plain.
 - j) For lots upstream of culvert road crossings, a statement shall be provided that finished floor elevations shall be no less than one foot above the low point in the road. Proposed driveway culverts and sizes shall be indicated by a “●” symbol in the note column.
 - k) The location of the 100-year flood plain and a statement prohibiting house finished floor elevations lower than three (3) feet above the flood plain, or a statement that no part of the property lies within the 100-year flood plain.
 - l) A “*” symbol shall indicate all lots that are adjacent to a 100-year flood plain requiring an elevation certificate indicating that the finish floor elevation of the structure shall be a minimum of three (3) feet above the 100-year flood elevation. Said elevation certificate shall be submitted to the Building Inspections Department.
 - m) Profiles of storm drainage pipes.
 - n) All cross drainpipes shown on street profiles.
 - o) Water travel distance in street between catch basins.
 - p) Drainage at intersections, indicated by flow arrows on plan sheet.
 - q) The method and calculations used to size all storm drainage structures.
 - r) Easements for the drainage system or drainage easements off of the City right-of-way shall be clearly defined on the construction plans. The property owner will be required to keep the easement free from obstruction in such a way as to ensure the maximum designed flow at all times. The property owner shall not alter any drainage improvements without the prior written approval from the City of Ball Ground Engineering Department. No structure except driveways shall be constructed or erected in an easement without the prior written approval of the City of Ball Ground Engineering Department.
 - s) Dam breach zone is required if an existing or proposed pond or lake is part of the proposed development and if there are any lots located within the dam breach zone. All lots that are located within a dam breach zone shall be denoted with a “■” symbol. If there is an existing or proposed pond/lake, a geotechnical engineer must certify the integrity of the dam regardless of lot location. Certification that there is not a potential for a “Category 1” structure must be submitted as a part of the LDP review process. (NOTE: Dam breach analysis *is not required* for dry detention ponds unless otherwise specified in this ordinance).
 - t) Cul-de-sac grading detail for steep downhill cul-de-sacs.
 - u) Twenty-five-foot (25') Undisturbed State Water Buffer and fifty-foot (50') Undisturbed City of Ball Ground Stream Buffer.
- 6) Water and Sewer Layout
- a) All water and sewer information shall be provided as required in the City of Ball Ground Water and Sewer Department. Two copies of the as-built drawings shall also be submitted to the City of Ball Ground Engineering Department.
- 7) Additional Requirements
- a) The preliminary plat shall be submitted with the construction plans and shall contain all zoning conditions as well as setbacks and buffers mandated by the City of Ball Ground Zoning Ordinance.

- b) The soil erosion and sedimentation control plan shall be submitted with the construction plans.
- c) Construction plans shall indicate placement of sidewalks if required or otherwise provided.
- d) If the development will utilize on site wastewater disposal, the location of all wells on or within 100 feet of the property shall be indicated, or a statement provided certifying that there are no such wells.
- e) The names of all utility companies serving the development.
- f) Standard utility placement cross section detail.
- g) Additional utility easements.

I. Specifications for Construction Documents to be Submitted, Non-Residential

- 1) The construction plans shall include, at a minimum, the following items.
 - a) A cover sheet with sheet sizes of either 24" x 36" or 30" x 42".
 - b) The scale shall be no smaller than 1" equals 100', except for the overall project site plan, which may be done at a scale of 1" equals 200'.
- 2) General Requirements
 - a) Name of proposed business.
 - b) Name, address and phone number of the property owner(s) and developer, 24- hour phone number for contact.
 - c) Name, address and phone number of the design firm.
 - d) Submittal date and date of most recent revisions.
 - e) Graphic scale.
 - f) Vicinity map, with owner names and zoning shown for abutting properties.
 - g) North arrow.
 - h) Land lot, section and district.
 - i) Exact boundary lines of the tract indicated by a heavy line giving lengths and bearings.
 - j) Ground elevations of the tract determined from field surveys or aerial photographs. The basis for the topographic information shall be shown. Contours shall be drawn at intervals of two feet, and shall be mean sea level contours.
 - k) Proposed grading, if different than existing contours.
 - l) Location of the 100-year flood plain, or a statement that no part of the property lies within the 100-year flood plain.
 - m) All existing City roads which the property, showing right-of-way and pavement widths.
 - n) Existing easements, or City lines, utility lines, bridges, street culverts and similar features.
 - o) Present zoning of the tract, and the zoning of abutting land.
 - p) Proposed zoning, if different from the existing zoning.
 - q) A statement of the required setbacks for the proposed zoning.
 - r) The front, rear and side setback lines shown graphically.
 - s) Total acreage of the site.
 - t) State approved design professional's stamp and signature.
 - u) Deceleration lanes at development entrances.
 - v) Dimensions of turning radii.

- w) The plan, profile and speed limit for the existing City road at the development entrance, demonstrating that the minimum horizontal and stopping sight distances are satisfied.
- x) Future right-of-way, if additional right-of-way is required to bring an existing City road up to current standards.
- y) Detail for paving on right-of-way.
- z) Curb and gutter detail.
- aa) Details of temporary construction exits at all construction access points to City roads.
- bb) Location, size, length and type of all existing and proposed drainage structures.
- cc) Drainage area to each inlet point of the drainage system.
- dd) Hydrology study by a state approved professional, if detention ponds are required.
- ee) Proposed type of water and sanitary sewer service.
- ff) All water and sewer information required in the City of Ball Ground Water and Sewer Department or applicable Water and Sewer Department construction documents or the Health Department documents.
- gg) Location of nearest existing fire hydrant.
- hh) The soil erosion and sedimentation control plan shall be submitted with the commercial site plans
- ii) Proposed off-street parking facilities, including the dimensions of the parking lot, location of parking spaces, and maneuvering aisles.
- jj) The proposed finished floor elevations of all buildings.
- kk) A standard detail of a commercial driveway entering a street.
- ll) The location, height and size of any proposed signs.
- mm) Placement of sidewalks if required or otherwise provided.
- nn) Names of all utility companies, and indication of whether utilities will be located underground or overhead.
- oo) Any proposed easements.
- pp) Certification that a water flow test has been performed specifically for this project within the past twelve-month period of time.
- qq) All other notations as may be required by the City of Ball Ground Engineering Department.

3.03. As-Built Plans

A. Residential and Non-Residential

- 1) Two copies of the as-built plans as required by and submitted to the City of Ball Ground Water and Sewerage Department or applicable Water and Sewer Department for the subdivision.
- 2) All as-built plans shall be prepared by an appropriate state approved
- 3) Professional certifying a field run survey of as-built conditions.
- 4) Two copies of as-built plans that provide storm sewer plans, sanitary sewer plans and profiles and vertical grade data, including storm drainage and detention structure and basins.
- 5) Two copies of as-builts documenting that the actual tree protection plan areas at the end of construction are the same as the approved construction plans.
- 6) All as-built plans shall contain the following items:

- a) Location, size and type for all storm drains.
- b) A topographical map of all detention areas and a stage/storage table showing the volume of the pond.
- c) An as-built detail of all outlet control structures.
- d) All drainage easements that were shown on the approved construction plans including detention ponds.
- e) A twenty (20) foot access easement around all detention ponds.
- f) Show all 100-year storm upstream headwater elevations at all pipes and in detention ponds.
- g) The professional engineer of record currently registered in the State of Georgia shall certify with his seal and signature that the detention pond(s) provides the required storage and outflow rates as required by the approved construction plans and the approved hydrology study for the development. Any modifications to a storm water detention area shall require a revised hydrology study to be submitted.
- h) A signed sealed statement by a Professional Engineer, Registered Land Surveyor, or Registered Landscape Architect currently registered in the State of Georgia that the “as-built” condition of the storm drainage system will function as designed and engineered in the approved construction plans.

3.04. Final Plat

- A. At the time of final plat submittal, the as-built plans must be presented in order for the City to accept the plat.
- B. STEP 1. Plat Submittal
 - 1) Final Plats shall be submitted to the Development Coordinator. A code number will be assigned to assist in tracking plans during process.
 - 2) All plats submitted must be complete. Failure to submit complete plat shall result in a delay of the reviewing process. Please submit three (3) (with septic tanks) complete bond/blueline copies of the plat for review.
- C. STEP 2. Plat Routing
 - 1) The Development Coordinator shall coordinate routing of development plans to all agencies stated herein:
 - a) Building Inspections Department
 - b) Addressing Services
 - c) Engineering Department
 - d) Environmental Health (if necessary)
 - e) Fire Marshal’s Office
 - f) Planning and Zoning Department
 - g) City of Ball Ground Water & Sewer
 - h) City of Ball Ground Police Department

D. STEP 3. Review by Departments

- 1) The Development Coordinator shall oversee communication with review agencies during the two (2) week review period regarding review comments prior to Technical Review meeting.

E. STEP 4. Technical Review of Final Plats

- 1) The Development Coordinator shall coordinate scheduling and presentation of information for the Technical Review Meeting. The final plat and the as-builts shall be reviewed for conformance with the approved construction plans, the requirements of these regulations, and any special conditions or restrictions imposed by the Planning and Zoning Department or any other reviewing entity.
- 2) A request for re-submittal will be approved upon the developer or developers engineer notifying the City Development Coordinator of his intention to resubmit the final plat for review and approval at least 48 hours prior to the next technical review meeting.
- 3) Final approval shall be granted provided the final plat is substantially the same as the approved construction plans or approved revisions, fulfills all conditions specified by the Planning and Zoning Department or any other reviewing entity and contains all of the specifications set forth in Section 3.02-H: Specifications for Construction Documents to be Submitted, Residential.
- 4) The Development Coordinator shall be responsible for distributing final approval documentation to all designated agencies.
- 5) The Planning Department representative and/or the City Manager or designee may find the final plat in conflict with the approved construction plans or with these regulations, requiring the disapproval of the final plat. A statement of the reasons for disapproval shall be placed on all copies of the final plat. The original plat shall be returned to the subdivider. The final plat may be resubmitted for a new review for approval after the corrections noted by the Planning and Zoning Department and/or City Manager or designee is made.

F. Specifications for Final Plats to be Submitted

- 1) The final plat shall include, at a minimum, the following items.
 - a) The data required herein shall apply to the entire tract.
 - b) Sheet sizes shall be no larger than 36" x 24".
 - c) Character height shall be no less than 0.09 inches before reduction.
 - d) Minimum line width shall be no less than 0.01 inches before reduction.
 - e) Final plats with multiple pages shall contain a cover sheet.
- 2) General Requirements
 - a) Additional requirements for final plat approval may be found in: Appendix D: Final Plat Checklist

3.05. Approval and Recording of the Final Plat

A. General

- 1) Once the final plat has been approved and all required public improvements complete, with the exception of the final coat of paving or required tree planting, which require a performance guarantee to be posted, the final plat shall be signed by all responsible City departments and presented by the developer to the Clerk of the Superior Court of Cherokee County for recording.
- 2) Approval shall be so indicated on all copies of the final plat, and include the signatures of both the Planning and Zoning Department representative and City Engineer, and the date of approval.

B. STEP 1. Approval of Improvements for Final Plat Recording.

- 1) Upon the completion of paving, the Developer shall fax or e-mail the City Manager or designee requesting a final punch list. If the City Manager or designee has not completed the punch list within three (3) working days, the Developer shall post the maintenance guarantee amount, calculated in accordance with the City of Ball Ground Fee Schedule, as amended from time to time by the City Engineer.
- 2) If the City Manager or designee finds upon inspection that all improvements meet the requirements of City of Ball Ground, he shall provide written notice of acceptance to the developer. If a performance guarantee has been posted, the final plat shall be approved and released to the developer for approval.
- 3) If the City Manager or designee finds, upon inspection, that the improvements do not meet the requirements of City of Ball Ground, he/she shall provide the developer with written notice detailing the reasons for his/her rejection of the improvements.
- 4) The City Manager or designee shall re-inspect the project for compliance and release. If an additional re-inspection is necessary, then a charge of \$100.00 shall be levied. The fee for any re-inspections after that will be doubled each time a re-inspection takes place as a part of the final plat acceptance and recording procedure. All re-inspection fees shall be paid in full prior to the approval of a final plat (residential) or certificate of occupancy (non-residential).

C. STEP 2. Performance Guarantee

- 1) At the discretion of the City Manager or designee, a developer who wishes to submit a final plat and has not completed the required final coat of paving and/or required tree planting may submit a performance guarantee in the form of a bond, cash or assignment of certificate of deposit. The amount of such guarantee shall be set by the City Manager or designee.
- 2) The amount of the performance guarantee will be based upon 110% of the construction cost necessary to cover the installation of the final course of paving and/or required tree planting.

- 3) The Developer shall be required to keep the performance guarantee active until all work covered by the guarantee is completed.
 - a) If all work is not completed within one year of the posting of the performance guarantee, the amount of the performance guarantee will be reviewed by the City Manager or designee, to determine if the amount is still acceptable to cover the construction cost of the required improvement.
 - b) If the amount of the guarantee is found not to be sufficient to cover the construction cost of the required improvement, the Developer shall post a revised guarantee in the revised amount.
- 4) Bonds shall be issued by sureties licensed by and active with the Georgia Insurance and Fire Safety Commissioner and listed in Circular 570 (Federal Register Vol. 62, No. 126) among companies holding certificates of authority as acceptable sureties on Federal bonds and as acceptable reinsuring companies.
- 5) Assignments of certificates of deposit shall be issued by banks or savings and loan associations, as defined in O.C.G.A. § 7-1-4, licensed to do business in Georgia and shall be fully insured by the Federal Deposit Insurance Corporation.
- 6) All bonds and assignments of certificates of deposit shall be on the form supplied by the City and must be approved as to execution and as to the validity of any attached power of attorney by the City Attorney.

D. STEP 3. Maintenance Guarantee

- 1) The developer shall submit a maintenance guarantee, in the form of a bond, cash or assignment of certificate of deposit, to cover the cost of maintaining or repairing the constructed improvements for a fifteen (15) month period; beginning from the date that all improvements have been installed and approved by the City Manager or designee.
- 2) The Developer shall be required to keep the fifteen (15) month maintenance guarantee active until the improvements have been accepted as outlined in Section 3.05-B or the City will have no recourse but to call the bond, cash or assignment of certificate of deposit and make any improvements or repairs necessary for City acceptance.
- 3) If all maintenance repairs are not completed within the fifteen (15) month maintenance period, the amount of the maintenance guarantee will be reviewed by the City Manager or designee, to determine if the amount is still acceptable to cover the construction cost of the required repairs.
- 4) If the amount of the guarantee is found not to be sufficient to cover the construction cost of the required repairs, the Developer shall post a revised guarantee in the revised amount.
- 5) Bonds shall be issued by sureties licensed by and active with the Georgia Insurance and Fire Safety Commissioner and listed in Circular 570 (Federal Register Vol. 62, No. 126) among companies holding certificates of authority as acceptable sureties on Federal bonds and as acceptable reinsuring companies.
- 6) Assignments of certificates of deposit shall be issued by banks or savings and loan associations, as defined in O.C.G.A. § 7-1-4, licensed to do business in Georgia and shall be fully insured by the Federal Deposit Insurance Corporation.

- 7) All bonds and assignments of certificates of deposit shall be on the form supplied by the City and must be approved as to execution and as to the validity of any attached power of attorney by the City Attorney.

E. STEP 4. Approval of Improvements for City Acceptance

- 1) The fifteen-month maintenance period will allow the City Manager or designee to observe the improvements for a full twelve (12) month period before the bond expires. The Developer shall be required to contact the City Manager or designee in writing by fax or e-mail at the end of the 12-month period to initiate the City's punch list.
- 2) The City Manager or designee shall prepare a punch list to the Developer affording him/her a 60-day period in which to make all necessary repairs. The Developer shall be required to contact the City Manager or designee at the end of the 60-day period in writing by fax or e-mail after all punch list items have been completed. The City Manager or designee shall have 30 days to make his/her final review for approval and shall notify the developer in writing of the results of this inspection. An extension of the maintenance guarantee can be granted at the discretion of the City Engineer. The amount of the maintenance guarantee will be reviewed by the City Manager or designee, to determine if the amount is still acceptable to cover the construction cost of the required repairs, prior to granting any extensions. If any needed repairs are not completed by the Developer within the specified period of time, the maintenance guarantee shall be called in to pay for such repairs. Should the amount of the maintenance guarantee be inadequate to pay for the full cost of the repairs, City of Ball Ground shall have the authority to collect the remaining amount from the developer.
- 3) At the time that the work is inspected and found free from defects the City Manager or designee shall provide the Developer with written approval and the City Engineer or his designated representative shall submit the improvements for City acceptance.

3.06. Official Acceptance of Improvements

- A. After the final plat has been approved and recorded, any performance and maintenance guarantees have been released, and fifteen (15) month maintenance approval has been granted, the City of Ball Ground Government shall officially accept the subdivision improvements. Such acceptance shall be made as an item of business conducted at the next regular meeting of the Ball Ground City Council.

Appendix A: Cell Tower Co-Location Checklist

CO-LOCATION AND/OR UPGRADE ON EXISTING TOWER APPLICATION

City of Ball Ground Planning & Zoning

Contact Name: _____ Phone Number: _____

Email: _____

Project Name/Site #: _____

Project Address: _____

Acres (Parent Tract): _____ (Lease Area): _____ Tower Height: _____

_____ Provide land lot(s), district(s), tax map, parcel number, address for tower and zoning classification of abutting properties on cover sheet of drawings

_____ Provide boundary of property indicating the lease area, location of existing tower on property, along with any existing or proposed structures within the lease area

_____ Provide a structural analysis report from a certified Engineer demonstrating that the existing tower can accommodate the proposed antennas

_____ Provide tower owner's certification or authorization for upgrades

_____ Provide contractor information

_____ Provide E-911 address number for tower on all documents

Customers

- Review fees are \$150.00.

Please Note: No subdivision of property may be separated by deed. Any division MUST be by plat and reviewed by Planning and Zoning for compliance with all Codes.

Appendix B: Cell Tower New Build Checklist

NEW BUILD TELECOMMUNICATION TOWER - CHECKLIST

City of Ball Ground Planning & Zoning

Project Name/Site #: _____

Project Address: _____

Acres (Parent Tract): _____ (Lease Area): _____ Tower Height: _____

_____ Provide land lot(s), district(s), total acreage of site, lease area, tax map, parcel number and zoning classification of subject property on coversheet of drawings

_____ Provide zoning classification of abutting properties on coversheet of drawings

_____ Indicate alternative tower if zoning is AG (Agriculture)

_____ Indicate tower setbacks and satisfy the minimum zoning district setback requirements

_____ Indicate tower having a galvanized steel finish or subject to any applicable standards for the FAA or be painted a neutral color. Buildings and related structures shall, to the extent possible, use materials, colors, textures, screening and landscaping that will blend the tower facilities to the natural setting and built environment

_____ Provide landscaping buffer/solid visual screen where required (Min. 5 ft.) outside fence

_____ Provide stream buffers (150 feet Long Swamp Creek and Sharp Mountain Creek/75 feet All Others) If applicable or statement that no streams are on property.

_____ Provide one (1) parking space (minimum)

_____ Indicate fencing (Min. 6 ft. high anti-climbing)

_____ Provide inventory of existing sites within 0.25 miles of subject property giving height and design of each tower.

_____ Provide letter stating FAA approval for towers 200' or taller, towers shall not be artificially lighted unless required by the FAA or other applicable authority. If lighting is required, the governing authority may review the available lighting alternatives and approve the design that would cause the least disturbance to the surrounding views.

_____ Provide letter from certified Engineer demonstrating no existing tower or structure can accommodate this proposed antenna

_____ Indicate if proposed tower is located in Overlay District _____

_____ Provide variance & case # (if applicable)

_____ Provide E-911 address number for tower on all documents

_____ Provide contractor information

NEW BUILD TELECOMMUNICATION TOWER- PROPERTY OWNER'S CERTIFICATION

City of Ball Ground Planning & Zoning

To: City of Ball Ground Planning & Zoning
215 Valley Street
Ball Ground, Georgia 30107
770-735-2123

This is to give authorization for placement of a telecommunication tower on my property located at:

Tax Assessor's Map # _____ Parcel # _____

Owner of Property (please print)

Owner of Tower/Applicant (please print)

Street Address (please print)

Street Address (please print)

City, State, Zip (please print)

City, State, Zip (please print)

PROPERTY OWNER'S SIGNATURE

The undersigned(s) below is the owner of the property considered in this application. The undersigned(s) is aware that this tower permitted by this application shall be placed upon his/her property. Approval of this tower is based upon plat as submitted. The undersigned(s) understand that the creation of a non-conforming lot and tower by sub-dividing the land is strictly prohibited.

Signature of Owner

Date

Typed or Printed Name and Title

Signature of Notary Public

Date

Seal

Appendix C: Commercial Building Checklist

COMMERCIAL/INDUSTRIAL BUILDING PERMIT CHECKLIST

City of Ball Ground Planning and Zoning

Date: _____

Development Name: _____

Street: _____ Date/Revision: _____

Zoning: _____

Map #: _____ Parcel #: _____

Owner: _____

E-mail: _____

Engineer/Surveyor/Designer: _____

E-mail: _____

_____ Project within Valley Overlay District?

_____ Project within Traditional Neighborhood Development Overlay?

_____ Tax Identification Number (TIN) on coversheet

_____ Property Identification Number (PIN) on coversheet

_____ Address on coversheet

_____ Scale (stated and graphic)

_____ Indicate the type of use and provide a brief project narrative on coversheet

_____ Indicate the development/business name on coversheet (if applicable)

_____ Is the proposed use(s) allowed

_____ Use conditions?

_____ Townhomes or apartments? Indicate the unit type(s) and number on the coversheet

_____ Vicinity/Location map on the coversheet

_____ Date plans were prepared including any revisions

_____ Name and e-mail address of property owner

_____ Name and e-mail of architect/engineer or architect's/engineer's firm and registration number

_____ Name and e-mail address of tenant(s)/business owner(s) (if applicable)

_____ Indicate Zoning classification of subject property on coversheet

_____ Indicate square footage and height of all buildings

_____ Building exteriors, not screened at least 50%, shall consist of brick, stone, split face blocks, painted/stained wood, stucco, or imitations of the same. Industrial/agricultural metal sheeting and concrete block are only permitted to the side or rear where the building exterior is screened at least 50%

_____ Rooftop mechanical equipment shall be screened from view by material compatible with the building exterior, by use of a parapet wall, or by rooftop penthouse enclosure

_____ Ground mounted equipment shall be screened from view by fencing, landscaping, or materials that match the primary building

- _____ Commercial buildings shall have a minimum pitched roof of 4.5 inches vertical to one (1) foot horizontal. Parapet walls and cornices matching the primary building shall be provided where no pitch is proposed. Roofing with a pitch greater than 1:12 shall be finished with architectural metal, synthetic panels, or dimensional shingles
- _____ Within a planned commercial center? Building shall match the style, color, roofing and building materials as the planned center
- _____ Provide a note on the coversheet stating, “Signage shall be reviewed and permitted separately”.
- _____ If existing building, expanding a nonconforming use/structure?
- _____ Screening of dumpsters (3 sides covered by 6-foot wooden fence or materials to match primary building with 4th side architecturally gated).
- _____ Exterior lighting plan required, if proposed. Provide a site plan/elevation indicating the proposed luminaire locations; provide a manufacturer’s catalog for each fixture and include a detailed elevation indicating the mounting heights and aiming angles with photometric data showing the angle of cut-off of light emissions for the proposed luminaires. Be advised that all light fixtures shall be down-lit and full cut-off.
- _____ Indicate compliance with the zoning ordinance on the cover page with a note stating, “The proposed use and development of the subject site shall comply with the requirements of the City of Ball Ground Zoning Ordinance”.

Comments: _____

Appendix D: Final Plat Application and Checklist

FINAL PLAT (RESIDENTIAL) APPLICATION AND CHECKLIST

City of Ball Ground Planning and Zoning

Date _____

Development Name: _____ Unit: _____

Street: _____

District: _____ Land Lot(s): _____

Map: _____ Parcel(s): _____

Zoning: _____ Acres: _____ Total Number of Lots: _____

Setbacks: (Front) _____ (Side) _____ Rear _____

Min. lot width at the front building line: _____

Owner/Developer: _____

Phone: _____ Email: _____

Engineer/Surveyor/Designer: _____

Phone: _____ Email: _____

General

_____ Indicate subdivision name

_____ Indicate name/address/telephone number of property owner/developer

_____ Indicate vicinity/location map on coversheet

_____ Indicate scale (stated and graphic)

_____ Indicate north arrow and basis

_____ Indicate name/address of surveyor/surveyor's firm, stamp, registration number and signature (must be signed prior to final approval)

_____ Indicate exact boundary lines of the tract (giving lengths & bearings to the minute), indicated by a heavy line giving lengths and bearings.

_____ Indicate field survey error of closure, not to exceed one to ten thousand.

_____ Indicate street address for each lot. Street addresses are assigned by Cherokee County GIS (678-493-6050)

_____ Indicate any protective covenants (book and page number) or statement of no covenants (if a conservation S/D – covenants must be recorded prior to Planning and Zoning signature)

- _____ Indicate references to recorded subdivision plats of abutting land by record plat/book/page number
- _____ Indicate Land Lot/District/County or City boundaries adjacent to property
- _____ Indicate name of former subdivision (if applicable)
- _____ Show phase lines and related information for all approved phases (if available)
- _____ Indicate all existing easements with deed book or plat book information (if applicable)
- _____ Date the plat was prepared including all plat revisions
- _____ Statement explaining plat changes, if the plat is being re-recorded.
- _____ Indicate accurate locations and descriptions of all property monuments and markers
- _____ Stations at one hundred-foot (100') intervals shall be shown.

Site and Lot Requirements

- _____ Indicate total acres of site
- _____ Indicate total acres of open space and show/label on plat
- _____ Indicate total number of lots
- _____ Indicate lot areas, in acres, on the plat and on a lot chart
- _____ Indicate minimum lot width and state “All lots meet minimum lot width”
- _____ Indicate minimum lot area in notes
- _____ Indicate lots numbered consecutively (no duplication of numbers). There will be no block lettering or phasing. Division will be made by units.
- _____ Indicate all front, side & rear yard setbacks in notes and show on plat
- _____ Indicate all exterior setbacks (if applicable)
- _____ Indicate 50-feet of minimum frontage for each lot on a public road (35-feet on a cul-de-sac) or provide a 20' exclusive “Access and Utility Easement” per lot without frontage
- _____ Indicate lot lines to the nearest foot and bearings to the minute

Planning and Zoning Requirements

- _____ Indicate if a *Conservation Design Community* in the title
- _____ Indicate if the project is within the Valley Overlay District
- _____ Indicate if the project is within a Traditional Neighborhood Development Overlay
- _____ Indicate density
- _____ Indicate zoning classification of subdivision; include overlay zone classification (if applicable)
- _____ Indicate rezone case number and conditions; include copy of signed resolution on the plans
- _____ Indicate variance case number and conditions; include copy of signed resolution on the plans
- _____ Indicate zoning buffers
- _____ Indicate adjoining property zoning classifications, owner information and land use
- _____ Exterior lighting plan required, if proposed. Provide a site plan/elevation indicating the proposed luminaire locations; provide a manufacturer’s catalog for each fixture and include a detailed elevation indicating the mounting heights and aiming angles with photometric data showing the angle of cut-off of light emissions for the proposed luminaires. Be advised that all light fixtures shall be down-lit and full cut-off.
- _____ For all lots that are adjacent to a tree save area, as indicated on the tree protection plan, a “↑” symbol shall be placed on each lot and a note indicating that the area adjacent to that lot shall be protected.

Water/Sewer/Stormwater/Environmental Requirements

- _____ Location of Twenty-five-foot (25') Undisturbed State Water Buffer and fifty-foot (50') Undisturbed City of Ball Ground Stream Buffer.
- _____ All required storm drainage easements off of the City right-of-way. The Property owner will be required to keep the easement free of obstruction in such a way as to ensure the maximum designed flow at all times. The property owner shall not alter any drainage improvements without the prior written approval from the City of Ball Ground Engineering Department.
- _____ All required water, sewer and stormwater easements shall be shown and clearly labeled
- _____ Any private easements for permanent ponds or lakes.
- _____ Location and size of storm drains.
- _____ For lots upstream of culvert road crossings, a statement shall be provided that finished floor elevations shall be no less than one foot above the low point in the road. Proposed driveway culverts and sizes shall be indicated by a “●” symbol in the note column.
- _____ The location of the 100-year flood plain and a statement prohibiting house finished floor elevations lower than three (3) feet above the flood plain, or a statement that no part of the property lies within the 100-year flood plain.
- _____ A “*” symbol shall indicate all lots that are adjacent to a 100-year flood plain requiring an elevation certificate indicating that the finish floor elevation of the structure shall be a minimum of three (3) feet above the 100-year flood elevation. Said elevation certificate shall be submitted to the building department.
- _____ Dam breach zone is required if an existing or proposed pond or lake is part of the proposed development and if there are any lots located within the dam breach zone. All lots that are located within a dam breach zone shall be denoted with a “■” symbol. If there is an existing or proposed pond/lake, a geotechnical engineer must certify the integrity of the dam regardless of lot location. Certification that there is not a potential for a “Category 1” structure must be submitted as a part of the LDP review process. (NOTE: Dam breach analysis is not required for dry detention ponds unless otherwise specified in this ordinance).
- _____ The final plat shall contain a note in the event that underground storm water storage is being provided for the development stating that the maintenance of underground detention facilities is the responsibility of the owner. That the owner agrees to perform annual inspections and provide any necessary maintenance.
- _____ Fire hydrants shall be shown.
- _____ Indicate whether property is on septic or served by sewer
- _____ It is the policy of City of Ball Ground that drainage easements are dedicated to the public use and are not accepted by City of Ball Ground for City maintenance and are not considered City property. Therefore, it is City of Ball Ground Policy that no City forces or equipment shall be used to perform construction to any drainage easement within City of Ball Ground, unless said easement lies within City of Ball Ground right-of-way and/or said work is necessary to protect City right-of-way per City of Ball Ground Policy adopted September 1st, 2001.
- _____ The professional engineer of record currently registered in the State of Georgia shall certify with their seal and signature that the detention pond(s) provides the required storage and outflow rates as required by the approved construction plans and the approved hydrology study for the

development. Any modifications to a storm water detention area shall require a revised hydrology study to be submitted.

_____ A signed sealed statement by a Professional Engineer, Registered Land Surveyor, or Registered Landscape Architect currently registered in the State of Georgia that the “as-built” condition of the storm drainage system will function as designed and engineered in the approved construction plans.

_____ All other notes or notations as may be required by the City of Ball Ground Engineering Department.

_____ The following statement shall appear on all final plats: "The City of Ball Ground maintains the right to access drainage easements for emergency purposes as deemed necessary by the City Engineer."

Transportation Requirements

_____ Private streets must be approved by the City Council prior to final plat approval

_____ Label all private streets as “Access and Utility Easements”, along with said name of the street

_____ Indicate location(s) of any signs that will be erected/posted

_____ Indicate required minimum right-of-way width.

_____ Indicate location and right-of-way lengths and widths of any streets, alleys, railroads, public crosswalks; road names and designations

_____ All sidewalk locations shall be indicated.

_____ Table of dedication for all streets to dedicated as public right-of-way, including ROW length, width, street name,

_____ Appropriate curve data for all streets.

Indicate the following owner's certificate statement where a subdivision contains a lot that does not abut a public road

I, the undersigned owner, hereby dedicate the access easement shown on this plat to the common use of the owner, or owners, of the lot within this subdivision. It is further acknowledged that the access way and any improvements within such access easement shall not be accepted by the City of Ball Ground, Georgia, but shall remain privately owned and maintained.

Owner

Date

Witness

Date

Notary Public

Date

Indicate the following statements for any final plat involving a private street(s):

WARNING, the City of Ball Ground has no responsibility to build, improve, maintain, or otherwise service the private streets, drainage improvements, and other appurtenances contained within the access and utility easement or easements for private streets shown on this plat.

Grant of Easement. The access and utility easement(s) shown on this plat for private street(s) is hereby granted and said grant of rights shall be liberally construed to provide all necessary authority to the City, and to public or private utility companies serving the subdivision, for the installation and maintenance of utilities, including, but not limited to, electric lines, gas lines, telephone lines, water lines, sewer lines, cable television lines, and fiber optic cables, together with the right to trim interfering trees and brush, together with a perpetual right of ingress and egress for installation, maintenance, and replacement of such lines.

Owner

Date

Indicate Surveyor's certification statement

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or persons under my supervision; that all monuments shown hereon actually exist or are marked as "future," and that their location, size, type and material are correctly shown.

Surveyor Name and Georgia Registration Number

Date

Indicate Owner's certification and dedication statement

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that this plat was made from an actual survey, and that all State, City and County taxes or other assessments now due on this land have been paid. Said owner donates and dedicates to the public for use forever all streets (other than those shown as private), water systems, drains, and drainage easements, and public places as shown on this plat.

Owner

Date

Witness

Date

Notary Public

Date

Indicate Health Department's certification statement (if applicable) (Reference Section 5.5-5(h)):

This final plat has been approved by the Cherokee County Health Department as being consistent with applicable state and local environmental health requirements. (Septic Only)

Director, Cherokee County Health Department

Date

Indicate Planning and Zoning Department's certification statement:

This plat has been administratively reviewed for compliance with the City of Ball Ground Zoning Ordinance and is approved for recording.

Zoning Official

Date

Appendix E: Minor Subdivision Checklist

MINOR SUBDIVISION/COMBINATION PLAT REVIEW CHECKLIST

City of Ball Ground Planning and Zoning

Building – Engineering – Environmental Health (Septic Only) – Fire Marshal – GIS – Planning and Zoning

-
- | | |
|---------------------------------------|--------------------------------------|
| 1. Building: 770-735-2123 | 2. Engineering: 770-735-2123 |
| 3. Environmental Health: 770-479-0444 | 4. Fire Marshal: 678-493-6290 |
| 5. GIS: 678-493-6050 | 6. Planning and Zoning: 770-735-2123 |
-

1. _____ Emailed Plats shall be a PDF and shall be full size of the drawing scale stated thereon.
2. _____ If lots are less than three (3) acres, contact Environmental Health for information if not served by public sewer.
3. _____ Indicate caption information (land lot/district/section/county/state/subdivision name and lot number(s).
4. _____ Indicate type of plat and any revision dates including brief explanation of each revision (if applicable).
5. _____ Indicate date plat was prepared.
6. _____ Indicate scale (both stated & graphic).
7. _____ Indicate magnetic north arrow.
8. _____ Indicate acreage or square footage of property and each lot.
9. _____ Indicate zoning, building setbacks and minimum lot width.
10. _____ Indicate zoning buffers (Development Code or City Council imposed)
11. _____ Indicate all curve elements.
12. _____ Indicate all street names with right-of-way width.
13. _____ Show minimum 50-foot City maintained frontage or minimum 35' on eyebrows and cul-de-sacs.
14. _____ Indicate where easements or encroachments access public roads (if pertinent).
15. _____ Indicate easements as being "Exclusive Ingress/Egress Easement" (if applicable).
16. _____ Indicate proper width of easement (20 feet per parcel or 60 feet for up to ten parcels).
17. _____ Indicate the equipment used for measurement.
18. _____ Indicate monuments and markers.
19. _____ Indicate closure error.
20. _____ Indicate floodplain statement if property consists of five (5) acres or more.
21. _____ Exterior lighting plan required, if proposed. Provide a site plan/elevation indicating the proposed luminaire locations; provide a manufacturer's catalog for each fixture and include a detailed elevation indicating the mounting heights and aiming angles with photometric data showing the angle of cut-off of light emissions for the proposed luminaires. Be advised that all light fixtures shall be down-lit and full cut-off.
22. _____ Exterior lighting plan required, if proposed. Provide a site plan/elevation indicating the proposed luminaire locations; provide a manufacturer's catalog for each fixture and include a

detailed elevation indicating the mounting heights and aiming angles with photometric data showing the angle of cut-off of light emissions for the proposed luminaires. Be advised that all light fixtures shall be down-lit and full cut-off.

23. _____ Exterior lighting plan required, if proposed. Provide a site plan/elevation indicating the proposed luminaire locations; provide a manufacturer's catalog for each fixture and include a detailed elevation indicating the mounting heights and aiming angles with photometric data showing the angle of cut-off of light emissions for the proposed luminaires. Be advised that all light fixtures shall be down-lit and full cut-off.
24. _____
25. _____ Indicate surveyor information (name/address/telephone #/registration #).
26. _____ Provide land surveyor certification for filing plats. Plat must have a box with the following certification of the registered land surveyor, a box must be around this certification:

As required by subsection (d) of O.C.G.A. Section 15-6-67, this plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidenced by approval certificates, signatures, stamps, or statements hereon. Such approvals of affirmations should be confirmed with the appropriate governmental bodies by any purchaser or user of this plat as to intended use of any parcel. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

Surveyor shall sign on a line immediately beneath the certification on the plat.

27. _____ Provide seal of the land surveyor who has prepared the plat and is signing the surveyor's certification which shall be placed within or next to the surveyor's certification box.
28. _____ Inside the surveyor's certification box provide a blank area (2" in height and 3" in length) for Planning Department's electronic stamp and signature.
29. _____ If plat has multiple pages, provide page # for each applicable page and total # of sheets in the set shall be placed on each sheet in the same location
30. _____ Plat shall provide a 3" square box at the upper left-hand corner which shall be reserved for clerk's office to append filing information
31. _____ Indicate Legacy Lot approval note & date granted by BOC (if applicable)
32. _____ Indicate 25' State Undisturbed Stream Bank Buffer, 25' City Undisturbed Stream Bank Buffer, 25' Impervious Stream Bank Buffer (150' Undisturbed Sharp Mountain Creek and Long Swamp Creek)
33. _____ Indicate property owner's certification statement along with original signature(s) of all properties represented on plat. Statement should read as follows:
I hereby certify that I am the owner(s) of the property described hereon, which property is located within the jurisdiction of the City of Ball Ground, Cherokee County, Georgia.
34. _____ Add the following notes to the plat:
- a. Prior to any building, erosion, or development permits being issued on these properties, a lot grading and erosion control plan, prepared by a Georgia Soil and Water Conservation Commission (GSWCC) Level II certified Design Professional.

- b. Development that will result in land disturbance equal to or greater than one (1) acre or within 200 feet of a State Water requires coverage under the applicable NPDES General Permit. The requirements for coverage include, but are not limited to, a Georgia licensed design professional preparing 3 phase erosion control plans for all intended disturbance associated with your project, and obtaining approval from the Georgia EPD, Georgia Mountain District, as the local issuing authority.
 - c. It is the policy of the City of Ball Ground that drainage easements are dedicated to the public use and are not accepted by the City of Ball Ground for City maintenance and are not considered City property. Therefore, it is the City of Ball Ground policy that no City forces or equipment shall be used to perform construction to any drainage easement within the City of Ball Ground, unless said easement lies within City of Ball Ground right-of-way and/or said work is necessary to protect City right-of-way per City of Ball Ground Policy.
 - d. Property owners will be required to maintain all required storm drainage easements off of the public right-of-way free of obstruction in such a way as to ensure the maximum designed flow at all times. The property owner shall not alter any drainage improvements without the prior written approval from the City of Ball Ground.
 - e. A United States Army Corps of Engineers Preconstruction Notification and erosion permit is required for any future piped stream crossings in sates waters.
 - f. A Georgia Registered Design Professional shall design and permit all future storm drainage on these properties.
 - g. A Finished Construction FEMA elevation certificate will be required for any structure located within fifty horizontal feet of floodplain.
 - h. Any habitable structure shall be a minimum of 3.0' above the 100-year FEMA BFE, or 1.0' above the Cherokee County Future Conditions BFE, whichever is higher.
35. _____ Delineate all streams, show the State's Waters Buffers and the City of Ball Ground Impervious Setback. For State's Waters determinations, please contact the Development Inspection Manager at 770-735-2123
36. _____ Natural drainage channels that cross property lines (within the subdivided tract) should be delineated with a drainage easement.
37. _____ Delineate approximate location of FEMA floodway, cross-sections, and elevations.
38. _____ Delineate approximate location of City of Ball Ground Future Conditions Floodplain, cross-sections, and elevations.
39. _____ Delineate approximate location of City of Ball Ground Future Conditions Floodplain, cross-sections, and elevations.
40. _____ Accessory structures within the floodplain must meet all criteria set forth in the current City of Ball Ground Floodplain Ordinance.
41. _____ Reference the updated F.I.R.M. panel, effective June 7, 2019 and state the appropriate community panel number.
42. _____ United States Postal Service may require subdivisions with four or more lots to provide cluster mailboxes. Check with local postmaster specific to the zip code for the location of the project to verify this requirement.
43. _____ For cluster mailboxes, vehicle parking and pedestrian access will require compliance with 2010 Americans with Disabilities Act (ADA) Standards:
- a. At least one van accessible parking space with adjacent access aisle shall be provided
 - b. Signage will be required per Section

- c. An accessible route is required
44. _____ The location of all fire hydrants within 1000 feet of the new lots. 1000 feet from all fire hydrants to the most remote location on the new lots.
45. _____ If the buildable area is more than 1000 feet from a fire hydrant, then the entire comment below must be put on the new minor subdivision:
Dear Developer/Owner:
The Cherokee County Fire Marshal's Office has reviewed your request to sub-divide the referenced property. The Cherokee County Fire Marshal's Office is providing comment(s) and information for you to consider. When you review the comments below, please keep in mind the Insurance Services Organization (ISO) rating of our fire department in Cherokee County. ISO rated Cherokee County Fire & Emergency Services as a 2/2Y class fire department. The rating scale is from 1 as being the best and 10 as being no fire protection provided. The classification of 2Y within our rating is designated for those properties that are not within 1000 feet of a fire hydrant. The rating of a 2Y can and will most likely cause an increased homeowner's insurance premium. There have been cases where the 2Y rating has caused a homeowner's insurance premium to rise to triple their previous amount. Again, this is due to no fire hydrant within 1000 feet of the residence.
46. _____ Fire Hydrant (If Recommended)
In order to ensure the lowest insurance premium rates and an adequate water supply for firefighting purposes, the Fire Marshal's Office is recommending you provide a fire hydrant(s) installed in a location so that once homes are built on the property there will be a fire hydrant within 1000 feet of any and all homes within this parcel of land. You will need to contact the City of Ball Ground Water Department which provides the water services for more information and requirements for the installation of any additional water lines and all fire hydrant installation requirements. Once the water line and fire hydrant are approved and installed, please contact the Fire Marshal's Office so they can update their records and maps for the property as needed. If the City of Ball Ground Water Department rejects your request or if you choose not to add additional water lines or fire hydrants, please advise the Fire Marshal's Office so they can update their records and maps for the property as needed.
47. _____ Fire Department Vehicle Access (If Recommended)
Fire department access to properties is paramount in our ability to access properties for a more effective firefighting strategy. Fire department access roads should be 20 feet wide, less than a 10% grade and be of an all-weather/all-season surface capable of supporting 75,000 pounds. If the public/private access drive is longer than 150 feet, it will need to have an approved turnaround at the end.

Appendix F: Cover Sheet Requirements for All Development Plans Checklist
Cover Sheet – Plan Requirements - Required on All Development Plans
City of Ball Ground Planning & Zoning

- Project Name and Project number displayed and include subdivision names.
- Project address displayed.
- Indicate Zoning classification for subject property.
- Indicate type of use for subject property.
- Include Land lot, District and Section.
- Tax Identification Number of subject parcel(s) displayed.
- Parcel Identification Number of subject parcel(s) displayed.
- Index map (location).
- Zoning conditions/ zoning case #/ variance case # (copies on plans) displayed.
- List of all utility companies with phone numbers displayed.
- Index list of pages.
- Identify if projects is sanitary sewer or septic.
- Initial Submittal Date and all revision dates.
- Total acreage of site/total disturbed area/ total number of lots displayed.
- Name, address, and phone number of property owners and developer.
- Name, address, phone number, and email address of design firm.
- Surveyor / Engineer/ Registered Landscape Architect stamp.
- 24-hour contact information: name and phone number.

Cover Sheet – Required Notes

- **Plan note:** (If development contains Roadways intended for acceptance by the City of Ball Ground). All roads, rights of way, water and sewer easements are developed with the intention of deeding to the City of Ball Ground at 80% of completion of development.
- **Plan note:** Approval of these plans does not constitute approval by the City of Ball Ground of any land disturbing activities that may impact any Federally-listed threatened or endangered species protected by the Endangered Species Act. It is the responsibility of the property owner to contact the US Fish and Wildlife Service for approval prior to undertaking any land disturbance activity.

Appendix G: Special Use Checklist**SPECIAL USE CHECKLIST**

City of Ball Ground Planning & Zoning

Applicant: _____

Request Number #: _____

CHECKLIST		Date
<input type="checkbox"/>	Pre-Application Meeting	
<input type="checkbox"/>	Preliminary Review Meeting Attended - Community Information and Input Meeting [documents given]	
Application Contents – to be completed by the Director of Planning and Zoning		
<input type="checkbox"/>	Application Received – check for missing or deficient items within 5 days	
<input type="checkbox"/>	Letter of Intent	
<input type="checkbox"/>	Section I – Applicant, Property Owner(s) & Public Hearing Type	
<input type="checkbox"/>	Section II – Property Information	
<input type="checkbox"/>	Concurrent Variances requested/section of Code	
<input type="checkbox"/>	Section III – Infrastructure Information, Traffic Generation	
<input type="checkbox"/>	Traffic Study [if required]	
<input type="checkbox"/>	Campaign Disclosure Statement (Notarized)	
<input type="checkbox"/>	Section IV – Authorization of <u>All</u> Property Owner(s) (Notarized)	
<input type="checkbox"/>	Section V – Applicant Response Statements	
<input type="checkbox"/>	Deed	
<input type="checkbox"/>	Legal Description (if not whole parcel; multiple property owners or parcels must have one (1) combined legal description)	
<input type="checkbox"/>	Site Plan or Boundary Survey (11X17 max.)	
<input type="checkbox"/>	<i>Existing</i> Site Resource Map (11X17 max.) [if required] Exempt: residential development of 5 acres or less; commercial development of 1 acre or less, any development without new building construction	
<input type="checkbox"/>	Community Information and Input Meeting Summary Report , [if required] [Verify meeting requirements were met] Required: ALL commercial, office, industrial, multi-family residential, single-family residential major subdivisions of <u>6 lots or more</u> , non-residential uses in AG and Special Use Permits.	
<input type="checkbox"/>	DRI Review Form, if applicable	
<input type="checkbox"/>	Proposed Conditions of Zoning, if applicable	
<input type="checkbox"/>	Sketches/Renderings	
<input type="checkbox"/>	Application Processing Fee	
<input type="checkbox"/>	Application is deficient, email sent to Applicant outlining deficiencies	
<input type="checkbox"/>	Application is considered “ACCEPTED”	
<input type="checkbox"/>	Certificate of Acceptance sent to Applicant	

<input type="checkbox"/>	Assign Case Number	
<input type="checkbox"/>	Schedule application for a Zoning Review meeting or City Council Meeting	
<input type="checkbox"/>	Email Fire Marshal for Input	
<input type="checkbox"/>	Application Deemed Complete	
<input type="checkbox"/>	Application assigned Public Hearing date of:	
<input type="checkbox"/>	Application Processing Fee deposited	
<input type="checkbox"/>	Work Session Legal Prepared and sent to Tribune	
<input type="checkbox"/>	Staff Report Prepared for Work Session	
<input type="checkbox"/>	Staff Report and Department Comments copied for Work Session	
<input type="checkbox"/>	Zoning and FDM maps created by the Director of Planning and Zoning	
<input type="checkbox"/>	Prepare signs & notify applicant to pick up & pay fee	
<input type="checkbox"/>	Email the City Clerk complete application 30 days prior to Public Hearing	
<input type="checkbox"/>	Make 10 Copies of Application	
<input type="checkbox"/>	Put case copies in City Council Folders and give to the City Clerk	
<input type="checkbox"/>	Verify sign(s) posted at property	
<input type="checkbox"/>	Prepare Legal Notice	
<input type="checkbox"/>	Legal Notice sent to Tribune via email (a week ahead of run date)	
<input type="checkbox"/>	Prepare Adjoining Property Owner labels	
<input type="checkbox"/>	Mail Legal Notice to Adjoining Property Owners	
<input type="checkbox"/>	Received Publisher's Affidavit for Legal Notice	
<input type="checkbox"/>	Place on Agenda for Council Consideration	
<input type="checkbox"/>	Add Staff Report	
<input type="checkbox"/>	After Work Session: Prepare Summary & Minutes	
<input type="checkbox"/>	Prepare PC Minutes	
<input type="checkbox"/>	Get Council Meeting Minutes for Zoning Cases Outcome	
<input type="checkbox"/>	Finalize Resolution with Council approval/denial	
<input type="checkbox"/>	Receive executed Resolution from City Clerk	
<input type="checkbox"/>	Prepare approval/denial letter for signature	
<input type="checkbox"/>	Mail letter transmitting executed Resolution & Exhibits to Applicant	
<input type="checkbox"/>	Put a copy of letter and <i>executed</i> Resolution with Exhibits and file	
<input type="checkbox"/>	Notify Planner to edit Map.	

Appendix H: Administrative Variance Application

ADMINISTRATIVE VARIANCE APPLICATION

City of Ball Ground Planning & Zoning

IMPORTANT: The application must be complete and include all required attachments. Administrative Variances will not be considered for residential parcels which have not been subdivided and a plat of land subdivision recorded in the Office of the Clerk of the Superior Court of Cherokee County. Nor will Administrative Variances be considered for an entire residential subdivision as a whole.

The Director of Planning and Zoning will issue a letter of decision within 15 business days.

- ___ STEP 1. Complete the application. Incomplete applications will be returned to the applicant.
- ___ STEP 2. Return the completed application and the required attachments to City of Ball Ground Planning and Zoning.
- ___ STEP 3. Include written evidence that a hardship exists (example: topographic problem explained by a builder or problems with septic lines explained by the Health Department.)
- ___ STEP 4. Include survey of the property along with the proposed changes drawn to scale. Survey must include the dimensions, acreage, and location of the tract and shall be prepared by an architect, engineer, landscape architect, or land surveyor, whose state registration is current and valid. Survey shall be stamped by a professional engineer, architect, or surveyor registered and in good standing in the state of Georgia. Survey shall be current and not more than two years old.
- ___ STEP 5. Include any other information which demonstrates why the variance is needed (photographs, drawings, etc.)

REVIEW PROCESS

Upon receipt of a completed application and the required attachments, the Director of Planning and Zoning will consider the application and render a decision within 15 business days.

A denial by the Director of Planning and Zoning may be appealed to the City of Ball Ground Board of Zoning Appeals (BZA). Further appeal to a BZA decision may be made to the Ball Ground City Council. This appeal must be filed within ten (10) days of the BZA decision.

If your application is approved, payment will be required when you pick up your approved application. Payment cannot be accepted in advance.

PL# _____

CASE NUMBER: _____

ADMINISTRATIVE VARIANCE APPLICATION
FORWARD THIS FORM AND FEE TO: CITY OF BALL GROUND

AMOUNT OF FEE: **RESIDENTIAL (INDIVIDUAL) \$200.00**
COMMERCIAL, INDUSTRIAL OR BUILDING CONTRACTOR \$300.00

APPLICANT: _____ **OWNER:** _____

ADDRESS: _____ **ADDRESS:** _____

PHONE #: _____ **PHONE #:** _____

EMAIL: _____ **EMAIL:** _____

ADDRESS OF PROPERTY: _____

HAS THE ABOVE-DESCRIBED PROPERTY BEEN BEFORE THE ZONING BOARD OF APPEALS PRIOR TO THIS APPLICATION OR TO THE PLANNING COMMISSION FOR A REZONE?

(IF YES, PLEASE PROVIDE THE DATE AND THE CASE NUMBER.)

SUBDIVISION NAME (if applicable): _____

BUILDING PERMIT #: _____

PRESENT AND/OR PROPOSED USE OF PROPERTY: _____

ZONING: _____ **LOT SIZE:** _____

MAP NUMBER: _____

PARCEL NUMBER: _____

LAND LOT: _____ DISTRICT: _____ COMMISSION DISTRICT: _____

APPLICATION FOR ADMINISTRATIVE VARIANCE

(1) What does the Zoning Ordinance require? _____

[illegible]

(2) What adjustment is needed? _____

(3) Why is adjustment necessary? (**Attach letter justifying this variance request**) _____

(4) Are there any extraordinary or exceptional conditions pertaining to the particular piece of property in question because of the size, shape or topography? _____

This form is an application to request a variance from the requirements set forth in the City of Ball Ground Zoning Ordinance. This form MUST be completed in its entirety before it is accepted by Planning and Zoning. The application must include all attachments. An application which lacks one or more of the required attachments shall be determined as incomplete and shall not be processed by Planning and Zoning.

APPLICANT CERTIFICATION

The undersigned below is authorized to make this application. The undersigned is aware that no application or reapplication affecting the same land shall be acted upon within 12 months from the date of last action by the City of Ball Ground unless waived by the Mayor.

Signature of Applicant

Date

Typed or Printed Name and Title

Signature of Notary Public

Date

Seal

PROPERTY OWNER'S CERTIFICATION

The undersigned below, or as attached, is the owner of the property considered in this application. The undersigned is aware that no application or reapplication affecting the same land shall not be acted upon within 12 months from the date of last action by the Ball Ground City Council unless waived by the Mayor.

Signature of Owner(s)

Date

Typed or Printed Name and Title

Signature of Notary Public

Date

Appendix I: Sign Permit Application



City of Ball Ground

SIGN Application

215 Valley St, P. O. Box 285 – Ball Ground, Georgia 30107

Phone: 770-735-2123 Fax: 770-735-4575

<i>STAFF USE ONLY</i>		
<i>Permit Number:</i> - - - - -		
<i>Sign Fee: \$</i>	<i>Approved By:</i>	<i>Approval Date:</i>

- Please check all information supplied on the following pages to ensure all spaces are filled out accurately before signing this form.

SIGN CONTRACTOR INFORMATION

Name (First and Last; Printed): _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Business License: _____

PROPERTY OWNER INFORMATION

Name (First and Last; Printed): _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Business License: _____

PROPERTY LOCATION INFORMATION

Property Address (If Applicable): _____

Tax Identification Number (TIN): _____

Parcel Identification Number (PIN): _____

SIGN INFORMATION

Description of Sign (attach a rendering, labeling copy area dimensions, height, etc. Freestanding, wall, window, roof, canopy, hanging, projecting):

Proposed Sign Location: _____

Value of Sign: \$_____

Linear feet of wall for proposed sign (Identify the building wall and label the linear feet on the proposal): _____

Size of Sign (for wall signs, 1 sq. ft. of copy area per linear foot of wall; for freestanding, see Table 112.8): _____sq. ft.

If freestanding sign, please also complete this section:

Parcel Acreage: _____

Height: _____

Setback: _____

APPLICANT SIGNATURE SECTION

By signing this I agree to indemnify and save the City of Ball Ground harmless of all damages, demands or expenses of every character, which may in any manner be caused by the sign or sign

structure. Each application shall present to the city on request, a certificate of liability insurance prior to the issuance of a sign permit.

Applicant Name (First and Last, Printed): _____

Applicant Signature: _____

Company Name: _____

Title: _____

Date Signed: ____/____/____

State Law requires a disclosure report to be filed by applicant if within the past two years an applicant has given campaign contribution or made gifts of \$250 or more to the Mayor, a Council Member of the City of Ball Ground or a member of the Planning Commission of Cherokee County who may consider the application. Indicate if applicant needs to file a disclosure report.

☐ Yes ☐ No

Appendix J: Stormwater Pond Inspection and Maintenance Application

3.2.1.7 Inspection and Maintenance Requirements

Table 3.2.1-1 Typical Maintenance Activities for Ponds

(Source: WMI, 1997)

Activity	Schedule
<ul style="list-style-type: none"> Clean and remove debris from inlet and outlet structures. Mow side slopes. 	Monthly
<ul style="list-style-type: none"> If wetland components are included, inspect for invasive vegetation. 	Semiannual Inspection
<ul style="list-style-type: none"> Inspect for damage, paying particular attention to the control structure. Check for signs of eutrophic conditions. Note signs of hydrocarbon build-up, and remove appropriately. Monitor for sediment accumulation in the facility and forebay. Examine to ensure that inlet and outlet devices are free of debris and operational. Check all control gates, valves or other mechanical devices. 	Annual Inspection
<ul style="list-style-type: none"> Repair undercut or eroded areas. 	As Needed
<ul style="list-style-type: none"> Perform wetland plant management and harvesting. 	Annually (if needed)
<ul style="list-style-type: none"> Remove sediment from the forebay. 	5 to 7 years or after 50% of the total forebay capacity has been lost
<ul style="list-style-type: none"> Monitor sediment accumulations, and remove sediment when the pool volume has become reduced significantly, or the pond becomes eutrophic. 	10 to 20 years or after 25% of the permanent pool volume has been lost

Additional Maintenance Considerations and Requirements

- ▶ A sediment marker should be located in the forebay to determine when sediment removal is required.
- ▶ Sediments excavated from stormwater ponds that do not receive runoff from designated hotspots are not considered toxic or hazardous material and can be safely disposed of by either land application or landfilling. Sediment testing may be required prior to sediment disposal when a hotspot land use is present.
- ▶ Periodic mowing of the pond buffer is only required along maintenance rights-of-way and the embankment. The remaining buffer can be managed as a meadow (mowing every other year) or forest.
- ▶ Care should be exercised during pond drawdowns to prevent downstream discharge of sediments, anoxic water, or high flows with erosive velocities. The approving jurisdiction should be notified before draining a stormwater pond.



Regular inspection and maintenance is critical to the effective operation of stormwater ponds as designed. Maintenance responsibility for a pond and its buffer should be vested with a responsible authority by means of a legally binding and enforceable maintenance agreement that is executed as a condition of plan approval.

Operation and Maintenance Inspection Report for Stormwater Management Ponds

(Adapted from Watershed Management Institute, Inc.)

Inspector Name _____ Project Location _____
 Inspection Date _____
 Stormwater Pond _____
 Normal Pool _____
 Normally Dry _____ Watershed _____

Inspection Items	Checked? Yes / No	Maintenance Needed? Yes / No	Inspection Frequency	Comments
Pond Components				
1. Embankment and Emergency spillway				
a. Adequate vegetation and ground cover			A	
b. Embankment erosion			A	
c. Animal burrows			A	
d. Unauthorized plantings			A	
e. Cracking, bulging, or sliding of dam				
i. Upstream face			A	
ii. Downstream face			A	
iii. At or beyond toe			A	
Upstream				
Downstream			A	
iv. Emergency spillway			A	
f. Pond, toe & chimney drains clear and functioning			A	
g. Leaks on downstream face			A	
h. Abutment protection or riprap failures			A	
i. Visual settlement or horizontal misalignment of top of dam			A	
j. Emergency spillway clear of debris			A	
k. Other (specify)			A	
2. Riser and principal spillway				
Type: Reinforced concrete _____				
Corrugated pipe _____				
Masonry _____				
a. Low flow orifice obstructed			A	
b. Low flow trash rack			A	
i. Debris removal necessary				
ii. Corrosion control			A	
c. Weir trash rack			A	
i. Debris removal necessary				
ii. Corrosion control			A	

Inspection Items		Checked? Yes / No	Maintenance Needed? Yes / No	Inspection Frequency	Comments
d.	Excessive sediment accumulation inside riser			A	
e.	Concrete/Masonry condition			A	
i.	Cracks or displacement				
ii.	Minor spalling (<1")			A	
iii.	Major spalling (rebars exposed)			A	
iv.	Joint failures			A	
v.	Water tightness			A	
f.	Metal pipe condition			A	
g.	Control valve			A	
i.	Operational/exercised				
ii.	Chained and locked			A	
h.	Pond drain valve			A	
i.	Operational/exercised			A	
ii.	Chained and locked			A	
i.	Outfall channels flowing			A	
j.	Other (specify)			A	
3.	Permanent pool (wet ponds)				
a.	Undesirable vegetative growth			M	
b.	Floating or floatable debris removal required			M	
c.	Visible pollution			M	
d.	High Water Marks			M	
e.	Shoreline problems			M	
f.	Other (specify)			M	
4.	Sediment forebays				
a.	Sedimentation Noted			M	
b.	Sediment removal when depth < 50% design depth			M	
5.	Dry pond areas				
a.	Vegetation adequate			M	
b.	Undesirable vegetative growth			M	
c.	Undesirable woody vegetation			M	
d.	Low flow channels clear of obstructions			M	
e.	Standing water or wet spots			M	
f.	Sediment and/or trash accumulation			M	
g.	Other (specify)			M	
6.	Condition of outfalls into pond				
a.	Riprap failures			A,S	
b.	Slope erosion			A,S	
c.	Storm drain pipes			A,S	
d.	Endwalls/headwalls			A,S	
e.	Other (specify)			A,S	

Inspection Items		Checked? Yes / No	Maintenance Needed? Yes / No	Inspection Frequency	Comments
7.	Other				
a.	Encroachments on ponds or easement area			M	
b.	Complaints from residents (describe on back)			M	
c.	Aesthetics			M	
i.	Grass height				
ii.	Graffiti removal necessary			M	
iii.	Other (specify)			M	
d.	Any public hazards (specify)			M	
e.	Maintenance access			M	
8.	Constructed wetland areas				
a.	Vegetation healthy and growing			A	
b.	Evidence of invasive species			A	
c.	Excessive sedimentation in wetland area			A	

Inspection Frequency Key A=Annual, M=Monthly, S=After major storm

Summary

1. Inspectors Remarks: _____

2. Overall condition of Facility (Check one)

_____ Acceptable

_____ Unacceptable

3. Dates any maintenance must be completed by:

 Inspectors Signature

Appendix K: Valley Overlay District Request Application



City of Ball Ground

VALLEY OVERLAY DISTRICT-PLAN REVIEW Application

215 Valley St, P. O. Box 285 – Ball Ground, Georgia 30107

Phone: 770-735-2123 Fax: 770-735-4575

Date _____

Development Name: _____ Units: _____

Street: _____

District: _____ Land Lot(s): _____

Map: _____ Parcel(s): _____

Zoning: _____ Acres: _____ Total Number of Lots: _____

Setbacks: (Front) _____ (Side) _____ Rear _____

Min. lot width at the front building line: _____

Owner/Developer: _____

Phone: _____ Email: _____

Engineer/Surveyor/Designer: _____

Phone: _____ Email: _____

Checklist of Requirements:

- _____ Draft Concept Plan for Development
- _____ Location Map
- _____ Proposed Building / House plans Including Building Elevations / Materials / Colors
- _____ Garage Doors are Single Car and have Architectural Features
- _____ Engineer/Survey/Designer Stamp
- _____ Requested Density
- _____ Sidewalks Shown
- _____ Sidewalk Connection from Front Door Shown
- _____ Tree Planting and Species Shown (Ref Ball Ground Tree Ordinance for Species)
- _____ Proposed Buffers Shown
- _____ Proposed Storm Water Infrastructure Shown
- _____ Proposed Roads and Locations
- _____ Proposed Alley's and Locations
- _____ Proposed Utilities (Water/Sewer/Cable/Telephone/Electric/Gas)
- _____ Statement that All Utilities Shall be underground
- _____ Proposed Street Lighting Shown (Indicated if lights are private or expected for City Maintenance)
(Include Pictures of Lights)
- _____ Proposed Fencing Material for Detention Ponds (If any) (Include Pictures)
- _____ Proposed Lot Layout and Dimensions accommodating at least 50% rear/side entry garages.
- _____ Statement that "I understand that I have the right to development under existing City of Ball Ground zoning for my property and that with this request I am seeking to develop under the terms of the Valley Overlay District and that the maximum density allowed in this district is ten (10) units to the Acre, and that such density is granted by the City of Ball Ground Executive Committee based on their exclusive interpretation of the quality and conformance with the City of Ball Ground Master Plan. There is no commitment by the City of Ball Ground to grant any density above what the property is currently zoned for with this proposal submittal"

Appendix L: Zoning Certification Application



City of Ball Ground

ZONING CERTIFICATION Application

215 Valley St, P. O. Box 285 – Ball Ground, Georgia 30107

Phone: 770-735-2123 Fax: 770-735-4575

*****STAFF USE ONLY*****

Current Zoning _____ Zoning Case # (if any): _____

Fee \$: _____ Date Paid: _____

Important Notes:

1. Please check all information supplied on the following pages to ensure your application is complete and accurate before signing this form. This page should be the first page of your completed application package.
2. All required documents for this application shall be submitted at the same time as the application.
3. Please contact the Planning and Zoning Department at 770-735-2123 if you have questions regarding your application.

Privacy Statement

The City of Ball Ground strives to provide online resources in a secure manner to respect your privacy. Please note this completed application form will be publicly available to view. To secure your privacy, please do not include the following sensitive information (e.g., **driver's license, social security #, private phone numbers and personal email**, etc.).

We will not disclose any personally identifiable information collected except where you have given us permission, or is public information under the Georgia Open Records Act O.C.G.A. 50-18-70

SECTION I: Applicant's Information

Name: _____

Mailing Address: _____

Business Phone: _____

City, State, Zip: _____

Business Email: _____

Signature of Applicant: _____ Date: _____

SECTION II: Property Information

Location: _____

Tax Map #: ____N____ Parcel #: _____ Land Lot(s): _____ District: _____

Total Acreage: _____

REQUESTING ZONING ONLY _____ INCLUDE ANY CONDITIONS ON PROPERTY _____

APPLICATION PACKAGE CHECKLIST:

The following additional items are to be attached and made a part of this application:

____ A legible **boundary survey** of the property. The surveyors stamp, title block and metes and bounds must be legible. The survey must show the boundary lines for the property for which the request is being made. The survey will become an exhibit in the Zoning Certificate.

____ Credit card or check for \$ 20.00 made payable to **City of Ball Ground**