



SANDY SPRINGS

GEORGIA

Pre-Construction Meeting Minutes

Date / Time: _____ Project Number: _____

Project: _____

Attending: (List Name, Company, Phone Number, and E-Mail below)

Note: At least one person representing the Owner/Contractor/Builder must hold a GSWCC Level IA Certification Card)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Issue: The approved Plans must be kept in the Plan Box at the jobsite at all times. No exceptions. Any construction, regardless of size or scope, which deviates from the approved Plans may delay the issuance of a Certificate of Occupancy and/or Final Approval of the Construction.

Any field deviations from the Plans must be approved by the Sandy Springs' Department of Community Development through the Permit Revision process, not through the Inspector.

Issue: Owner/Contractor/Builder must contact the Community Development Inspector prior to the installation of any Water Quality Device. The Inspector will ensure that the device is the proper size and in the location noted on the approved Plans. Inspector should be notified prior to any stone, pipe, etc. being placed in the hole. If the Inspector notifies the Owner/Contractor/Builder that he/she cannot attend within 48 Hours of said request, the Owner/Contractor/Builder may opt to have the device certified by the Design Professional whose Seal appears on the approved Plans. Said Certification shall include an As-Built showing the location and dimensions of the device as well as a Certification that no groundwater was observed in the empty hole.

Note: Owner/Contractor/Builder is responsible for ensuring that the hole is dug and the materials are on-site at the time the Inspector is due to arrive on-site. If the Site is not ready for the called inspection, a re-schedule of the inspection is required and the 48-Hours mentioned above is off the table.

Issue: The City of Sandy Springs has a "Zero" Tolerance for any Dirt, Silt, Mud, etc. leaving a Construction Site. Any occurrence will initiate an immediate "Stop Work" Order. No Exceptions.

Issue: An-As Built Survey of the Limits of Disturbance (Area inside the Silt Fence) is to be provided to the City of Sandy Springs' Community Development Department certifying the Limits of Disturbance within one week of the date of this meeting. The As-Built must be prepared by a Georgia Registered Land Surveyor or the Design Professional whose Seal appears on the Plans if he/she determines they are qualified.

Note: This requirement is at the Inspector's discretion due to the 1-Acre threshold under General Permit GAR100001.

Issue: Irrigation Lines are not allowed in the Right-of-Way.

Issue: Prior to Final Sign-off / Final Inspection, an As-Built Survey will be required signed and sealed by a Georgia Registered Land Surveyor. The As-Built is to show all Property Lines w/ Metes & Bounds, Setback Lines, Buffers, Improvements, etc.

Issue: Any structure proposed adjacent to any Buffer requires a Form Foundation Survey prepared by a Georgia Registered Land Surveyor prior to pouring the Foundation.

Issue: Any Project disturbing more than one Acre, requires a Seven-day Letter prior to any disturbance beyond the Limits shown in the Initial Phase Erosion Control Plan.

Issue: Prior to requesting a Final Inspection contact Ms. Ronnel Harper at 770-206-4457 to set up a Thursday Meeting. The following items should be brought to the meeting: (1) Water approval from the City of Atlanta or Gwinnett County, as appropriate; (2) Sanitary Sewer approval from Fulton County Public Works' Water Resources Division; (3) As-Built Plans and Stormwater Management Report with Certification, if applicable; (4) Retaining Wall (s) Certification from Professional Engineer, if applicable; (5) Bonds and/or Sureties, as applicable; (6) Maintenance Agreement(s) as applicable; (7) etc.

Comments: _____

Additional Issue(s):

Comments: _____

Attach additional pages if necessary. Indicate here if additional pages are necessary: _____

A copy of these minutes will be provided to all Attendees within 48-Hours through the E-Mail address provided above.

Sandy Springs' Community Development Inspector: _____