



SUBJECT: Certificate of Compliance Checklist for Non-Permitted Site Plans
Project Title:
CoC Project #:
Date:

The following requirements, if applicable, must be met prior to the Issuance of the

Certificate of Compliance

POST-CONSTRUCTION STORMWATER CONTROL MEASURES (SCM)

This is a high-priority and time-consuming process that must begin as soon as possible.

- Stormwater Control Measure maintenance agreement, As-builts, and Engineer's certification.

As soon as practical, during the plan review and approval process please download the SCM intake form from the lower right-hand column on the City of Concord Stormwater Services website.

<http://www.concordnc.gov/Stormwater>.

Contact Marie Maurer (704-920-5117) to begin the maintenance agreement process. This process includes the completion of certain documents. This agreement must be approved by City Council. City Council meets once a month.

Contact Clinton Shoaf (704-920-5407) for information regarding the required SCM documents, as-builts, and Engineer's certification. **COC will not be issued until the SCM maintenance and Access agreement has been formally approved by City Council.**

If the construction of the SCM, As-builts and Engineer's certification are not complete at the time the COC is desired, a performance security for 125% of the construction cost may be posted with the City of Concord. This process may take 30-60 days. Please plan accordingly. Contact Gary Stansbury (704-920-5404).

All elements of the site as shown on the approved plans must be complete.

WATER METERS

- Utility accounts must be created with the correct billing name, address, and account number. Call Customer Care at 704-920-5555 to create your account. Connection and Capacity fees Should be paid at the time the plans are approved. Please prepare to present your receipt to Customer Care when requesting City-provided meters. You may also visit Customer Care at

<https://www.concordnc.gov/newcustomer>

BACKFLOW INSPECTION

Backflow certification and final inspection. Please visit the City of Concord Water Resources website at <https://www.concordnc.gov/Departments/Water-Resources/Backflow-Prevention>.
Contact Josh Legg (704-920-5352) for information on the backflow testing and certification process

ENGINEERING INSPECTION

Engineering Inspection – includes site utilities, general site plan items, right-of-way improvements, SCM general inspection. Contact the designated City of Concord Construction Inspector to request a Final Inspection.

FIRE INSPECTION

Final Fire inspection completed. Call FMO at 704-920-5517 for inspection.

ARBORIST INSPECTION

Arborist inspection approval- Call Bill Leake at 704-920-5134 for an inspection of landscaping and other aesthetics.

PLANNING INSPECTION

Development Services/Zoning inspection approval- call Greg Neal at 704-920-5131 for Planning Inspection.

Developer Representative Signature

Date



City of Concord Contact List:

(e-copy to Developer, Engineer & Contractor)

- Backflow: Josh Legg, **System Protection Superintendent/Backflow**, 704-920-5352, leggi@concordnc.gov.
- Buildings & Grounds: Bill Leake, **City Arborist**, 980-521-3740, Review and inspection of landscaping and tree installations. leakeb@concordnc.gov
- Concord Fire & Life Safety: **Fire Inspector**, 704-920-5517, Will conduct the site inspections for all fire and life safety related aspects of the project. (ex. Underground fire main, fire alarm/sprinkler systems, fire walls...) fmo@concordnc.gov
- Development Services: Maria Brown, Planner, **Senior Planner**, 704-920-5157, Issue zoning clearance permits for plan review projects that have been approved. brownme@concordnc.gov
- Electric Department: John Russell, **Electric Engineering Technician**, 704-920-5309, Any general questions or concerns regarding electric service to the new project: size of service, voltage requirements, existing facilities, route to building, etc. russelj@concordnc.gov
- Engineering: Gary Stansbury, **Construction Manager**, 704-920-5404, Project materials submittal review, field change review, performance security for site elements such as the SCM stansburyg@concordnc.gov
- Engineering: **XXXXXXXXXX**, **Project Inspector**, **704-XXX-XXXX**, Call the Engineering Project Inspector for Inspection of water, sanitary sewer, storm sewer water, curb and gutter and roadway construction including subgrade, aggregate base and asphalt base, intermediate and surface course. @concordnc.gov
- Engineering: Timothy Emrich, Engineer Certification Review, 704-920-5419, emricht@ConcordNC.gov
- Legal: Marie Maurer, North Carolina Certified Paralegal, 704-920-5117, Maintenance agreement for BMP. maurerm@concordnc.gov
- Storm Water: Clinton Shoaf, **Engineering Project Manager**, 704-920-5407, Review and inspection of storm water SCM's construction and access. shoafc@concordnc.gov
- Transportation Department: Brian Taylor, **Transportation Coordinator**, 704-920-5367, Traffic signs and striping on all city streets. Also, traffic control like detours and road closures. taylorb@concordnc.gov
- Water Resources: Rusty Campbell, **Deputy Director**, 704-920-5164, Reviews water, sewer and stormwater projects. campbellr@concordnc.gov

NCDOT: Darin Bratton, Transportation Engineering Technician, 704-983-4360, dkbratton@ncdot.gov

NCDWQ: Erosion Control – 1-704-663-1699, Land Quality, Mr. Zahid Khan

Cabarrus County Contact: Building Inspection - 704-920-2128, Dial 0 to talk to someone in person.

Water and Sewer Authority of Cabarrus County (WSACC) Contact: Engineering - 704-786-1783, Ext 228

Thomas Hahn or t.hahn@wsacc.org