

**CHEROKEE COUNTY WATER AND SEWERAGE AUTHORITY  
SANITARY SEWER PLAN REVIEW PROCESS**

1.	Contact Authority's G.P.S. Coordinator at 770-591-7156, ext. 4.
2.	Developer shall deliver three copies of Preliminary Plans to the G.P.S. Department for determination of availability of sewer capacity. Preliminary plans shall include portion(s) of county tax maps highlighting the land to be developed, the type of development, the number of units, the amount of sewage that is expected to be generated and the location and general plan for sewage collection. Include all land to be developed. (See Section 202)
3.	The C.C.W.S.A. Staff shall examine the preliminary plans, imput the proposed development on the Authority's sewer model and determine if the Authority's treatment facilities, lift stations and sanitary sewer lines in the area of the development have sufficient remaining capacity to serve the proposed development.
4.	Adequate remaining capacity in the sewer system for the proposed project must be available prior to the submittal of Construction Plans unless the Authority grants an exception.
5.	The G.P.S. Coordinator shall contact the Developer with the results of the Authority's capacity study and instruct the Developer as to whether or not Construction Plans may be submitted. Comments will also address the need for sewage pretreatment, dumpster pads, grease traps or lift stations. (Lift Station Plan Review Initial Fee = \$5,000)
6.	If sewer capacity is available, the Developer shall submit six paper copies of Construction Plans to the G.P.S. Coordinator for plan review, along with the fee for sewer plan review (\$500 for initial sewer plan review; See Section 102.5 for plan review fee schedule notes.) The Construction Plans and required electronic data shall be prepared and submitted in accordance with the most current set of Sanitary Sewer Standards. (SEE SECTION 202.) Plans shall be stamped by design professional as required. Include with the plans the NRCS Report of Technical Review. (See Section 102.6 for Plan Review Schedule.)
7.	Plan review comments and sewer manhole identification numbers assigned by Authority shall then be returned to the Developer at the scheduled Plan Review Meeting.
8.	The Developer shall revise the Construction Plans per the initial plan review comments and shall identify the manholes and other features shown with the assigned sewer manhole identification numbers.
9.	The Developer shall then submit six paper copies of the revised Construction Plans to the G.P.S. Coordinator for review. (Same Plan Review Schedule)
10.	If all of the required revisions have been made, the Authority will deliver a comment list stating "No Exceptions" to the Developer, thereby allowing the Developer to return to the G.P.S. Department to have plans stamped "APPROVED". The Developer can have as many sets of plans stamped "APPROVED" as he or she may need for construction, but the Developer shall submit a minimum of four new sets to the Authority for stamping and retention by the Authority for use during construction.
11.	After the plans have been stamped "Approved", and before beginning work on the sanitary sewer system for the project, the Developer shall arrange for a Pre-Construction meeting with the Chief Inspector. Included at the meeting shall be the Developer, the Design Professional that prepared the sewer plan, the sewer contractor and Cherokee County representatives. The purpose of the meeting is to discuss the construction and inspection of the proposed development. Prior to the scheduling of the meeting, the Developer shall complete all sewer tap applications and pay all meter deposits and sewer tap fees.
12.	A Sanitary Sewer Construction Permit shall be issued to the Developer at the Pre-Construction meeting. No sewer system construction shall be allowed until the permit is issued and displayed at the site. Prior to the issuance of the Permit, the Developer shall: a. Complete and submit the Ownership Form (Exhibit A) to the G.P.S. Coordinator. b. Forward a copy of all County and State permits and/or variances to the G.P.S. Coordinator. c. Obtain and record all necessary utility and ingress/egress easements and deliver a copy of all recorded easements to the G.P.S. Coordinator.
13.	When the project is completed, the Developer shall submit two copies of the recorded final plat, three copies of the "As-Builts" and electronic data to the Authority's G.P.S. Department before any water meters are released to the project. (See Section 604 regarding the requirements for the "As-Builts".)
14.	After the sanitary sewer system is conditionally accepted by the Authority, the Developer shall maintain the sanitary sewer system for a period of one year. During this one year maintenance period, the Developer is responsible for various functions further detailed in Sections 108 and 603 of the Sanitary Sewer Standards.
C.C.W.S.A. Chief Inspector / Plan Review Coordinator: Rodney Satterfield - Telephone = 770-479-9107 ext.225, Fax = 770-704-0053.	
C.C.W.S.A. Pumping System Manager: Randy Mitchell - Telephone = 770-591-7156, Fax = 770-928-6034, Cell = 678-313-6501	
C.C.W.S.A. G.P.S. Coordinator: Jeff Hooper - Telephone = 770-591-7156, Fax = 770-591-1092, Cell = 770-815-5623.	
C.C.W.S.A. Water Meter & Sewer Tap Fees / Water Flow & Pressure Tests: Ricky Dobbs - Telephone = 770-479-1813, Fax = 770-479-5563.	
C.C.W.S.A. Backflow Prevention / Devices: Greg Long - Telephone = 770-479-9107, ext. 228, Fax = 770-704-0053.	
C.C.W.S.A. Grease Traps / Dumpster Pads: Marty Rodgers - Telephone = 770-479-9107, ext. 227, Fax = 770-704-0053.	
C.C.W.S.A. Industrial Pretreatment of Sewage: Mike Morrissey - Telephone = 770-591-7156, Fax = 770-928-6034.	
Welker and Associates Plan Review: Jim Russell and Ken Thomason - Telephone = 770-422-1902, Fax = 770-426-5316.	