



571 West Bankhead Hwy
Villa Rica, GA 30180
www.villarica.gov

JOINT COMMISSION MEETING

Villa Rica Library

Meeting Call to Order (Scott Cowart, Chairman)

Adoption of the Agenda (Scott Cowart, Chairman)

A. General

1. Approval of March 25, 2025 Minutes

B. City of Villa Rica Update (Jennifer Hallman, Interim City Manager)

1. Utility Availability Ordinance
2. Refund of TAD property tax due to an appeal
3. Avemore Annexation and Rezoning Decision

C. School System Update (Chairman, Scott Cowart)

D. Adjournment (Scott Cowart, Chairman)

City of Villa Rica

571 W BANKHEAD HWY
VILLA RICA, GA 30180 |
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JOINT COMMISSION MEETING MINUTES

Villa Rica Library 869 Dallas Highway
Tuesday, March 25, 2025 | 12:00 pm

Meeting Call to Order (Chairman)

Scott Cowart called the meeting to order @12:14 PM

Present: Scott Cowart, Diana DeSanto, Bart Smith, Jody Millians, and Jennifer Hallman

Adoption of the Agenda (Chairman)

Member Bart Smith moved to adopt the agenda as presented.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Bart Smith, Member
SECONDER:	Diana DeSanto, Member
AYES:	DeSanto, Cowart, Smith, Millians

A. General

1. Approval of February 25, 2025 Meeting Minutes

Member Jody Millians moved to approve February 25, 2025 meeting minutes.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Jody Millians, Member
SECONDER:	Diana DeSanto, Member
AYES:	DeSanto, Cowart, Smith, Millians, Hallman

B. City of Villa Rica Update

1. Data Tracking Chart Update

Nic Griffin provided a status update on all residential and commercial developments.

2. Avemore Update

City Attorney Kevin Drummond provided a status update of the refiled application for annexation from Avemore.

The Joint Committee requested that the City Attorney draft a letter of support of the annexation request for the Committee.

C. School System Update

1. ESPLOST Results

Scott Cowart mentioned the ESPLOST passed with 6300 people voting, and those tax dollars will go to support the school system.

Adjournment

Member Diana DeSanto moved to adjourn the meeting and was seconded by Member Jennifer Hallman and the vote was unanimous. Scott Cowart adjourned the meeting. @ 12:53 PM.

RESULT:	ADOPTED (UNANIMOUS)
MOVER:	Diana DeSanto, Member
SECONDER:	Jennifer Hallman, Member
AYES:	DeSanto, Cowart, Smith, Millians, Hallman

Chair

Co-Chair

CITY OF VILLA RICA , STATE OF GEORGIA

ORDINANCE

**AN ORDINANCE TO AMEND SECTIONS 200, 202, 203 AND 212 OF APPENDIX A –
DEVELOPMENTAL REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY
OF VILLA RICA, GEORGIA**

WHEREAS, the City of Villa Rica is a municipal corporation duly chartered and incorporated in the State of Georgia; and

WHEREAS, the City Council determined a need to update their code of ordinances and after consideration of proposed changes and having duly noticing the proposed changes; and

NOW THEREFORE BE IT HEREBY ORDAINED by the City of Villa Rica Mayor and City Council as follows:

SECTION 1A.

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 200 is hereby amended as follows:

200. APPLICATION AND PLAN REVIEW ~~AND~~ GENERAL REQUIREMENTS

UTILITY AVAILABILITY STATEMENT.

- (A) The City shall not approve any applications for rezoning, annexation, special use permits, building permits, land disturbance permits or approve any new residential construction or any commercial development without a statement that adequate utility is available from the Utilities Director. Utility availability statements shall be valid for a period of one year from the date of its issuance and shall not be transferable.
- (B) Availability means that utility service is available to the property and that the service lines and facilities have adequate capacity to serve the development while still maintaining an appropriate level of service to the other users of the system. In making this determination, the city may consider both existing users and also users that have been approved for connection but have not yet done so. The Utilities Director may rely on qualified engineers and experts in making the determination of whether utility service is available and whether there is adequate capacity to serve for the proposed development.
 - (i.) Water capacity analysis is a process where every new development which will require connection of its potable water service to the city water system is reviewed to determine whether or not the new development will meet the minimum fire flow and pressure requirement of 20 psi at the highest occupied elevation under normal usage conditions or cause some other proximate user's pressure to drop below 20 psi under normal usage conditions. All proposed fire hydrants shall be capable of delivering 1,000 gallons per minute (gpm) in residential neighborhoods and 1,500 gpm in commercial areas or as otherwise determined by the county fire marshal based upon the type of development.
 - (a) The proposed water consumption flowrate(s) of the new development will be assumed to be equal to the average proposed sewage flows estimated per Georgia Manual for

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- On-site Sewage Management Systems Table JT-1 with an appropriate peaking factor based on diurnal variations.
- (b) The city's water system has been modeled with the use of a hydraulic modeling application. The proposed flowrates will be added to the model in order to calculate the residual pressure.
 - (c) If the new development's residual pressure does not meet the requirement of 20 psi at the highest occupied elevation under normal usage conditions, or, cannot meet the fire flow requirements set forth above, the analyzed water line will be assumed to be unsuitable for the new development. If the developer wants access, the developer may pay the city in an appropriate amount to upgrade to a new water line so as to provide adequate residual pressure.
- (ii) Sewer capacity analysis is a process where every new development which will require a connection of its sewer to the city's sewer system is reviewed to determine whether or not there is adequate capacity in the sewer system to convey the new sewage from proposed development to the WWTP.
- (a) The proposed flowrate(s) in gallons per day (gpd) of the new development will be calculated and peaked with a factor of 3. Sewage flows of new developments will be estimated per Georgia Manual for On-Site Sewage Management Systems Table JT-1.
 - (b) The existing flowrate(s) (gpd) and proposed flows that will flow into the same collection system as the new development will be calculated and peaked with a factor of 3. Existing flowrates will be estimated per Georgia Manual for On-Site Sewage Management Systems Table JT.
 - (c) The ratio between the sum of the peaked flowrates (proposed and existing) and the sewer line capacity will be analyzed to determine if 60 percent of the sewer line's capacity has been exceeded.
 - (d) If the new development's proposed flowrate does cause the projected flows in the sewer line to exceed the 60 percent capacity level, the sewer's capacity will be deemed inadequate for the new development.
 - (e) If the existing sewer does not have adequate capacity to convey the proposed flowrate, the developer may pay the amount to the city to upgrade the sewer so as to be able to provide adequate capacity.
- (C) City water and sewer service is provided to the residents and properties within the limits of Villa Rica service area for each as defined by the most recent Carroll County and Douglas County service delivery strategy agreements. New service of properties outside of the service area shall be allowed only with the express written consent of the city and the governing agency of the adjacent service delivery area.
- (D) In the event of a request for utility service at a location in which it has been determined that adequate service capacity is unavailable, the city may deny the issuance of any building or land disturbance permits or may condition new utility connections on the payment by the user or developer of the cost of new or improved infrastructure required to serve the development.
- (E) In the event that the Utility Director determines that a utility is not available, the applicant may appeal the decision to the City Council. The City Council shall consider whatever evidence from the applicant and shall consider either the testimony or report from the Utility Director, or his/her designee, or both.
- (F) The Utility Director may issue a conditional availability letter, subject to approval by Council, when adequate utility is not available if the applicant presents a development agreement to the Utility Director that will be beneficial to the City, with respect to improvements to the City's utility capacity and/or conveyance, and said

improvements will be paid for by the applicant or developer. A conditional availability letter must be approved by Council prior to the approval of any permits, rezonings or annexations.

200.1 Standard Operating Procedures for the project development process are included at the end of this section. (Section 212)

SECTION 1B.

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 202 is hereby amended as follows:

202. Plan Review Procedure.

Plan review procedures are dependent on the type of the proposed development. Plans may not be reviewed without a Utility Availability Statement as provided in Section 200. There are three types of developments as follows:

- A. Subdivision developments (residential, commercial, and industrial) involving the subdividing of a tract or parcel of land into two (2) lots or building sites:
- B. Subdivision developments (residential, commercial, and industrial) involving the subdividing of a tract or parcel of land into three (3) or more lots or building sites; and
- C. Non-subdivision commercial/industrial developments.

202.1 Stages of Residential Subdivision Development Plans Review:

Scope:

Plan design, submittal, and review is divided into 4 stages which correspond to the following 4 types of plans:

1. *Preliminary Plat.* Conceptual street and lot layout of subdivision with topography of not more than two (2) foot intervals. A plat review fee shall be required at the time of submittal. No less than twenty (20) working days prior to the next regular meeting of the planning commission, a letter addressed to the planning commission requesting review and approval of a preliminary plat shall be given to the Community Development office along with six (6) copies of the plat for distribution. Upon approval of the plat by individual departments, six (6) copies of the approved plat stamped by each department shall be submitted to the Community Development office to be distributed to the City of Villa Rica Planning Commission for approval. Approval of a preliminary plat shall expire and be null and void after a period of 24 months from the date of approval unless an extension of time is approved by the Planning Commission. (A preliminary plat shall not be required of subdivisions on an existing street involving only two (2) lots or building sites.

Information to be Provided.

Preliminary subdivision plats shall contain the following information:

1. Subdivision Name.
2. Name, address and 24-hour phone number of developer.
3. Date including most recent revision date.
4. Graphic scale (not to exceed 1" = 100')
5. Location Index map (approximate scale 1" = 6000')
6. North arrow.

7. Land lot, District and Section.
8. Maximum sheet size 24" x 36" unless otherwise approved.
9. Exact boundary lines of the entire tract indicated by a heavy line giving lengths and bearings.
10. Present zoning and zoning of abutting land.
11. Proposed street and lot layout.
12. Proposed street names.
13. Lot lines with approximate dimensions.
14. Location of bold lines for phased developments.
15. Lots numbered consecutively disregarding phasing.
16. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
17. Existing streets, utilities, and easements on and adjacent to the tract.
18. Provisions for water supply, sewerage, and drainage.
19. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
20. Minimum building front yard setback line shown graphically on the plat.
21. Surveyors and/or Engineer's Stamp.
22. Signature Statement for planning commission. Statement shall read as follows:

Preliminary Plat Approval Certificate

All requirements of the City of Villa Rica Development Regulations relative to the preparation and submission of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted subject to further provisions of said Regulations. This certificate is effective for 24 months from the date of signing unless a Final Plat is recorded.

Planning Commission Chairman	Date	City Clerk	Date

23. Any and all other information as may be required by the City.
 24. Names of owners of record of adjoining properties.
2. *Construction Plans.* Detailed design plans of proposed subdivision infrastructure improvements. Six (6) sets of the construction plans shall be submitted to the Community Development office for distribution. A plan review fee shall be required at the time of submittal. Upon approval of the plans, a stamped approved copy shall be given to each department and the developer sets up a pre-construction conference with the contractor(s) and the City departments mentioned herein. If any construction activity involves a state right-of-way, the developer must first contact Public Works and obtain Georgia D.O.T. approval before construction plans can be approved by the city.

Information to be Provided.

Construction Plans shall contain the following information:

Road Design

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1. Acceleration/deceleration lanes at entrance.
 2. Typical road section for all roads.
 3. Dimensions of turn radii.
 4. Plan and profile of existing city or county road at proposed entrance with the City of Villa Rica's minimum horizontal and vertical stopping sight distance requirements satisfied. The speed limit for the existing city or county road shall be shown.
 5. If additional right-of-way is required to bring the City Road up to minimum standards, as shown on the current City Street Classification Map, the future right-of-way shall be shown on the plan. Set backs shall be measured from the future right-of-way.
 6. Proposed street profiles for all new streets.
 7. Proposed street grades.
 8. Proposed length of vertical curves.
 9. Vertical stopping sight distance at all proposed internal subdivision intersections.
 10. Street horizontal curve radii.
 11. All radii, curb set back and taper details.
 12. Typical construction details (curb and gutter, paving, etc.)
 13. Street signs.

Storm Drainage

1. Topographic layout of development at two (2) foot contour intervals based on mean sea level datum with storm drain layout.
2. Location, size, and length of existing drainage structures with drainage area.
3. Description by registered engineer of downstream property showing the method of runoff control will not adversely affect the property downstream.
4. Location, size, length, and type of all proposed drainage structures.
5. Drainage area to each inlet point of the drainage system.
6. Ditch profiles.
7. Ditch cross-sections every (50) feet with velocity of runoff (no more than 5.0 fps without lining the ditch.)
8. Hydrology study by a state approved professional for detention ponds, if required.
9. The 100-year floodplain/Future Conditions floodplain limits and elevation or note absence.
10. Profile of storm drainage pipes.
11. All cross-drain pipes shown on the street profiles.
12. Water travel distance between catch basins.
13. Drainage at intersections indicated by flow arrows on plan sheet.
14. All drainage structure outlets to be erosion proofed.
15. Method of sizing all storm drainage structures.
16. Easements for drainage system - minimum of ten (10) feet for piped runoff, minimum of twenty (20) feet for open ditches.

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17. Dam breach zone shown if an existing or proposed permanent pond/lake is a part of the proposed subdivision.
 18. Cul-de-sac grading detail for steep downhill cul-de-sacs.

Water Layout

1. Site plan with water layout only.
2. Pipe locations and sizes
3. Location and size of gate valves & air release valves.
4. Thrust blocks at all bends and tees.
5. Location of all existing and proposed fire hydrants.
6. Existing water main locations, sizes, and types of materials surrounding the project.
7. Detail of tap to water main.
8. Proposed meter sizes and locations.
9. Nearest existing line valves on main, in order to isolate tap.
10. Pressure flow-test results.
11. If proposed water line crosses private property, a twenty foot (20) permanent easement is required.

Sewer Layout

1. EPD Sanitary Sewer Submittal Form filled out by registered engineer.
2. Site plan showing sewer layout.
3. Sewer layout should have manhole numbers, line designations, flow arrows, street names, and topography.
4. Sewer layout showing proposed storm drain crossings.
5. Detail tie-in of proposed lines with existing lines as to elevation and invert direction of manholes.
6. Profile of proposed sewer lines.
7. Manhole numbers and locations.
8. Outside drop-manhole designated.
9. Percent grade, length, size of lines.
10. Lateral locations.
11. Materials to be used.
12. Location in profile of streams and storm drains.
13. Easements to be twenty (20) foot permanent and sixty (60) foot for temporary construction.
14. Easements for future sewers if required.
15. Bedding details.

Additional Requirements:

1. Preliminary plat submitted with construction plans.
2. Sidewalks.

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3. Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.
 4. Names of all utility companies.
 5. Erosion control plan.
 6. Tree protection plan.
 7. Show location of any landfills or debris or garbage disposal sites on the property.
 8. Additional Notes Below:
Notes:
 1. It is the developer's responsibility to address any wetland issues to the satisfaction of the U.S. Army Corps of Engineers.
 2. It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements.
 3. It is the developer's responsibility to abide by all the rules and regulations pertaining to the U.S. Fish and Wildlife Service if applicable.
3. *Erosion and Sediment Control Plans.* A plan for the control of soil erosion and sedimentation resulting from a land-disturbing activity involving the disturbance of 1.0 acres or greater. Said plans are a part of the requirements for a Land Disturbance Permit as addressed in Section 700 of the City of Villa Rica Development Regulations. An approved copy of this plan must be provided to all departments as part of the construction plan review process.
4. *Final Plat.* Plan of subdivision which conforms to the approved preliminary plat and the specifications required herein for recording at the Clerk of Superior Court. A plat review fee shall be required at the time of submittal. Prior to the submittal of the final plat for review, the following shall apply: 1.) All street and utility construction must be completed, inspected and approved; 2.) All property corner pins must be installed; 3.) As-built drawings must be submitted; and 4.) Bonding requirements, if applicable, satisfied. Six (6) copies of the final plat and as-built drawings shall be submitted to the Community Development office for distribution. Once the signatures of approval from the designated City Departments have been obtained on the final plat, the developer shall submit the plat to the Clerk of Superior Court of Carroll County and/or Douglas County for recording. Upon recording of the final plat, the developer shall provide four (4) hard copies of the plat to the Community Development office. An electronic version of the final plat shall be provided in AutoCAD format to the Community Development office.

The Final Plat shall contain the following information:

1. Sheet size no larger than 18" x 24".
2. Exact boundary lines of the tract by bearings and distances determined by a field survey.
3. Field survey error of closure not to exceed one to ten thousand.
4. Equipment used in field survey.
5. Calculated error of closure of plat.
6. Present zoning and zoning of abutting land.
7. Exact locations, R/W widths, and names of all streets that immediately adjoin the subdivision.
8. Appropriate data for all streets, lot lines, and centerlines as required by the city and according to the requirements of the State of Georgia for professional surveyors and engineers.

9. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning. All zoning stipulations, if any, must also be on the plat.
10. Lots shall be numbered consecutively; divisions shall be made by units or phases.
11. Each lot's area in square feet or acres.
12. Deed book and page number of protective covenants if any.
13. Accurate location, material, and description of all monuments and markers.
14. Location of sidewalks.
15. Show all Storm lines on plat.
16. Location of all easements.
17. Required buffers and recreational areas (if any).
18. Land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
19. All surveys and plats must be prepared by a state certified engineer and/or surveyor.
20. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
21. The following certificate statements shall be shown on the plat:

Owner's Certificate:

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, that all state, city and county taxes or other assessments now due on this land have been paid, that all streets, water systems drains and drainage easements, and public places are dedicated to the use of the public forever.

_____	_____
Owner	Date

Surveyor's Certificate:

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision, that all monuments shown hereon actually exist or are marked "future" and their location, size, type and material are correctly shown, and that all requirements of the development and zoning regulations have been fully complied with.

_____	_____
Owner	Date

City of Villa Rica Certificate:

In accordance to the City of Villa Rica Development Regulations and the City's Zoning Ordinance, all requirements of approval have been fulfilled; this plat was given final approval by the following City officials and personnel and on behalf of the City of Villa Rica:

_____	_____
_____	_____
_____	_____

Community Development Director	Date
Mayor	Date

Covenants, if separately recorded:

This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby become a part of this plat, and which were recorded in plat book _____ Page _____.

[22]. Any and all other information as required by the city.

202.2 Stages of Commercial/Industrial Subdivision Plan Reviews.

Scope:

Plan design, submittal, and review is divided into 4 stages which corresponds to the following 4 types of plans:

1. *Preliminary Plat.* Conceptual street and lot layout of subdivision with topography of not more than two (2) foot intervals. A plat review fee shall be required at the time of submittal. No less than twenty (20) working days prior to the next regular meeting of the planning commission, a letter addressed to the planning commission requesting review and approval of a preliminary plat shall be given to the Community Development office along with six (6) copies of the plat for distribution. Upon approval of the plat by individual departments, six (6) copies of the approved plat stamped by each department shall be submitted to the Community Development office to be distributed to the City of Villa Rica Planning Department for approval. Approval of a preliminary plat shall expire and be null and void after a period of 24 months from the date of approval unless an extension of time is approved by the Planning Commission. (A preliminary plat shall not be required of subdivisions on an existing street involving only two (2) lots or building sites.

Information to be Provided.

Preliminary subdivision plats shall contain the following information:

1. Subdivision Name.
2. Name, address and 24-hour phone number of developer.
3. Date including most recent revision date.
4. Graphic scale (not to exceed 1" = 100').
5. Location Index map (approximate scale 1" = 6,000').
6. North arrow.
7. Land lot, District and Section.
8. Maximum sheet size 24" x 36" unless otherwise approved.
9. Exact boundary lines of the entire tract indicated by a heavy line giving lengths and bearings.
10. Present zoning and zoning of abutting land.
11. Proposed street and lot layout.
12. Proposed street names.
13. Lot lines with approximate dimensions.
14. Location of bold lines for phased developments.

15. Lots numbered consecutively disregarding phasing.
16. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
- [17]. Existing streets, utilities, and easements on and adjacent to the tract.
- [18]. Provisions for water supply, sewerage, and drainage.
- [19]. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
20. Minimum building front yard setback line shown graphically on the plat.
21. Surveyors and/or Engineer's Stamp.
22. Signature Statement for Planning Commission. Statement shall read as follows:

Preliminary Plat Approval Certificate

All requirements of the City of Villa Rica Development Regulations relative to the preparation and submission of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted subject to further provisions of said Regulations. This certificate is effective for 24 months from the date of signing unless a Final Plat is recorded.

Community Development	Date	City Clerk	Date

23. Any and all other information as may be required by the City.
 24. Names of owners of record of adjoining properties.
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Information to be Provided.

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3. Dimensions of turn radii.
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6. Proposed street profiles for all new streets.

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7. Proposed street grades.
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 13. Street signs.

Storm Drainage

1. Topographic layout of development at two (2) foot contour intervals based on mean sea level datum with storm drain layout.
2. Location, size, and length of existing drainage structures with drainage area.
3. Description by registered engineer of downstream property showing the method of runoff control will not adversely affect the property downstream.
4. Location, size, length, and type of all proposed drainage structures.
5. Drainage area to each inlet point of the drainage system.
6. Ditch profiles.
7. Ditch cross-sections every (50) feet with velocity of runoff (no more than 5.0 fps without lining the ditch).
8. Hydrology study by a state approved professional for detention ponds, if required.
9. The 100-year floodplain and Future Condition floodplain limits and elevation or note absence.
10. Profile of storm drainage pipes.
11. All cross-drain pipes shown on the street profiles.
12. Water travel distance between catch basins.
13. Drainage at intersections indicated by flow arrows on plan sheet.
14. All drainage structure outlets to be erosion proofed.
15. Method of sizing all storm drainage structures.
16. Easements for drainage system - minimum of ten (10) feet for piped runoff, minimum of twenty (20) feet for open ditches.
17. Dam breach zone shown if an existing or proposed permanent pond/lake is a part of the proposed subdivision.
18. Cul-de-sac grading detail for steep downhill cul-de-sacs.

Water Layout

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2. Pipe locations and sizes.
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4. Thrust blocks at all bends and tees.
5. Location of all existing and proposed fire hydrants.

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6. Existing water main locations, sizes, and types of materials surrounding the project.
 7. Detail of tap to water main.
 8. Proposed meter sizes and locations.
 9. Nearest existing line valves on main, in order to isolate tap.
 10. Pressure flow-test results.
 11. If proposed water line crosses private property, a twenty foot (20) permanent easement is required.

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2. Site plan showing sewer layout.
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5. Detail tie-in of proposed lines with existing lines as to elevation and invert direction of manholes.
6. Profile of proposed sewer lines with:
7. Manhole numbers and locations.
8. Outside drop-manhole designated.
9. Percent grade, length, size of lines.
10. Lateral locations.
11. Materials to be used.
12. Location in profile of streams and storm drains.
13. Easements to be twenty (20) foot permanent and sixty (60) foot for temporary construction.
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15. Bedding details.

Additional Requirements:

1. Preliminary plat submitted with construction plans.
2. Sidewalks.
3. Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.
4. Names of all utility companies.
5. Erosion control plan.
6. Tree protection plan.
7. Show location of any landfills or debris or garbage disposal sites on the property.
8. Additional Notes Below:

Notes:

1. It is the developer's responsibility to address any wetland issues to the satisfaction of the U.S. Army Corps of Engineers.

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2. It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements.
 3. It is the developer's responsibility to abide by all the rules and regulations pertaining to the U.S. Fish and Wildlife Service if applicable.
 3. *Erosion and Sediment Control Plans.* A plan for the control of soil erosion and sedimentation resulting from a land-disturbing activity involving the disturbance of 1.0 acres or greater. Said plans are a part of the requirements for a Land Disturbance Permit as addressed in Section 700 of the City of Villa Rica Development Regulations. An approved copy of this plan must be provided to all departments as part of the construction plan review process.
 4. *Final Plat.* Plan of subdivision which conforms to the approved preliminary plat and the specifications required herein for recording at the Clerk of Superior Court. A plat review fee shall be required at the time of submittal. Prior to the submittal of the final plat for review, the following shall apply: 1.) All street and utility construction must be completed, inspected and approved; 2.) All property corner pins must be installed; 3.) As-built drawings must be submitted; and 4.) Bonding requirements, if applicable, satisfied. Six (6) copies of the final plat and as-built drawings shall be submitted to the Community Development office for distribution. Once the signatures of approval from the designated City Departments have been obtained on the final plat, the developer shall submit the plat to the Clerk of Superior Court of Carroll County and or Douglas County for recording. Upon recording of the final plat, the developer shall provide four (4) hard copies of the plat to the Community Development office. An electronic version of the final plat shall be provided in AutoCAD format to the Community Development office.

Information to be Provided.

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3. Field survey error of closure not to exceed one to ten thousand.
4. Equipment used in field survey.
5. Calculated error of closure of plat.
6. Present zoning and zoning of abutting land.
7. Exact locations, R/W widths, and names of all streets that immediately adjoin the subdivision.
8. Appropriate data for all streets, lot lines, and centerlines as required by the city and according to the requirements of the State of Georgia for professional surveyors and engineers.
9. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
10. Lots shall be numbered consecutively; divisions shall be made by units or phases.
11. Each lot's area in square feet or acres.
12. Deed book and page number of protective covenants if any.
13. Accurate location, material, and description of all monuments and markers.
14. Location of sidewalks.
15. Location of all easements.
16. Required buffers and recreational areas (if any).

-
17. Land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
 18. All surveys and plats must be prepared by a state certified engineer and/or surveyor.
 19. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
 20. The following certificate statements shall be shown on the plat:

Owner's Certificate:

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, that all state, city and county taxes or other assessments now due on this land have been paid, that all streets, water systems drains and drainage easements, and public places are dedicated to the use of the public forever.

_____	_____
Owner	Date

Surveyor's Certificate:

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision, that all monuments shown hereon actually exist or are marked "future" and their location, size, type and material are correctly shown, and that all requirements of the development and zoning regulations have been fully complied with.

_____	_____
Owner	Date

City of Villa Rica Certificate:

In accordance to the City of Villa Rica Development Regulations and the City's Zoning Ordinance, all requirements of approval have been fulfilled; this plat was given final approval by the following City personnel on behalf of the City of Villa Rica:

_____	_____
Community Development	Date
_____	_____
Community Development Director	Date
_____	_____
Mayor	Date

Covenants, if separately recorded:

This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby become a part of this plat, and which were recorded in plat book _____ Page.

21. Any and all other information as required by the city.

-
22. Lots, lot areas and lot numbers are optional at the discretion of the developer. If lots are included, the exact boundaries shall be shown by bearing and distances as determined by a field survey, and corners shall be marked on the ground with appropriate permanent monumentation.
 23. Any and all other information as required by the City.

202.3 Commercial/Industrial Site Development Plans.

- A. For individual commercial or industrial sites not within a Commercial or Industrial Subdivision, only construction plans are designed and submitted for review for this type of development. Six (6) sets of plans shall be submitted to the Community Development office to be distributed to other City departments. A plan review fee shall be required at the time of submittal. Upon approval of the plans by individual departments, each department retains a copy of the approved stamped plans.
- B. For individual commercial or industrial sites within a Commercial or Industrial Subdivision Development, the same requirements as in A above may be submitted only after approval by the City and recording of the Final Plat for the development.

202.4 Plan Approval.

- A. Approval of construction plans shall expire ~~eighteen (18)~~ **twelve (12)** months from the date of approval without the issuance of a building permit from the City of Villa Rica.
- B. If a discrepancy occurs between the approved plans and the City's development standards, unless a variance or exception has been obtained, the Development Standards shall be the superseding document.

202.5 Plan Review Checklists. Checklists are included at the end of this section.

SECTION 1C

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 203 is hereby amended as follows:

203. Permits.

Permits may not be issued without a Utility Availability Statement as provided in Section 200.

203.1 Subdivisions. The Community Development office issues the following permits for the construction of a subdivision:

- A. *Land Disturbance Permit.* After the approval of the construction plans, this permit is issued for the implementation of erosion control measures as shown on the approved construction plans for projects as required under Section 700 of the City of Villa Rica Development Regulations.

203.2 Sites not involving the subdividing of land. The Department of Community Development issues the following two (2) permits for the construction of sites:

- A. *Land Disturbance Permit.* After the approval of the construction plans, this permit is issued for the implementation of erosion control measures as shown on the approved construction plans for all projects as required under Section 700 of the City of Villa Rica Development Regulations.
- B. *Building Permit.* This permit is issued for the construction of proposed buildings. The building permit is issued after the site construction plans are approved, the building architectural plans are approved, and the Land Disturbance Permit is issued (if applicable). Appropriate permit fees shall apply.

203.3 *Driveway Permits*. A review will be required of all new driveway cuts on public right-of-way for the purpose of ensuring the requirements of these Regulations are complied with and to determine if additional right-of-way improvements will be needed to be made by the property owner in order that the public right-of-way will accommodate the proposed vehicular use of said new driveway. When a building permit or land disturbance permit is required, the driveway permit will be incorporated into said permits and no additional fees will be required. When no other permits are required, a permit fee of fifty dollars (\$50.00) will be required.

203.4 *Pavement Cut Permit*. A permit will be required prior to any work being done involving the cutting of any existing public right-of-way pavement. Said permit will be issued by the City Public Works Department. (No permit fee is required).

204.3 *Notification*. The City shall be notified by the developer or his/her contractor before construction begins, and at the various stages in construction required by the City. The City shall be given a two (2) business days advance notice before construction begins. The appropriate department as outlined in Section 205 of these Regulations will be directly notified for an inspection request.

SECTION 1C.

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 212 is hereby amended as follows:

212. Standard Procedures for Project Development.

212.1 *Standard Procedures for Project Development for Non-subdivision Developments.*

1. Initial Concept Meeting with City Staff.
2. Water and sewer capacities must be checked, and capacities secured before moving forward.
[Applicant must present a Utility Availability Statement as provided in Section 200.](#)
3. Determine that no portion of the development is to be built on any solid waste landfill.
4. Meet with GDOT if access is required off GDOT R/W unto the project.
5. Application to re-zone property - include final concept plan.
 - a. Zoning applications must be reviewed by the Villa Rica Planning Commission and approved by a public hearing with the City Council. If Approved;
6. Construction Plan Submittal. The following reviews are required:
 - a. Zoning.
 - b. Fire Marshal.
 - c. Community Development—Architectural plans reviewed.
 - d. Civil Plan review performed by the City of Villa Rica designee.
 - e. Erosion and sediment Control review by Georgia soil and Water Conservation District in Athens, Georgia (GSWCC).
 - f. Ga EPD if gravity sewer extension is required to serve the site.
7. Pre-Construction Meeting required once all plans are approved.
 - a. Land Disturbance Permit fees and NPDES fees are required to be paid at the Pre-con meeting.

-
8. Construction and Building inspections by City Staff as construction unfolds. City inspections are to be supervised by the City's designated Georgia registered engineer.
 9. Once the construction and inspection process are complete, a Certificate of Occupancy is issued. Project Complete.

212.2 Standard Procedures for Project Development for Residential/Commercial/Industrial Subdivision Developments.

1. Initial Concept Meeting with City Staff.
2. Water and sewer capacities must be checked, and capacities secured before moving forward. [Applicant must present a Utility Availability Statement as provided in Section 200.](#)
3. Determine that no portion of the development is to be built on any solid waste landfill.
4. Meet with GDOT if access is required off GDOT R/W unto the project.
5. Application to re-zone property—include final concept plan.
 - a. Zoning applications must be reviewed by the Villa Rica Planning Commission and approved by a public hearing with the City Council. If Approved.
6. Submit Preliminary Plat for Review (aka Final Concept Plan).
 - [a]. The plat must be approved by City Staff before moving forward.
7. Construction Plan Submittal. The following reviews are required:
 - a. Zoning.
 - b. Community Development—Architectural plans reviewed.
 - c. Civil Plan review performed by the City of Villa Rica designee.
 - d. Erosion and sediment Control review by Georgia soil and Water Conservation District in Athens, Georgia (GSWCC).
 - e. Ga EPD if gravity sewer extension is required to serve the site.
8. Pre-Construction Meeting required once all plans are approved.
 - a. Land Disturbance Permit fees and NPDES fees are required to be paid at the Pre-con meeting.
9. Construction and Building inspections by City Staff as construction unfolds. City inspections are to be supervised by the City's designated Georgia registered engineer.
10. Once the construction and inspection process are complete, Final Plat is submitted for review.
 - a. Final Plat is reviewed for content by City's designee.
 - b. Maintenance bond is calculated.
 - c. Street light fees are calculated.
 - d. Street sign fees are calculated.
 - e. Stormwater maintenance agreement submitted and recorded.
 - f. Water and Sewer as-built drawings are submitted for review.
11. Once all fees are paid and Maintenance bond submitted, Final Plat is taken to a public hearing with City Council for approval. Once approved by City Council, Final plat is recorded and building permits are issued.

SECTION 2

If any section, subsection, clause, phrase, or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, such declaration shall not affect the remaining portions of this Ordinance, which shall continue in full force and effect.

SECTION 3.

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 4.

This Ordinance shall become effective upon its adoption and approval by the Mayor and City Council.

SO ORDAINED, this ____ day of _____, 20_____.

By: _____
Leslie McPherson, Mayor

Attest:

Theresa Campbell
City Clerk



CITY OF VILLA RICA

City Council Meeting Agenda Item Cover Sheet

SUBJECT: Refund of TAD Property Tax due to an appeal (Discussion Only)
AGENDA DATE: 04/28/25

DATE PREPARED: 04/22/25

PREPARED BY: Jennifer Hallman, Interim Deputy City Manager/CFO

AMOUNT: \$177,651.98

GL ACCOUNT #: 420-311100

FUNDING SOURCE: Eastside TAD Debt Service Fund

PURPOSE: To notify the Council of a property tax refund totaling \$177,651.98 due to an appeal.

BACKGROUND: Carroll County Tax Commissioner refunded The Arbours a total of \$177,651.98 due to the result of a tax appeal. According to the Chief Appraiser, the original value was with full occupancy and as of January 1, 2024 the occupancy was only 14%; hence the value adjusted accordingly. This property is part of the Tax Allocation District (TAD); therefore, property tax revenue will decrease in the TAD Debt Service Fund to reimburse the Tax Commissioner.

	Tax Allocation District (TAD) Debt Service Fund*			
	9/30/2023	9/30/2024	3/31/2025	After \$177k Refund 3/31/2025
Revenues:				
Capitalized Interest	\$1,653,058	\$ -	\$ -	\$ -
Property Tax	-	44,981	475,571	297,919
Interest	712	68,417	26,384	26,384
	<u>1,653,770</u>	<u>113,398</u>	<u>501,955</u>	<u>324,303</u>
Expenditures:				
Intergovernmental	-	5,271	46,711	46,711
Debt Service Payments	-	712,930	470,064	470,064
	<u>-</u>	<u>718,201</u>	<u>516,775</u>	<u>516,775</u>
Revenues over (under)				
Expenditures	1,653,770	(604,803)	(14,821)	(192,473)
Beginning Fund Balance	<u>-</u>	<u>1,653,770</u>	<u>1,048,967</u>	<u>1,048,967</u>
Ending Fund Balance	<u>\$1,653,770</u>	<u>\$1,048,967</u>	<u>\$1,034,147</u>	<u>\$ 856,495</u>

Distribution Summary by Payee

FROM: 03/1/2025 12:00 am TO: 03/31/2025 11:59 pm
YEAR(S): 1900 TO 9998
BILL TYPE: All Records
DIGEST TYPE: All Records

Account # 141 - Villa Rica – TAD

	***** COLLECTION *****				***** REFUND *****				***** NET COLLECTION *****						
Tax Type	Count	Amt	Interest	Total	Count	Amt	Interest	Total		Amt	Interest	Total	Comm	Disburse	
2023 Digest															
100076 TAD - VILLA RICA	1	192.26	0.00	192.26	0	0.00	0.00	0.00		192.26	0.00	192.26	0.00	192.26	
TOTALS FOR 2023 Digest											192.26	0.00	192.26	0.00	192.26
2024 Digest															
100076 TAD - VILLA RICA	2	872.88	0.00	872.88	1	(178,717.12)	0.00	0.00		(177,844.24)	0.00	(177,844.24)	0.00	(177,844.24)	
TOTALS FOR 2024 Digest											(177,844.24)	0.00	(177,844.24)	0.00	(177,844.24)
GRAND TOTAL															
100076 TAD - VILLA RICA	3	1,065.14	0.00	1,065.14	1	(178,717.12)	0.00	0.00		(177,651.98)	0.00	(177,651.98)	0.00	(177,651.98)	
TOTALS FOR GRAND TOTAL											(177,651.98)	0.00	(177,651.98)	0.00	(177,651.98)

ck# 9561 - Refunded

4/3/25

From: [Hubert Sparks](#)
To: [Jennifer Hallman](#)
Cc: [Amanda Long](#)
Subject: RE: EXTERNAL EMAIL: property tax for March 2025
Date: Monday, April 21, 2025 4:41:57 PM
Attachments: [image002.png](#)
[image001.png](#)

Jennifer,

For the 2024 appeal, resolved with waiver. Original value was with full occupancy. January 1 occupancy was only 14%, hence value was adjusted accordingly. All documentation in appeal file. Arbours at Villa Rica Apartments (LIHTC- Section 42) DCA# 2018-553
192 Units

Thank You,

Hubert Sparks

Chief Appraiser, Carroll County BOA
997 Newnan Road
Carrollton, Ga 30117
770-830-5812, Ext. 2015
hsparks@carrollcountyga.gov



From: Jennifer Hallman
Sent: Monday, April 21, 2025 11:12 AM
To: Hubert Sparks <hsparks@carrollcountyga.gov>
Cc: Amanda Long <along@villarica.gov>
Subject: FW: EXTERNAL EMAIL: property tax for March 2025

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Hubert –

Can you provide the detail of this appeal? We are having to refund over \$177k and will need the detail to process the refund back to CC Tax Commissioner.

Thanks,



JENNIFER HALLMAN, CPFO
Interim Deputy City Manager/CFO

☎ 678-840-1220
✉ jhallman@villarica.gov
📍 571 W. Bankhead Hwy.
🌐 www.villarica.gov

From: Amanda Long <along@villarica.gov>
Sent: Thursday, April 17, 2025 5:10 PM
To: Jennifer Hallman <jhallman@villarica.gov>
Subject: FW: EXTERNAL EMAIL: property tax for March 2025

Carroll County is asking for a \$177K refund from the TAD for an over-payment on Property Tax. The property id listed (V050130014/The Arbours) was refunded after processing an appeal.

My email to the County and response is below.

From: Teresa Harvey <tharvey@carrollcountyga.gov>
Sent: Thursday, April 17, 2025 1:46 PM
To: Amanda Long <along@villarica.gov>
Subject: RE: EXTERNAL EMAIL: property tax for March 2025

They did an appeal for the value and the value was decreased. They had paid the original amount before the appeal resulting in the refund.

From: Amanda Long <along@villarica.gov>
Sent: Thursday, April 17, 2025 11:50 AM
To: Teresa Harvey <tharvey@carrollcountyga.gov>

Subject: RE: EXTERNAL EMAIL: property tax for March 2025

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Hi Teresa,

I am just seeing this request from yesterday and had missed the original email. All of your emails still go to my junk email, so I have to go look for them when we get monies and I am looking for back-up.

Can you explain a little more to me why the check for the Arbours at Villa Rica (V050133014) was refunded? When I look at the property, it won't show me their tax bill.

Thank you,

Amanda Long

Deputy Finance Director

City of Villa Rica

571 W. Bankhead Highway

Villa Rica, GA 30180

Office: (678) 840-1228

Cell: (470) 388-4831

Email: along@villarica.org

www.villarica.org or facebook.com/cityofvillarica



From: Teresa Harvey <tharvey@carrollcountyga.gov>

Sent: Wednesday, April 16, 2025 2:27 PM

To: Amanda Long <along@villarica.gov>

Subject: EXTERNAL EMAIL: property tax for March 2025

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I was inquiring as to when we could expect to receive the check for \$177,651.98.

Teresa Harvey
Carroll County Tax/Tag Office
Bookkeeping
(770) 830-5829

CITY OF VILLA RICA , STATE OF GEORGIA

ORDINANCE

AN ORDINANCE TO AMEND SECTIONS 200, 202, 203 AND 212 OF APPENDIX A – DEVELOPMENTAL REGULATIONS OF THE CODE OF ORDINANCES OF THE CITY OF VILLA RICA, GEORGIA

WHEREAS, the City of Villa Rica is a municipal corporation duly chartered and incorporated in the State of Georgia; and

WHEREAS, the City Council determined a need to update their code of ordinances and after consideration of proposed changes and having duly noticing the proposed changes; and

NOW THEREFORE BE IT HEREBY ORDAINED by the City of Villa Rica Mayor and City Council as follows:

SECTION 1A.

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 200 is hereby amended as follows:

200. APPLICATION AND PLAN REVIEW GENERAL REQUIREMENTS

UTILITY AVAILABILITY STATEMENT.

- (A) The City shall not approve any applications for rezoning, annexation, special use permits, building permits, land disturbance permits or approve any new residential construction or any commercial development without a statement that adequate utility is available from the Utilities Director. Utility availability statements shall be valid for a period of one year from the date of its issuance and shall not be transferable.
 - a. **Exemptions**
 - i. **Home occupation business license requests, employing no more than two individuals, are exempt from the requirement, unless the business, in the opinion of staff, constitutes a significant impact on the water and sewer utility conveyance and / or treatment systems.**
 - ii. **One (1) single-family residential unit to be constructed on one (1) parcel that is currently vacant is exempt from this requirement, provided this lot is part of an already-approved development in which the final plat has been approved by City Council.**
 - iii. **All subdivided lots are not included in this exemption. Subdivided lot requests must undergo administrative review with Planning and Zoning at which time a utility review will be conducted to determine availability of water and sewer capacity.**
- (B) Availability means that utility service is available to the property and that the service lines and facilities have adequate capacity to serve the development while still maintaining an appropriate level of service to the

other users of the system. In making this determination, the city may consider both existing users and also users that have been approved for connection but have not yet done so. The Utilities Director may rely on qualified engineers and experts in making the determination of whether utility service is available and whether there is adequate capacity to serve for the proposed development.

(i.) Water capacity analysis is a process where every new development which will require connection of its potable water service to the city water system is reviewed to determine whether or not the new development will meet the minimum fire flow and pressure requirement of 20 psi at the highest occupied elevation under normal usage conditions or cause some other proximate user's pressure to drop below 20 psi under normal usage conditions. All proposed fire hydrants shall be capable of delivering 1,000 gallons per minute (gpm) in residential neighborhoods and 1,500 gpm in commercial areas or as otherwise determined by the county fire marshal based upon the type of development.

- (a) The proposed water consumption flowrate(s) of the new development will be assumed to be equal to the average proposed sewage flows estimated per Georgia Manual for On-site Sewage Management Systems Table JT-1 with an appropriate peaking factor based on diurnal variations.
- (b) The city's water system has been modeled with the use of a hydraulic modeling application. The proposed flowrates will be added to the model in order to calculate the residual pressure.
- (c) If the new development's residual pressure does not meet the requirement of 20 psi at the highest occupied elevation under normal usage conditions, or, cannot meet the fire flow requirements set forth above, the analyzed water line will be assumed to be unsuitable for the new development. If the developer wants access, the developer may pay the city in an appropriate amount to upgrade to a new water line so as to provide adequate residual pressure.

(ii) Sewer capacity analysis is a process where every new development which will require a connection of its sewer to the city's sewer system is reviewed to determine whether or not there is adequate capacity in the sewer system to convey the new sewage from proposed development to the WWTP.

- (a) The proposed flowrate(s) in gallons per day (gpd) of the new development will be calculated and peaked with a factor of 3. Sewage flows of new developments will be estimated per Georgia Manual for On-Site Sewage Management Systems Table JT-1.
- (b) The existing flowrate(s) (gpd) and proposed flows that will flow into the same collection system as the new development will be calculated and peaked with a factor of 3. Existing flowrates will be estimated per Georgia Manual for On-Site Sewage Management Systems Table JT.
- (c) The ratio between the sum of the peaked flowrates (proposed and existing) and the sewer line capacity will be analyzed to determine if 60 percent of the sewer line's capacity has been exceeded.
- (d) If the new development's proposed flowrate does cause the projected flows in the sewer line to exceed the 60 percent capacity level, the sewer's capacity will be deemed inadequate for the new development.
- (e) If the existing sewer does not have adequate capacity to convey the proposed flowrate, the developer may pay the amount to the city to upgrade the sewer so as to be able to provide adequate capacity.

(C) City water and sewer service is provided to the residents and properties within the limits of Villa Rica service area for each as defined by the most recent Carroll County and Douglas County service delivery strategy

agreements. New service of properties outside of the service area shall be allowed only with the express written consent of the city and the governing agency of the adjacent service delivery area.

- (D) In the event of a request for utility service at a location in which it has been determined that adequate service capacity is unavailable, the city may deny the issuance of any building or land disturbance permits or may condition new utility connections on the payment by the user or developer of the cost of new or improved infrastructure required to serve the development.
- (E) In the event that the Utility Director determines that a utility is not available, the applicant may appeal the decision to the City Council. The City Council shall consider whatever evidence from the applicant and shall consider either the testimony or report from the Utility Director, or his/her designee, or both.
- (F) The Utility Director may issue a conditional availability letter, subject to approval by Council, when adequate utility is not available if the applicant presents a development agreement to the Utility Director that will be beneficial to the City, with respect to improvements to the City's utility capacity and/or conveyance, and said improvements will be paid for by the applicant or developer. A conditional availability letter must be approved by Council prior to the approval of any permits, rezonings or annexations.

200.1 Standard Operating Procedures for the project development process are included at the end of this section. (Section 212)

SECTION 1B.

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 202 is hereby amended as follows:

202. Plan Review Procedure.

Plan review procedures are dependent on the type of the proposed development. Plans may not be reviewed without a Utility Availability Statement as provided in Section 200. There are three types of developments as follows:

- A. Subdivision developments (residential, commercial, and industrial) involving the subdividing of a tract or parcel of land into two (2) lots or building sites:
- B. Subdivision developments (residential, commercial, and industrial) involving the subdividing of a tract or parcel of land into three (3) or more lots or building sites; and
- C. Non-subdivision commercial/industrial developments.

202.1 Stages of Residential Subdivision Development Plans Review:

Scope:

Plan design, submittal, and review is divided into 4 stages which correspond to the following 4 types of plans:

1. *Preliminary Plat.* Conceptual street and lot layout of subdivision with topography of not more than two (2) foot intervals. A plat review fee shall be required at the time of submittal. No less than twenty (20) working days prior to the next regular meeting of the planning commission, a letter addressed to the planning commission requesting review and approval of a preliminary plat shall be given to the Community Development office along with six (6) copies of the plat for distribution. Upon approval of the plat by individual departments, six (6) copies of the approved plat stamped by each department shall be submitted to the Community Development office to be distributed to the City of Villa Rica Planning Commission for approval. Approval of a preliminary plat shall expire and be null and void after a period of 24 months from the date of approval unless an extension of time is approved by the

Planning Commission. (A preliminary plat shall not be required of subdivisions on an existing street involving only two (2) lots or building sites.

Information to be Provided.

Preliminary subdivision plats shall contain the following information:

1. Subdivision Name.
2. Name, address and 24-hour phone number of developer.
3. Date including most recent revision date.
4. Graphic scale (not to exceed 1" = 100')
5. Location Index map (approximate scale 1" = 6000')
6. North arrow.
7. Land lot, District and Section.
8. Maximum sheet size 24" x 36" unless otherwise approved.
9. Exact boundary lines of the entire tract indicated by a heavy line giving lengths and bearings.
10. Present zoning and zoning of abutting land.
11. Proposed street and lot layout.
12. Proposed street names.
13. Lot lines with approximate dimensions.
14. Location of bold lines for phased developments.
15. Lots numbered consecutively disregarding phasing.
16. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
17. Existing streets, utilities, and easements on and adjacent to the tract.
18. Provisions for water supply, sewerage, and drainage.
19. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
20. Minimum building front yard setback line shown graphically on the plat.
21. Surveyors and/or Engineer's Stamp.
22. Signature Statement for planning commission. Statement shall read as follows:

Preliminary Plat Approval Certificate

All requirements of the City of Villa Rica Development Regulations relative to the preparation and submission of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted subject to further provisions of said Regulations. This certificate is effective for 24 months from the date of signing unless a Final Plat is recorded.

Planning Commission Chairman	Date	City Clerk	Date

-
23. Any and all other information as may be required by the City.
 24. Names of owners of record of adjoining properties.
2. *Construction Plans.* Detailed design plans of proposed subdivision infrastructure improvements. Six (6) sets of the construction plans shall be submitted to the Community Development office for distribution. A plan review fee shall be required at the time of submittal. Upon approval of the plans, a stamped approved copy shall be given to each department and the developer sets up a pre-construction conference with the contractor(s) and the City departments mentioned herein. If any construction activity involves a state right-of-way, the developer must first contact Public Works and obtain Georgia D.O.T. approval before construction plans can be approved by the city.

Information to be Provided.

Construction Plans shall contain the following information:

Road Design

1. Acceleration/deceleration lanes at entrance.
2. Typical road section for all roads.
3. Dimensions of turn radii.
4. Plan and profile of existing city or county road at proposed entrance with the City of Villa Rica's minimum horizontal and vertical stopping sight distance requirements satisfied. The speed limit for the existing city or county road shall be shown.
5. If additional right-of-way is required to bring the City Road up to minimum standards, as shown on the current City Street Classification Map, the future right-of-way shall be shown on the plan. Set backs shall be measured from the future right-of-way.
6. Proposed street profiles for all new streets.
7. Proposed street grades.
8. Proposed length of vertical curves.
9. Vertical stopping sight distance at all proposed internal subdivision intersections.
10. Street horizontal curve radii.
11. All radii, curb set back and taper details.
12. Typical construction details (curb and gutter, paving, etc.)
13. Street signs.

Storm Drainage

1. Topographic layout of development at two (2) foot contour intervals based on mean sea level datum with storm drain layout.
2. Location, size, and length of existing drainage structures with drainage area.
3. Description by registered engineer of downstream property showing the method of runoff control will not adversely affect the property downstream.
4. Location, size, length, and type of all proposed drainage structures.
5. Drainage area to each inlet point of the drainage system.
6. Ditch profiles.
7. Ditch cross-sections every (50) feet with velocity of runoff (no more than 5.0 fps without lining the ditch.)

-
8. Hydrology study by a state approved professional for detention ponds, if required.
 9. The 100-year floodplain/Future Conditions floodplain limits and elevation or note absence.
 10. Profile of storm drainage pipes.
 11. All cross-drain pipes shown on the street profiles.
 12. Water travel distance between catch basins.
 13. Drainage at intersections indicated by flow arrows on plan sheet.
 14. All drainage structure outlets to be erosion proofed.
 15. Method of sizing all storm drainage structures.
 16. Easements for drainage system - minimum of ten (10) feet for piped runoff, minimum of twenty (20) feet for open ditches.
 17. Dam breach zone shown if an existing or proposed permanent pond/lake is a part of the proposed subdivision.
 18. Cul-de-sac grading detail for steep downhill cul-de-sacs.

Water Layout

1. Site plan with water layout only.
2. Pipe locations and sizes
3. Location and size of gate valves & air release valves.
4. Thrust blocks at all bends and tees.
5. Location of all existing and proposed fire hydrants.
6. Existing water main locations, sizes, and types of materials surrounding the project.
7. Detail of tap to water main.
8. Proposed meter sizes and locations.
9. Nearest existing line valves on main, in order to isolate tap.
10. Pressure flow-test results.
11. If proposed water line crosses private property, a twenty foot (20) permanent easement is required.

Sewer Layout

1. EPD Sanitary Sewer Submittal Form filled out by registered engineer.
2. Site plan showing sewer layout.
3. Sewer layout should have manhole numbers, line designations, flow arrows, street names, and topography.
4. Sewer layout showing proposed storm drain crossings.
5. Detail tie-in of proposed lines with existing lines as to elevation and invert direction of manholes.
6. Profile of proposed sewer lines.
7. Manhole numbers and locations.
8. Outside drop-manhole designated.
9. Percent grade, length, size of lines.

-
10. Lateral locations.
 11. Materials to be used.
 12. Location in profile of streams and storm drains.
 13. Easements to be twenty (20) foot permanent and sixty (60) foot for temporary construction.
 14. Easements for future sewers if required.
 15. Bedding details.

Additional Requirements:

1. Preliminary plat submitted with construction plans.
2. Sidewalks.
3. Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.
4. Names of all utility companies.
5. Erosion control plan.
6. Tree protection plan.
7. Show location of any landfills or debris or garbage disposal sites on the property.
8. Additional Notes Below:

Notes:

1. It is the developer's responsibility to address any wetland issues to the satisfaction of the U.S. Army Corps of Engineers.
 2. It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements.
 3. It is the developer's responsibility to abide by all the rules and regulations pertaining to the U.S. Fish and Wildlife Service if applicable.
3. *Erosion and Sediment Control Plans.* A plan for the control of soil erosion and sedimentation resulting from a land-disturbing activity involving the disturbance of 1.0 acres or greater. Said plans are a part of the requirements for a Land Disturbance Permit as addressed in Section 700 of the City of Villa Rica Development Regulations. An approved copy of this plan must be provided to all departments as part of the construction plan review process.
4. *Final Plat.* Plan of subdivision which conforms to the approved preliminary plat and the specifications required herein for recording at the Clerk of Superior Court. A plat review fee shall be required at the time of submittal. Prior to the submittal of the final plat for review, the following shall apply: 1.) All street and utility construction must be completed, inspected and approved; 2.) All property corner pins must be installed; 3.) As-built drawings must be submitted; and 4.) Bonding requirements, if applicable, satisfied. Six (6) copies of the final plat and as-built drawings shall be submitted to the Community Development office for distribution. Once the signatures of approval from the designated City Departments have been obtained on the final plat, the developer shall submit the plat to the Clerk of Superior Court of Carroll County and/or Douglas County for recording. Upon recording of the final plat, the developer shall provide four (4) hard copies of the plat to the Community Development office. An electronic version of the final plat shall be provided in AutoCAD format to the Community Development office.

The Final Plat shall contain the following information:

1. Sheet size no larger than 18" x 24".
2. Exact boundary lines of the tract by bearings and distances determined by a field survey.
3. Field survey error of closure not to exceed one to ten thousand.
4. Equipment used in field survey.
5. Calculated error of closure of plat.
6. Present zoning and zoning of abutting land.
7. Exact locations, R/W widths, and names of all streets that immediately adjoin the subdivision.
8. Appropriate data for all streets, lot lines, and centerlines as required by the city and according to the requirements of the State of Georgia for professional surveyors and engineers.
9. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning. All zoning stipulations, if any, must also be on the plat.
10. Lots shall be numbered consecutively; divisions shall be made by units or phases.
11. Each lot's area in square feet or acres.
12. Deed book and page number of protective covenants if any.
13. Accurate location, material, and description of all monuments and markers.
14. Location of sidewalks.
15. Show all Storm lines on plat.
16. Location of all easements.
17. Required buffers and recreational areas (if any).
18. Land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
19. All surveys and plats must be prepared by a state certified engineer and/or surveyor.
20. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
21. The following certificate statements shall be shown on the plat:

Owner's Certificate:

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, that all state, city and county taxes or other assessments now due on this land have been paid, that all streets, water systems drains and drainage easements, and public places are dedicated to the use of the public forever.

_____	_____
Owner	Date

Surveyor's Certificate:

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision, that all monuments shown hereon actually exist or are marked "future" and their location, size, type and material are correctly shown, and that all requirements of the development and zoning regulations have been fully complied with.

_____	_____
Owner	Date

City of Villa Rica Certificate:

In accordance to the City of Villa Rica Development Regulations and the City's Zoning Ordinance, all requirements of approval have been fulfilled; this plat was given final approval by the following City officials and personnel and on behalf of the City of Villa Rica:

_____	_____
_____	_____
_____	_____
Community Development Director	Date
_____	_____
_____	_____
Mayor	Date

Covenants, if separately recorded:

This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby become a part of this plat, and which were recorded in plat book _____ Page _____.

[22]. Any and all other information as required by the city.

202.2 Stages of Commercial/Industrial Subdivision Plan Reviews.

Scope:

Plan design, submittal, and review is divided into 4 stages which corresponds to the following 4 types of plans:

1. *Preliminary Plat.* Conceptual street and lot layout of subdivision with topography of not more than two (2) foot intervals. A plat review fee shall be required at the time of submittal. No less than twenty (20) working days prior to the next regular meeting of the planning commission, a letter addressed to the planning commission requesting review and approval of a preliminary plat shall be given to the Community Development office along with six (6) copies of the plat for distribution. Upon approval of the plat by individual departments, six (6) copies of the approved plat stamped by each department shall be submitted to the Community Development office to be distributed to the City of Villa Rica Planning Department for approval. Approval of a preliminary plat shall expire and be null and void after a period of 24 months from the date of approval unless an extension of time is approved by the Planning Commission. (A preliminary plat shall not be required of subdivisions on an existing street involving only two (2) lots or building sites.

Information to be Provided.

Preliminary subdivision plats shall contain the following information:

1. Subdivision Name.
2. Name, address and 24-hour phone number of developer.
3. Date including most recent revision date.
4. Graphic scale (not to exceed 1" = 100').
5. Location Index map (approximate scale 1" = 6,000').
6. North arrow.

7. Land lot, District and Section.
8. Maximum sheet size 24" x 36" unless otherwise approved.
9. Exact boundary lines of the entire tract indicated by a heavy line giving lengths and bearings.
10. Present zoning and zoning of abutting land.
11. Proposed street and lot layout.
12. Proposed street names.
13. Lot lines with approximate dimensions.
14. Location of bold lines for phased developments.
15. Lots numbered consecutively disregarding phasing.
16. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
- [17]. Existing streets, utilities, and easements on and adjacent to the tract.
- [18]. Provisions for water supply, sewerage, and drainage.
- [19]. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
20. Minimum building front yard setback line shown graphically on the plat.
21. Surveyors and/or Engineer's Stamp.
22. Signature Statement for Planning Commission. Statement shall read as follows:

Preliminary Plat Approval Certificate

All requirements of the City of Villa Rica Development Regulations relative to the preparation and submission of a Preliminary Plat having been fulfilled, approval of this plat is hereby granted subject to further provisions of said Regulations. This certificate is effective for 24 months from the date of signing unless a Final Plat is recorded.

Community Development	Date	City Clerk	Date

23. Any and all other information as may be required by the City.
 24. Names of owners of record of adjoining properties.
2. *Construction Plans.* Detailed design plans of proposed subdivision infrastructure improvements. Six (6) sets of the construction plans shall be submitted to the Community Development office for distribution. A plan review fee shall be required at the time of submittal. Upon approval of the plans, a stamped approved copy shall be given to each department and the developer sets up a pre-construction conference with the contractor(s) and the City departments mentioned herein. If any construction activity involves a state right-of-way, the developer must first contact Public Works and obtain Georgia D.O.T. approval before construction plans can be approved by the city.

Information to be Provided.

Construction Plans shall contain the following information:

Road Design

1. Acceleration/deceleration lanes at entrance.

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2. Typical road section for all roads.
 3. Dimensions of turn radii.
 4. Plan and profile of existing city or county road at proposed entrance with the City of Villa Rica's minimum horizontal and vertical stopping sight distance requirements satisfied. The speed limit for the existing city or county road shall be shown.
 5. If additional right-of-way is required to bring the City Road up to minimum standards, as shown on the current City Street Classification Map, the future right-of-way shall be shown on the plan. Setbacks shall be measured from the future right-of-way.
 6. Proposed street profiles for all new streets.
 7. Proposed street grades.
 8. Proposed length of vertical curves.
 9. Vertical stopping sight distance at all proposed internal subdivision intersections.
 10. Street Horizontal curve radii.
 11. All radii, curb set back and taper details.
 12. Typical construction details (curb and gutter, paving, etc.)
 13. Street signs.

Storm Drainage

1. Topographic layout of development at two (2) foot contour intervals based on mean sea level datum with storm drain layout.
2. Location, size, and length of existing drainage structures with drainage area.
3. Description by registered engineer of downstream property showing the method of runoff control will not adversely affect the property downstream.
4. Location, size, length, and type of all proposed drainage structures.
5. Drainage area to each inlet point of the drainage system.
6. Ditch profiles.
7. Ditch cross-sections every (50) feet with velocity of runoff (no more than 5.0 fps without lining the ditch).
8. Hydrology study by a state approved professional for detention ponds, if required.
9. The 100-year floodplain and Future Condition floodplain limits and elevation or note absence.
10. Profile of storm drainage pipes.
11. All cross-drain pipes shown on the street profiles.
12. Water travel distance between catch basins.
13. Drainage at intersections indicated by flow arrows on plan sheet.
14. All drainage structure outlets to be erosion proofed.
15. Method of sizing all storm drainage structures.
16. Easements for drainage system - minimum of ten (10) feet for piped runoff, minimum of twenty (20) feet for open ditches.

-
17. Dam breach zone shown if an existing or proposed permanent pond/lake is a part of the proposed subdivision.
 18. Cul-de-sac grading detail for steep downhill cul-de-sacs.

Water Layout

1. Site plan with water layout only.
2. Pipe locations and sizes.
3. Location and size of gate valves, air release valves.
4. Thrust blocks at all bends and tees.
5. Location of all existing and proposed fire hydrants.
6. Existing water main locations, sizes, and types of materials surrounding the project.
7. Detail of tap to water main.
8. Proposed meter sizes and locations.
9. Nearest existing line valves on main, in order to isolate tap.
10. Pressure flow-test results.
11. If proposed water line crosses private property, a twenty foot (20) permanent easement is required.

Sewer Layout

1. EPD Sanitary Sewer Submittal Form filled out by registered engineer.
2. Site plan showing sewer layout.
3. Sewer layout should have manhole numbers, line designations, flow arrows, street names, and topography.
4. Sewer layout showing proposed storm drain crossings.
5. Detail tie-in of proposed lines with existing lines as to elevation and invert direction of manholes.
6. Profile of proposed sewer lines with:
7. Manhole numbers and locations.
8. Outside drop-manhole designated.
9. Percent grade, length, size of lines.
10. Lateral locations.
11. Materials to be used.
12. Location in profile of streams and storm drains.
13. Easements to be twenty (20) foot permanent and sixty (60) foot for temporary construction.
14. Easements for future sewers if required.
15. Bedding details.

Additional Requirements:

1. Preliminary plat submitted with construction plans.
2. Sidewalks.

-
3. Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.
 4. Names of all utility companies.
 5. Erosion control plan.
 6. Tree protection plan.
 7. Show location of any landfills or debris or garbage disposal sites on the property.
 8. Additional Notes Below:
Notes:
 1. It is the developer's responsibility to address any wetland issues to the satisfaction of the U.S. Army Corps of Engineers.
 2. It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements.
 3. It is the developer's responsibility to abide by all the rules and regulations pertaining to the U.S. Fish and Wildlife Service if applicable.
3. *Erosion and Sediment Control Plans.* A plan for the control of soil erosion and sedimentation resulting from a land-disturbing activity involving the disturbance of 1.0 acres or greater. Said plans are a part of the requirements for a Land Disturbance Permit as addressed in Section 700 of the City of Villa Rica Development Regulations. An approved copy of this plan must be provided to all departments as part of the construction plan review process.
4. *Final Plat.* Plan of subdivision which conforms to the approved preliminary plat and the specifications required herein for recording at the Clerk of Superior Court. A plat review fee shall be required at the time of submittal. Prior to the submittal of the final plat for review, the following shall apply: 1.) All street and utility construction must be completed, inspected and approved; 2.) All property corner pins must be installed; 3.) As-built drawings must be submitted; and 4.) Bonding requirements, if applicable, satisfied. Six (6) copies of the final plat and as-built drawings shall be submitted to the Community Development office for distribution. Once the signatures of approval from the designated City Departments have been obtained on the final plat, the developer shall submit the plat to the Clerk of Superior Court of Carroll County and or Douglas County for recording. Upon recording of the final plat, the developer shall provide four (4) hard copies of the plat to the Community Development office. An electronic version of the final plat shall be provided in AutoCAD format to the Community Development office.

Information to be Provided.

The Final Plat shall contain the following information:

1. Sheet size no larger than 18" x 24".
2. Exact boundary lines of the tract by bearings and distances determined by a field survey.
3. Field survey error of closure not to exceed one to ten thousand.
4. Equipment used in field survey.
5. Calculated error of closure of plat.
6. Present zoning and zoning of abutting land.
7. Exact locations, R/W widths, and names of all streets that immediately adjoin the subdivision.

-
8. Appropriate data for all streets, lot lines, and centerlines as required by the city and according to the requirements of the State of Georgia for professional surveyors and engineers.
 9. General notes on the plat stating total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks for present zoning.
 10. Lots shall be numbered consecutively; divisions shall be made by units or phases.
 11. Each lot's area in square feet or acres.
 12. Deed book and page number of protective covenants if any.
 13. Accurate location, material, and description of all monuments and markers.
 14. Location of sidewalks.
 15. Location of all easements.
 16. Required buffers and recreational areas (if any).
 17. Land lot lines accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
 18. All surveys and plats must be prepared by a state certified engineer and/or surveyor.
 19. Location of 100-year floodplain and Future Conditions floodplain or statement that no part of the property lies within the 100-year floodplain.
 20. The following certificate statements shall be shown on the plat:

Owner's Certificate:

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, that all state, city and county taxes or other assessments now due on this land have been paid, that all streets, water systems drains and drainage easements, and public places are dedicated to the use of the public forever.

_____	_____
Owner	Date

Surveyor's Certificate:

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision, that all monuments shown hereon actually exist or are marked "future" and their location, size, type and material are correctly shown, and that all requirements of the development and zoning regulations have been fully complied with.

_____	_____
Owner	Date

City of Villa Rica Certificate:

In accordance to the City of Villa Rica Development Regulations and the City's Zoning Ordinance, all requirements of approval have been fulfilled; this plat was given final approval by the following City personnel on behalf of the City of Villa Rica:

_____	_____
Community Development	Date
_____	_____

_____	_____
Community Development Director	Date
_____	_____
_____	_____
Mayor	Date

Covenants, if separately recorded:

This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby become a part of this plat, and which were recorded in plat book _____ Page.

21. Any and all other information as required by the city.
22. Lots, lot areas and lot numbers are optional at the discretion of the developer. If lots are included, the exact boundaries shall be shown by bearing and distances as determined by a field survey, and corners shall be marked on the ground with appropriate permanent monumentation.
23. Any and all other information as required by the City.

202.3 *Commercial/Industrial Site Development Plans.*

- A. For individual commercial or industrial sites not within a Commercial or Industrial Subdivision, only construction plans are designed and submitted for review for this type of development. Six (6) sets of plans shall be submitted to the Community Development office to be distributed to other City departments. A plan review fee shall be required at the time of submittal. Upon approval of the plans by individual departments, each department retains a copy of the approved stamped plans.
- B. For individual commercial or industrial sites within a Commercial or Industrial Subdivision Development, the same requirements as in A above may be submitted only after approval by the City and recording of the Final Plat for the development.

202.4 *Plan Approval.*

- A. Approval of construction plans shall expire twelve (12) months from the date of approval without the issuance of a building permit from the City of Villa Rica.
- B. If a discrepancy occurs between the approved plans and the City's development standards, unless a variance or exception has been obtained, the Development Standards shall be the superseding document.

202.5 *Plan Review Checklists.* Checklists are included at the end of this section.

SECTION 1C

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 203 is hereby amended as follows:

203. Permits.

Permits may not be issued without a Utility Availability Statement as provided in Section 200.

203.1 *Subdivisions.* The Community Development office issues the following permits for the construction of a subdivision:

-
- A. *Land Disturbance Permit.* After the approval of the construction plans, this permit is issued for the implementation of erosion control measures as shown on the approved construction plans for projects as required under Section 700 of the City of Villa Rica Development Regulations.

203.2 *Sites not involving the subdividing of land.* The Department of Community Development issues the following two (2) permits for the construction of sites:

- A. *Land Disturbance Permit.* After the approval of the construction plans, this permit is issued for the implementation of erosion control measures as shown on the approved construction plans for all projects as required under Section 700 of the City of Villa Rica Development Regulations.
- B. *Building Permit.* This permit is issued for the construction of proposed buildings. The building permit is issued after the site construction plans are approved, the building architectural plans are approved, and the Land Disturbance Permit is issued (if applicable). Appropriate permit fees shall apply.

203.3 *Driveway Permits.* A review will be required of all new driveway cuts on public right-of-way for the purpose of ensuring the requirements of these Regulations are complied with and to determine if additional right-of-way improvements will be needed to be made by the property owner in order that the public right-of-way will accommodate the proposed vehicular use of said new driveway. When a building permit or land disturbance permit is required, the driveway permit will be incorporated into said permits and no additional fees will be required. When no other permits are required, a permit fee of fifty dollars (\$50.00) will be required.

203.4 *Pavement Cut Permit.* A permit will be required prior to any work being done involving the cutting of any existing public right-of-way pavement. Said permit will be issued by the City Public Works Department. (No permit fee is required).

204.3 *Notification.* The City shall be notified by the developer or his/her contractor before construction begins, and at the various stages in construction required by the City. The City shall be given a two (2) business days advance notice before construction begins. The appropriate department as outlined in Section 205 of these Regulations will be directly notified for an inspection request.

SECTION 1C.

The City of Villa Rica Code of Ordinances, Appendix A – Developmental Regulations, Section 212 is hereby amended as follows:

212. Standard Procedures for Project Development.

212.1 *Standard Procedures for Project Development for Non-subdivision Developments.*

1. Initial Concept Meeting with City Staff.
2. Water and sewer capacities must be checked, and capacities secured before moving forward. Applicant must present a Utility Availability Statement as provided in Section 200.
3. Determine that no portion of the development is to be built on any solid waste landfill.
4. Meet with GDOT if access is required off GDOT R/W unto the project.
5. Application to re-zone property - include final concept plan.
 - a. Zoning applications must be reviewed by the Villa Rica Planning Commission and approved by a public hearing with the City Council. If Approved;
6. Construction Plan Submittal. The following reviews are required:

-
- a. Zoning.
 - b. Fire Marshal.
 - c. Community Development—Architectural plans reviewed.
 - d. Civil Plan review performed by the City of Villa Rica designee.
 - e. Erosion and sediment Control review by Georgia soil and Water Conservation District in Athens, Georgia (GSWCC).
 - f. Ga EPD if gravity sewer extension is required to serve the site.
7. Pre-Construction Meeting required once all plans are approved.
 - a. Land Disturbance Permit fees and NPDES fees are required to be paid at the Pre-con meeting.
 8. Construction and Building inspections by City Staff as construction unfolds. City inspections are to be supervised by the City's designated Georgia registered engineer.
 9. Once the construction and inspection process are complete, a Certificate of Occupancy is issued. Project Complete.

212.2 Standard Procedures for Project Development for Residential/Commercial/Industrial Subdivision Developments.

1. Initial Concept Meeting with City Staff.
2. Water and sewer capacities must be checked, and capacities secured before moving forward. Applicant must present a Utility Availability Statement as provided in Section 200.
3. Determine that no portion of the development is to be built on any solid waste landfill.
4. Meet with GDOT if access is required off GDOT R/W unto the project.
5. Application to re-zone property—include final concept plan.
 - a. Zoning applications must be reviewed by the Villa Rica Planning Commission and approved by a public hearing with the City Council. If Approved.
6. Submit Preliminary Plat for Review (aka Final Concept Plan).

[a]. The plat must be approved by City Staff before moving forward.
7. Construction Plan Submittal. The following reviews are required:
 - a. Zoning.
 - b. Community Development—Architectural plans reviewed.
 - c. Civil Plan review performed by the City of Villa Rica designee.
 - d. Erosion and sediment Control review by Georgia soil and Water Conservation District in Athens, Georgia (GSWCC).
 - e. Ga EPD if gravity sewer extension is required to serve the site.
8. Pre-Construction Meeting required once all plans are approved.
 - a. Land Disturbance Permit fees and NPDES fees are required to be paid at the Pre-con meeting.
9. Construction and Building inspections by City Staff as construction unfolds. City inspections are to be supervised by the City's designated Georgia registered engineer.
10. Once the construction and inspection process are complete, Final Plat is submitted for review.
 - a. Final Plat is reviewed for content by City's designee.

-
- b. Maintenance bond is calculated.
 - c. Street light fees are calculated.
 - d. Street sign fees are calculated.
 - e. Stormwater maintenance agreement submitted and recorded.
 - f. Water and Sewer as-built drawings are submitted for review.
11. Once all fees are paid and Maintenance bond submitted, Final Plat is taken to a public hearing with City Council for approval. Once approved by City Council, Final plat is recorded and building permits are issued.

SECTION 2

If any section, subsection, clause, phrase, or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, such declaration shall not affect the remaining portions of this Ordinance, which shall continue in full force and effect.

SECTION 3.

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 4.

This Ordinance shall become effective upon its adoption and approval by the Mayor and City Council.

SO ORDAINED, this ____ day of _____, 20_____.

By: _____
Leslie McPherson, Mayor

Attest:

Theresa Campbell
City Clerk