



The City of Newnan, Georgia

Stormwater Facility Maintenance Agreement Checklist – Last Updated 7/1/2024

The following is a list of items that must be completed and submitted to the City of Newnan Engineering Department with the Stormwater Facility Maintenance Agreement Form:

1. Owner Signature (Original)
2. Notary Public Signature and Stamp (Original)
3. Witness Signature (Original)
4. Filing Fee of \$29.62 (Superior Court Clerk adjusted filing fee 7/1/2024). Payment must be cash, money order, or business check Payable to: *City of Newnan*
5. Attach Exhibit "A" Legal Description of the Parent Tract serviced by the Stormwater Facility or Facilities. (May be a copy of the deed referenced in the Agreement)
6. Attach Exhibit "B" which includes (All shall be on 8 ½ X 11):
 - Maintenance Activities & Schedule
 - Inspection Checklist
 - Stormwater Facility Certification Letter signed & stamped by GA Licensed PE
 - Pond As-Built Plat including (but not limited to):
 - Existing contours, walls, emergency spillway, 100-year ponding elevation, and all structures, pipes & components with elevations
 - 10' Maintenance Easement around Stormwater Facility and/ or Structure(s) and all components of Stormwater Facility / Structure(s) (including dam & stormwater facility outfall)
 - 20' Access Easement from Public Right-of-Way to Maintenance Easement
 - Legal Description to describe Access Easement & Maintenance Easement
 - Plat & Legal Description shall be stamped by GA Licensed PE

Once all items are submitted to the City Newnan Engineering Department, we will acquire the City Signature, City Attorney Signature and the additional Notary Public and Witness Signature. If you have any questions, please contact the City of Newnan Engineering Department.

City of Newnan
Engineering Department
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Only Rain Down the Storm Drain

