

Sequence of Development- Single Family Residential Construction

- ☐ Identify responsible person(s) and contact information for installation and maintenance of erosion and sediment control (ESC) measures:
Phone: _____
Email: _____
- ☐ Pre-construction meeting with the Land Use Office and Town Engineer: 860-945-5266.
- ☐ Call Before you dig- 811 or 1-800-922-4455 at least three days prior to the start of excavation.
- ☐ Get approval from planning and Zoning for development.

Public Works Department: Following 3 Items

- ☐ **PW: Obtain a driveway permit from the office if by homeowner (\$1000.00 cash bond and \$25.00 permit fee).**
- ☐ **PW: (Contractor-properly bonded and insured, CBYD number and \$25.00 permit fee). Obtain a right of way permit for any work within the town's right of way.**
- ☐ **PW: No trees shall be cut within the town's right of way without coordination with the Tree Warden 860-945-5240.**
- ☐ Install construction entrance (Anti- tracking Pad).
- ☐ Install additional control measures detailed on site plan. Identify limits of site disturbance if different from that shown.
- ☐ Call Land Use Office for inspection of Erosion and Sediment Control (ESC) measures.
- ☐ On site sedimentation and erosion control measures shall be inspected weekly and after all rainfall events. Repairs and modification shall be made immediately as necessary.
- ☐ Surveyor to stake out foundation location and install property corner pins and monuments.
- ☐ **Upon completion, the surveyor will produce a foundation as- built please submit a copy to Public Works, Public Works will issue the street address (house number) for this construction once the foundation as-built plan is received.**
- ☐ Complete structure and site development.
- ☐ Surveyors produce the final as-built detailing all structures, decks, patios, walkways, mechanical features (i.e. A/C condensers, propane tanks etc.) driveway grades and all installed property corner pins/ monuments. **Please submit your final as built to the Planning and Zoning Office.**
- ☐ All disturbed areas of the site shall be fully stabilized prior to land use office sign off for the certificate of occupancy. If the site is not fully stabilized or during winter months, the owner/ contractor may post a site bond (up to \$2,500.00) to cover any outstanding measures which remain to be completed.
- ☐ Prior to Certificate of Occupancy, any required street trees must be installed (coordinate with the tree warden) and any conservation easement markers must be installed (if applicable).
- ☐ The design engineer shall oversee the installation of on-site drainage, including the installation of infiltration systems, and include the following statement to the final as-built drawings: "All drainage facilities will function as designed" with the engineer's signature.
- ☐ If there are any issues or changes during the construction process, immediately contact the Land Use Office.
- ☐ Once the Certificate of Occupancy is given, please contact the Public Works Department **if the homeowner pulled the driveway permit to release the cash bond.**