

## 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.

*Public Works Department: following 3 items*

- PW: Obtain a driveway permit from the Public Works Office. (Homeowner- \$1,000.00 cash bond and \$25.00 permit fee).
- PW: Obtain a right-of-way permit from the Public Works Office For any work within town's right of way. (Contractor- Properly bonded and insured, CBYD number and \$25.00 Permit Fee).
- PW: No trees shall be cut within the town's right of way without coordination with Tree Warden: 860-945-5240.
- Install construction entrance (Anti-Tracking Pad).
- Install additional erosion control measures detailed on the site plan. Identify limits of site disturbance if different from that shown.
- Call the 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 modifications shall be made immediately as necessary.
- Surveyor to stake out foundation location and install property corner pins and monuments.
- Upon completion, Surveyor will produce a foundation as-built and submit two copies to the Land Use Office; we will provide final zoning approval to the Building Department.
- Complete structure and site development.
- Surveyor produce 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.
- 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 the 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 the certificate of occupancy, any required street trees must be installed (coordinate with 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.