



FIGURE 2B
TOWN OF AVON
CHECKLIST OF REQUIRED INFORMATION
FOR ENGINEERING REVIEW OF RESIDENTIAL
PLOT PLANS
JANUARY 18, 2023

APPLICANT NAME _____

APPLICANT ADDRESS _____

APPLICANT PHONE AND EMAIL _____

PROJECT NAME _____

PROJECT ADDRESS _____

Place check mark (✓) for each item supplied.

_____ **1. Each sheet** of the plans or maps must include a title block with the following information:

- _____ **a.** Name, address, and telephone number of applicant
- _____ **b.** Name, address, and telephone number of plan preparer (Land Surveyor or Professional Engineer)
- _____ **c.** Name and address of development/property
- _____ **d.** 7-digit Assessor's parcels IDs of Development
- _____ **e.** Date when drawing was prepared
- _____ **f.** Date and description of revisions

_____ **2. Plot Plan:** A layout map of the proposed site on paper size 18"x24", 22"x34", or 24"x36". Drawn to a scale of 1-inch equals 40 feet, 30 feet, or 20 feet, containing the following data:

- _____ **a.** Bearings and Distances of all boundary lines and acreage of site. All iron pins and monuments found, or set are to be depicted on the plan.
- _____ **b.** Data block containing needed zoning information
- _____ **c.** Building lines in accordance with zoning regulations

- _____ d. Proposed buildings and other structures, including signs, outside lighting, driveways, and hardscapes, retaining walls, landscape walls, propane tanks, generators, and other “permanent” structures. Buildings are to include offset dimensions to a minimum of the 3 closest property lines
- _____ e. All existing and proposed easements must be shown. Volume and Page of existing easements shall be noted on the plan. The same information must be included for any zoning variances granted for the property
- _____ f. Owner names and addresses of abutting properties
- _____ g. Sight lines from the driveway(s) in both directions (3 feet eye height and 3-foot object) including the published standard for the posted speed limit of street, if required by the Town Engineer
- _____ h. Utilities – locations of utilities serving the property in the right-of-way or easements and locations of utilities within the property (sanitary sewer, electricity, gas, cable, telecom, water, etc.)
- _____ i. Footing drains, yard drains, and roof leaders and associated piping including inverts, routing, and outlet protection.
- _____ j. Tree/vegetation clearing limits
- _____ k. Building elevations – existing and proposed first floor, basement, garage floor, and top of foundation elevations
- _____ l. Topographic contours at 2-foot intervals symbolized to differentiate nominal and 10-foot index elevations with sufficient labels and spot elevations. Topographic information should clearly show existing and proposed elevations, pre and post development run-off conditions, grades, slopes of driveways, and tops and bottoms of retaining walls. The plan should also indicate the source of the topographic information. All topographic information within the limits of work shall be to T-2 accuracy standards.
- _____ m. Erosion and sediment control measures (silt fence, hay bales, anti-tracking pad, sedimentation pond, etc.) and locations to include at a minimum: storm water run-off, stock pile, and anti-tracking protection and a narrative describing proposed measures and maintenance procedures. Stock piles with erosion control measures shall be shown.
- _____ n. Wetlands limits, watercourses and water bodies, and regulated wetlands limits
- _____ o. FEMA flood zone designations within the parcel including floodway, 1% (100 year), and 0.2% (500 year) including FEMA map reference information
- _____ p. North Arrow and scale bar
- _____ q. Map references including volume and page of filed maps
- _____ r. Horizontal and vertical datums (note: the Town’s preferred horizontal datum is NAD

83, Connecticut state plane, and the Town's preferred vertical datum is NAVD 88)

_____ s. Legend of Symbols

_____ t. Improvement Location Survey certification with stamp and seal of preparer

3. Details: Sheet(s) as required to include Town approved details for driveways, erosion and sediment control, sanitary sewer connections, storm sewer connections, outlet protection, etc.
4. As-built topographic plan: new construction requires submittal of an as-built record plan containing the following prior to Engineering sign off on the Certificate of Occupancy:

Note: *All annotation is to be printed at a minimum size of 0.07" tall and is to be clearly legible with no overwrites by features, leaders, or other obstructions. It is recommended that annotation for existing features be prepared at a set size and font and that annotation for proposed features be prepared at a larger size and font to clearly differentiate them. It is also recommended that line-work for proposed features be thicker and/or darker than existing features, and screening be used further clarify existing vs. proposed.*

PLAN PREPARER (P.E. / L.S.):

(Printed name) _____

(Signature) _____

Date: _____

Affix PE Stamp and Seal

