



**FIGURE 2A**  
**TOWN OF AVON**  
**CHECKLIST OF REQUIRED INFORMATION**  
**FOR ENGINEERING REVIEW OF COMMERCIAL**  
**SITE PLANS AND RESIDENTIAL SUBDIVISION**  
**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. Site Location Map: An overall map drawn to a scale of 1-inch equals 1,000 feet containing the following:

- \_\_\_\_\_ a. Property Shaded
- \_\_\_\_\_ b. Layout of streets surrounding property
- \_\_\_\_\_ c. Waterbodies and streams
- \_\_\_\_\_ d. Town lines
- \_\_\_\_\_ e. North arrow and scale

- \_\_\_\_\_ 3. Site Plan: A layout map of the proposed site on 24" x 36" sheet 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
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- \_\_\_\_\_ 4. Profile sheets showing existing and proposed roadway centerline profile with final roadway centerline grades at every 50-foot interval and at all low and high intersection points. For all underground utilities, the Profile sheets shall depict pipe sizes and materials, top of frame and invert elevations, and slopes of pipes.
  - \_\_\_\_\_ 5. 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.
  - \_\_\_\_\_ 6. The subdivision map shall be prepared with an accuracy meeting, or exceeding, standards for a "Class A-2 Transit Survey" as defined by the Connecticut Technical Council, Inc. The map shall be clearly and legibly drawn and submitted in six copies of blue or black line prints. The map shall be drawn to a scale of 1" = 40'. The map shall show the following:
    - \_\_\_\_\_ a. Title of the subdivision, which shall not duplicate the title of any previous subdivision in the Town of Avon.
    - \_\_\_\_\_ b. Name and address of the owner of the land to be subdivided, name and address of the applicant if different from the owner.
    - \_\_\_\_\_ c. Date, scale, north point, Town, and State.
    - \_\_\_\_\_ d. Existing and proposed property and street lines; indication of adjoining property lines and street lines for a distance of two hundred feet; and the names of all adjacent subdivisions or property owners.
    - \_\_\_\_\_ e. Existing and proposed wetlands, watercourses and ponds, conservation areas, and easements and rights-of-way; the location and limits of all easement or reservation areas for the protection of swamps, flood plains, and other land subject to potential flooding.

- \_\_\_\_\_ f. Existing and proposed open spaces for parks, stream protection and other open spaces; the square footage or acreage of all lots and open spaces, the total acreage of land included in the subdivision, and proposed lots and lot numbers. The applicant shall contact the Tax Assessor who will assign a multi-digit parcel identification number for each lot.
- \_\_\_\_\_ g. Existing permanent buildings and structures.
- \_\_\_\_\_ h. Dimensions on all lines to the hundredth of a foot; all bearings or deflection angles on all straight lines, and the central angle, tangent distance and radius of all arcs.
- \_\_\_\_\_ i. The width of all streets, rights-of-way and easements; street names.
- \_\_\_\_\_ j. Existing and proposed monuments; any municipal boundary line.
- \_\_\_\_\_ k. A location map showing the location of the subdivision in relation to existing streets in the Town at a scale of 1" = 1,000'.
- \_\_\_\_\_ l. An index map if the proposed subdivision is divided into sections or is of such size that more than one sheet is required, showing the entire subdivision with lots, lot numbers, street, street names, and delineation of areas covered by the section or sheet.
- \_\_\_\_\_ m. The survey relationship of proposed streets to nearby monumented Town streets or State highways, where practical.
- \_\_\_\_\_ n. The words, "Approved by the Avon Planning and Zoning Commission" with a designated place for endorsement by an authorized commissioner, and date of approval.

**\*\*** New construction requires submittal of an as-built record plan containing the following prior to Engineering sign off on the Certificate of Occupancy: See Section 7 for requirements

**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

