



**FIGURE 7C**  
**TOWN OF AVON**  
**AS-BUILT CHECKLIST FOR COMMERCIAL SITE PLANS**  
**JANUARY 18, 2023**

**APPLICANT NAME** \_\_\_\_\_

**APPLICANT ADDRESS** \_\_\_\_\_

**APPLICANT PHONE AND EMAIL** \_\_\_\_\_

**PROJECT NAME** \_\_\_\_\_

**PROJECT ADDRESS** \_\_\_\_\_

Record drawings shall be prepared by a Licensed Land Surveyor in the State of Connecticut in conformance with "Minimum Standards for Surveys and Maps in the State of Connecticut", prepared and adopted by the Connecticut Association of Land Surveyors, September 26, 1996, as amended.

The scale of the drawings shall be the same as the originally approved subdivision plans. Mylars are to be stamped with a live signature, by a Licensed Land Surveyor in the State of Connecticut, responsible for the record drawing.

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)
- \_\_\_\_\_ c. Name and address of development/property
- \_\_\_\_\_ d. 7 digit Assessor's parcels IDs of Development
- \_\_\_\_\_ e. "As-built" shall be noted in title block
- \_\_\_\_\_ f. Date when drawing was prepared
- \_\_\_\_\_ g. Date and description of revisions

\_\_\_\_\_ **2. 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. Depth and length of pipe for each building connection installed during construction.
- \_\_\_\_\_ c. As-built location and elevations of all types of sidewalks, curbs, sidewalk ramps, street trees or plantings, driveway openings, guide rail, traffic signs, pavement markings, and protective fence;
- \_\_\_\_\_ d. Profile sheets showing existing and finished 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, flow lines and slopes of pipe;

- \_\_\_\_\_ e. Dimensions of major features, such as width of roadway and sidewalk, cul-de-sac radius, etc.;
- \_\_\_\_\_ f. Locations of all drainage structures together with top of frame elevations, top of headwall elevations, invert elevations, underdrains, and riprap splash pad dimensions at drainage outlets;
- \_\_\_\_\_ g. As-built topography of detention basins, including top of berm elevations, inverts of inlet and outlet structures and elevations of spillway;
- \_\_\_\_\_ h. As-built locations of all underground utilities (i.e. sanitary sewer, storm drainage, water, electric, gas, telephone, and cable) as well as all above ground utility valves boxes, curb boxes, hydrants, transformer pads, manholes, junction boxes, vaults (with dimensions) and hand holes;
- \_\_\_\_\_ i. Data block containing needed zoning information
- \_\_\_\_\_ j. Building lines in accordance with zoning regulations
- \_\_\_\_\_ k. As-built 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
- \_\_\_\_\_ l. Easements and variances noting and Volume and Page
- \_\_\_\_\_ m. Owner names and addresses of abutting properties
- \_\_\_\_\_ n. As-built locations of all above-ground physical features such as: buildings, driveway, walks, retaining walls, well, septic system, clean outs, curb stops, deck, patio, swimming pool, fences, utility structures, and other “permanent” structures. Buildings are to include offset dimensions to a minimum of the 3 closest property lines
- \_\_\_\_\_ o. As-built footing drains, yard drains, and roof leaders and associated piping including top of frames, inverts, routing, and outlet protection.
- \_\_\_\_\_ p. As-built tree/vegetation clearing limits
- \_\_\_\_\_ q. As-built first floor, basement, garage floor, and top of foundation elevations
- \_\_\_\_\_ r. Topographic contours at 2 foot intervals symbolized to differentiate nominal and 10 foot index elevations with sufficient labels and spot elevations.
- \_\_\_\_\_ s. Wetlands limits, watercourses and water bodies, and regulated wetlands limits
- \_\_\_\_\_ t. FEMA flood zone designations within the parcel including floodway, 1% (100 year), and 0.2% (500 year) including FEMA map reference information
- \_\_\_\_\_ u. North Arrow and scale bar
- \_\_\_\_\_ v. Map references including volume and page of filed maps
- \_\_\_\_\_ w. 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)
- \_\_\_\_\_ x. Legend of Symbols

**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 as-

*built features be prepared at a larger size than that for proposed features to clearly differentiate them. It is also recommended that line-work for as-built features be thicker and/or darker than proposed features, and screening be used further clarify as-built vs. proposed.*

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

Affix P.E. Stamp and Seal

(Printed name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Date: \_\_\_\_\_

