



# TOWN OF EAST WINDSOR

## Planning & Development

11 Rye Street, Broad Brook, CT 06016  
860.623.6030      [www.eastwindsor-ct.gov](http://www.eastwindsor-ct.gov)

### As-Built Plan Specifications

All as-built plans submitted to the Planning & Development Department shall meet the standards established in the *Standards For Surveys & Maps In the State of Connecticut*, prepared and adopted by the Connecticut Association of Land Surveyors, Inc., September 26, 1996, as amended. **Plans that do not contain the minimum required information will not be considered for review.**

The applicant and/or design professional should consult East Windsor's Zoning, Subdivision, and Wetland Regulations for specific requirements. Any maps submitted for recording in the Town Clerk's office or the Planning and Development Department must be on sheets of 24" x 36", 18" x 24" or 12" x 18" (per CGS Title 7, Chapter 92, Section 7-31, as amended).

### General Plan Requirements

Title Block: located in the lower right corner of each page, indicate the property owner, applicant, street address, written scale (graphic scale also required on plans), dates of field survey, drawing, and any revisions, plan title, the Town of East Windsor, the Department/board submitted to, name and address of the land surveyor, engineer, and/or other design professional.

Coordinate System / Datum: indicate the coordinate system used for horizontal control, a north arrow (indicate magnetic or true), and the datum used for vertical control. Plans using "assumed datum" will not be accepted.

Certification: The original (live) signature and seal (embossed) of the professional engineer/land surveyor/architect/landscape architect/soil scientist responsible for the plan (or portion thereof). Plans that do not have a live signature and embossed seal, or are not certified by the licensed professional will not be accepted.

Statement: "The survey [or map] has been prepared pursuant to the Regulations of Connecticut State Agencies Sections 20-300b-1 through 10-300b-20 and the "Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1996; [Insert Type of Survey; Boundary Determination Category; and Class (or Classes) of Accuracy]."

Abutting Property Owners: Names, addresses, and the Parcel ID (Map-Block-Lot number) of all abutting property owners (including across the street) as determined from the most recent Assessor's records.

[continued]

## **Zoning Permit & As-Built Map Requirements**

### General As-Built Map Policy

*Residential Construction (2-sets required):* In addition to the above, the final as-built plan submitted for review shall be paper copies at a scale of 1" = 40'. Final as-built plan must be submitted and approved before staff will sign off on a Certificate of Occupancy.

*Multi-Family and Commercial Development (2-sets required):* In addition to the above, the final as-built plan submitted for review shall be a paper copy at a scale of 1" = 40'. Once approved, one paper copy and one fixed line mylar is required prior to staff signing off on a Certificate of Occupancy.

### Foundation As-Built Maps

All foundation as-built maps shall meet the requirements of a Zoning Location Survey or Improvement Location Plan. The plan shall include, at a minimum:

- The foundation location including dimensions, basement elevation, and first floor elevation
- Minimum zoning setbacks
- The distance from the foundation to all property lines

### Zoning Permit & Final As-Built Map Requirements

Final as-built maps shall conform to requirements of an Improvement Location Plan. The plan shall include:

- The words "Final As-Built" in the title
- All proposed/existing improvements (buildings, structures, fences, walls, driveways, walks, etc.)
- Exterior wall dimensions for all buildings (nearest tenth of a foot), basement elevation, garage floor elevation, and first floor elevations
- All underground utilities, well and septic system locations (general location & depth is acceptable)
- Minimum zoning setbacks and the distance of all buildings to property lines (nearest tenth of a foot)
- Elevations, in the form of "spot elevations", taken as part of the final actual field survey. Sufficient elevation information shall be provided to demonstrate the control of surface water on and off site. Adequate spot elevations shall be provided near and along property lines, driveways, the street line, and around the foundation. *If elevations are insufficient, two-foot contours may be required.*
- Zoning table providing bulk and area requirements and existing as-built conditions
- Any easements and rights-of-way
- No proposed improvements or wording related to improvements that have not been built shall be included on Final As-Built Maps.
- **Final as-built maps shall be submitted at least one week prior to any closing to provide adequate time for review and revisions**

Updated 3/2020