

PLOT PLAN REQUIREMENTS FOR BUILDING
AND
CERTIFICATE OF OCCUPANCY

Foundation Permit and House Permit

- Submit Plot Plan to Engineering Department for review and approval.
- Submit Engineering Department approved plot plan to Building Department for permit to excavate and construct foundation.
- Submit as-built survey of foundation, including all grade changes, to Engineering. Plan to include accurate ties from the foundation to the front, side and rear property lines. This plan shall be prepared by a CT Licensed Land Surveyor. The plan shall include the following certification:
 - I certify that the foundation elevations and setbacks shown on this plan are based on actual field measurements made by me on _____ and that the plan is in conformance with the approved plot plan.

Signature and License Number

Date

- Engineering staff to review foundation plan "as built" and sign off before application to Building Department for Building Permits, (i.e. plumbing, electrical, mechanical, etc.), can be made.

Certificate of Occupancy Requirements

- Final A-2 as-built plan shall be submitted showing all improvements. The as-built shall include finished spot grades and contours to show compliance with approved plot plan issued, prior to release of foundation permit, driveways, sidewalks, location of drywells, etc.
- Finished basement floor elevation.
- Finished garage floor elevation.
- Finished first floor elevation.
- Finished foundation elevation.
- Water service and curb box, (swing ties to curb box), location including size and composition.
- Location, size, composition and invert of sanitary sewer lateral, including ties to cleanouts. Swing ties from foundation corners shall be used.
- List all City of Meriden Commission Approvals that are applicable to the subject site.

- As-built information shall be submitted to Engineering sufficiently in advance of the desired date of receiving a C.O. from the Building Department to facilitate review of submitted information. The as-built plan shall be prepared by a CT Land Surveyor. The submitted plan shall included the following:

- I certify that the submitted as-built plot plan is based on actual field measurements made by me on _____ and the completed site work is in conformance with the plot plan approved by Engineering on _____.

Signature and License Number

Date

- In addition to furnishing the Building Department with a paper copy of the as-built plan, the approved as-built plan shall be submitted to Engineering in electronic format compatible with the City's GIS.
- All property corners to be pinned.

CITY OF MERIDEN

NEW RESIDENTIAL PLOT PLAN REQUIREMENTS

General

- A. Initial submission shall be one, (1), plan to the Engineering office. Upon approval by the City of Meriden Engineering Division, six, (6), final sets are to be provided. These plans shall be signed and sealed by a Connecticut Licensed Professional Engineer or Surveyor, as appropriate.
- B. The following information shall be provided.
 1. Plot Plan shall be submitted on either 18" x 24" or 24" x 36" paper.
 2. Owner's name and street address of the site.
 3. Engineer's and/or Surveyor's name, address, and phone number.
 4. Map number, block number, and lot number.
 5. Class "A-2" survey.
 6. Lot area.
 7. North arrow.
 8. Scale, (1" = 10' or 1" = 20').
 9. Existing topography, including ground elevations, curb lines, sidewalks, trees within the City of Meriden Right-of-Way, utility poles, (ownership and number), fire hydrants, utility vaults, etc. Datum to be noted.
 10. Proposed grading plan, including lot grading, driveway grading, and spot elevations where necessary.
 11. Proposed house layout, including building setback lines.
 12. Proposed finished floor, basement floor, garage floor and foundation elevations, including each vertical grade change.
 13. Erosion and Sediment Control:
 - a. Construction entrance, (anti-tracking pad).
 - b. Hay bales/silt fence.
 - c. Temporary seed mixture.
 14. City Standard Street Pavement Repair Detail.
 15. Designated wetlands and buffer.

Water

1. Show size and location of existing water main. Note map reference.
2. Show layout of proposed lateral service.
 - a. Curb gate/box in grass area +/- 1' behind curb.
 - b. No connections into proposed garage or within driveway limits.
 - c. Minimum service size 1" Type "K" Copper.
 - d. Provide City Standard Trench Detail.
3. Water lines shall have a minimum ten-foot horizontal separation from any sanitary sewer line. The City will grant an exception only if the physical constraints of the property restrict implementation of this requirement. The accepted alternative must comply with the latest ConnDPH requirements for separating distances between potable water and sewers. However, the City will not accept less than 18" of vertical separation between water and sewer and the water shall be at the higher elevation.

Sanitary Sewer

1. Show size, type, and location of existing sanitary sewer main, including upstream/downstream manholes with top of frame and invert elevations. Note map reference.
2. Show layout of proposed lateral service, including clean-outs.
3. City Standard Lateral Service is 6" PVC, SDR 35, ASTM D-3034 with a minimum 2% slope and a minimum of 3 feet of cover.
4. Provide City Standard Trench Detail and Connection Detail.
5. Show the lateral invert elevation at the house.
6. Show existing lateral/standpipe by station.

Storm Drainage

1. Drywells may be required to prevent storm runoff from impacting down-gradient properties. Roof leaders and footing drains would be connected to the drywells.
2. Layout and design details for the storm drywells shall be provided.
3. The installation of drywells shall be considered for all approved rear lots.

Miscellaneous

1. Plans shall include a note indicating that existing curbing, sidewalks and pavement shall be repaired at no cost to the City should the owner/contractor damage these during the construction of the home.
2. A note stating that "All permits required by Engineering shall be secured in a timely manner to avoid unexpected delays and scheduling problems."
3. Engineering Permits cannot be issued unless the Contractor has a valid CBYD at the time application for the Permit is made.

GENERAL NOTES

Include the following notes to the plan:

All site construction shall be in accordance with the City of Meriden Standards and Specifications.

2. Water services shall be a minimum 1", Type "K" copper.
3. All sanitary sewer laterals shall be 6" PVC, SDR 35, ASTM D-3034 with a minimum 2% slope and a minimum three feet of cover.
4. The City Public Works Facilities Inspector must be notified by the Contractor a minimum of 48 hours prior to beginning construction.
5. No trees shall be removed within the City Right-of-Way without permission of the City Tree Warden. A Tree Application must be filed with the City Parks Department – 460 Liberty Street, telephone number (203) 630-4259.
6. The underground utilities shown on this plan have been obtained from available records and have been located in the field where possible. The actual location of these utilities must be verified by the contractor. The contractor must contact "Call Before You Dig", 1-800-922-4455, for location and marking of all existing utilities prior to any excavation.
7. A backwater valve must be installed on all plumbing fixtures that are below the top of the nearest upstream sanitary sewer manhole.

Erosion and sediment controls must comply with latest Sediment & Erosion Control Manual published by the Connecticut Department of Environmental Protection.

CITY OF MERIDEN
DEPARTMENT OF PUBLIC WORKS

ENGINEERING DIVISION
AS-BUILT PLANS POLICY

As-built plans must be submitted to the Engineering Division for review and approval on ALL projects which will be served by any, or all, of the following: new City water mains, sanitary sewer mains, storm sewer systems, and for new City streets. Individual maps will be provided for the sanitary sewer main and the water main. The storm drainage and street line information together will be provided on an individual map.

Sanitary Sewer Main:

The as-built sanitary sewer plan shall be drawn on mylar, 4 mil, double matte, sheet size 24" x 36" to a scale of 1" = 50 feet, (horizontal), and 1" = 5 feet, (vertical). The map shall show the as-built locations of all manholes and wyes. Plan and profile views will be provided to include the following information:

1. As-built surface profile.
2. Top-of-rock profile, if applicable.
3. Type, size and rates of grade of pipe.
4. Stations, top of frame and invert elevations of all manholes.
5. Stations of wyes in standard City of Meriden form.
6. All houses and buildings shall be accurately shown on the map including the location of the sewer service to the structure.
7. House number, lot number, property owner's name and property lines shall be shown for all lots.
8. A title block shall be provided in the lower right-hand corner of the map including the project name, date, address, engineer's name, horizontal scale and vertical scale.
9. Street line and curb line for both sides of the roadway.
10. The size and location of all private and public easements. Note ownership and type of the easement. The deed reference, volume and page number from the Meriden Land Records must also be shown.
11. Where a cluttered area of utilities exists, a blown-up section of this area must be provided at an appropriate scale to provide a more accurate and detailed picture.
12. The plan must be signed and sealed by a Professional Engineer or Land Surveyor licensed in the State of Connecticut.
13. Submit an electronic copy to the Engineering Division using the Connecticut State Plane Coordinate System, NAD83.

Water Mains:

The as-built water plan shall be drawn on a mylar, 4 mil, double matte, sheet size 24" x 36" to a scale of 1" = 50 feet, (horizontal), and 1" = 5 feet, (vertical). The following information shall be shown on the plan:

1. Street lines, curb line/edge of pavement and lot lines must be shown and labeled.

2. Water main size, location and date of installation.
3. Service lines by station and location of curb boxes.
4. Size and location of mainline valves, reducers, increasers, tees, bends and fire hydrants.
5. Horizontal distance of the water main from the curb/edge of pavement.
6. Ties to gate valves and curb boxes from a minimum of two points. The ties must come off an existing building corner and include the horizontal distance in linear feet. Ties to other fixed objects will be considered if no houses exist within close proximity.
7. All houses and buildings must be accurately shown on the map including the service connection.
8. A title block shall be provided in the lower right-hand corner of the plan including the project name, date, address, engineer's name and horizontal scale.
9. The size and location of all private and public easements. Note the ownership and type of the easement. The deed reference from the Meriden Land Records must also be shown.
10. Where a cluttered area of utilities exists, a blown up section of this area must be provided at an appropriate scale to provide a more accurate and detailed picture.
11. The plan must be signed and sealed by a Professional Engineer or Land Surveyor, licensed in the State of Connecticut.
12. Submit an electronic copy to the Engineering Division using the Connecticut State Plane Coordinate System, NAD83.

Storm Drainage and Streetline Information:

The as-built storm drainage plan shall be drawn on mylar, 4 mil, double matte, sheet size 24" x 36" to a scale of 1" = 50 feet, (horizontal), and 1" = 5 feet, (vertical). The map shall show the as-built locations of all manholes and catch basins. Plan and profile views will be provided to include the following information:

1. As-built surface profile.
2. Top of rock profile, if applicable.
3. Type, size and rates of grade of pipe.
4. Stations, top of frame and invert elevations for all catch basins and manholes.
5. Location and invert elevation for pipe inlets/outlets, (flared end sections, headwalls, endwalls).
6. Stormwater detention basin, (surface and sub-surface), final grading, low-flow channel, outlet control structure, and emergency overflow location. Please note that a statement by the Land Surveyor will be required stating that the basin has been constructed in substantial conformance to the design plan.
7. All houses and buildings will be accurately shown on the map including the location of roof leader and footing drain connections to the drainage system.
8. House number, lot number, property owner's name and property lines shall be shown for all lots.
9. A title block shall be provided in the lower right-hand corner including the project name, date, address, engineer's name, address, and phone number, horizontal scale and vertical scale.
10. The size and location of all private and public easements. Note the ownership, type of the easement, and volume and page number from filing on the Meriden Land Records.
11. Where a cluttered area or utilities exists, a blown up section of this area must be provided at an appropriate scale to provide a more accurate and detailed picture.
12. The streetline information shall include bearings and distances, curve data, existing and newly set concrete monuments and iron pins.
13. The plan must be signed and sealed by a Professional Engineer or Land Surveyor, licensed in the State of Connecticut.
14. Submit an electronic copy to the Engineering Division using the Connecticut State Plane Coordinate System, NAD83.