



## **Town of Scarborough Construction Inspection Process**

Developments seeking Site Plan and Subdivision Plan review and approval from the Planning Department are required to contact the Town's Engineering Department for on-site inspection when the following construction activities take place. **It shall be the responsibility of the Owner/Developer/Contractor to contact the Town's Engineering Department to schedule an inspector.**

The Town or the Town's third-party inspector, will be inspecting each project, at a frequency listed below. Inspections will be conducted starting from the pre-construction meeting until the final site walk-thru, to ensure that the project is in compliance with the Town's ordinances and the Federal MS4 permit requirements. Failure to maintain these measures may invalidate building permits.

### *Inspection frequencies:*

- Projects disturbing <1 acre: Minimum of three (3) inspections
- Projects disturbing 1 or more acres, including projects <1 acre that are part of a larger common plan of development or sale: Weekly inspections
- Projects disturbing any size area within impaired or threatened watersheds: Weekly inspections
- Subdivisions disturbing any size area: Weekly inspections

The above inspection frequencies are to be used as guidance. The Town reserves the right to change inspection frequencies for any project. There will be a minimum of three (3) inspections for every project. While there is an understanding that there will be a minimum of three (3) inspections for the site, if there are non-compliance items identified during any of the inspections, a follow-up inspection is required on a weekly basis until the item(s) have been addressed completely at the site.

The owner/developer/contractor may request a reduction in weekly inspections if the site is considered stable and a minimum of four (4) weeks of clean inspection reports of the site is provided by the Town's inspectors. Weekly inspections may also be suspended if the owner/developer/contractor has formally informed the Town that they are suspending construction operations with an estimated time frame of suspension; except for site visits as a result of significant rainfall events. Any reduction or suspension of inspection requests must be approved by the Town. The owner/developer/contractor will be invoiced by the Town for reimbursement of these inspections.

Before any project may begin construction, a pre-construction meeting must take place with the owner/developer/contractor, Town staff, and Town inspectors. During the pre-construction meeting, the Town, Town's inspectors, and the site contractor must discuss and review identified locations of temporary and permanent Erosion and Sedimentation Control (E&SC) measures to ensure that all parties understand the extent to which the E&SC measures are identified on the construction plans.

The minimum of three (3) site inspections must be scheduled with the Town's inspectors at the following milestones or events, with a minimum of one (1) site inspection annually until the project reaches substantial completion:

1. Initial site inspection must be completed by the Town's inspectors prior to soil disturbance to verify the satisfactory installation and completion of temporary E&SC measures.
2. Post precipitation event inspection must be completed by the Town's inspectors after a significant rainfall event to assess site and E&SC measures conditions.
3. Final site inspection must be completed by the Town's inspectors to coordinate with the contractor removal of temporary E&SC measures and any final stabilization of remaining disturbed areas. A final inspection will need to be completed before any performance guarantees are released.

The following are typical critical path points and tasks for inspection and discussion with the contractor, for both temporary and permanent, E&SC measures during the construction phase of the project. The critical path inspection points will be adjusted, as necessary, based on the specific approved E&SC Plan for the project infrastructure to be constructed. Further, these inspections will be integrated, as appropriate for efficient inspection time management of progress of the work, with the Town's inspection oversight of the construction of all the project infrastructure facilities.

- Visit site during installation of stormwater management facilities such as, but not limited to, cross culverts, catch basins, outfalls, detention and treatment ponds to review the condition of the installed temporary E&SC and the need for additional E&SC measures based on the specifics of the contractor's activities.
- Visit site during installation of embankments to assess the condition of existing E&SC devices in proximity to the work and the need for additional E&SC measures based on the specifics of the contractor's activities.
- Visit site to assess and discuss the extent of disturbed areas pursuant to any required permit limits of denuded areas.
- Visit site to assess the condition of re-establishment of vegetative cover.
- Visit site to confirm the contractor has copies of all E&SC reports.

- Visit site prior to winter construction. "Winter construction" is construction activity performed during the period from November 1 through April 15. If areas within the construction activity are not stabilized with temporary or permanent measures by November 15, then the site must be protected with additional stabilization measures that are specific to winter conditions. No more than one acre of the site may be without stabilization at one time.
  
- Visit site to confirm performance guarantee release requests.

The Town's inspector will prepare inspection reports detailing site conditions focusing on Good Housekeeping measures as well as E&SC. Inspectors will review any inspection deficiencies with the contractor during or at the conclusion of the inspections to allow for Stormwater Best Management Practices (BMP) repairs to be done no later than the next work day, additional BMPs added within seven (7) calendar days, and significant repairs to be completed within seven (7) calendar days. At a minimum, all corrective actions shall be completed prior to any significant storm event.

Inspectors will provide inspection reports to the Town Engineer within four (4) business days of the inspection for any sites that require corrective measures and within one (1) week for any sites that do not require corrective measures. Subsequent inspections are performed to verify corrective action is complete. If follow-up inspection reports identify that corrective actions have not been taken, the Town Engineer will follow up with the developer directly to establish a timeline for compliance. Sites with chronic deficiencies without response will be referred to the Code Enforcement Office for enforcement action.