



TOWN OF VERNON

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OFFICE OF THE
TOWN ENGINEER

REQUIREMENTS FOR
IMPROVEMENT LOCATION SURVEY, RECORD DRAWING
FOR MULTI-FAMILY RESIDENTIAL, COMMERCIAL/INDUSTRIAL SITE PLANS AND NEW
ROADS
(Formerly Site Plan As-Built Policy)
Effective July 1, 2022

As part of your approval for this site, the VERNON PLANNING AND ZONING COMMISSION, and/or VERNON INLAND WETLANDS COMMISSION, by STIPULATION, requires that an IMPROVEMENT LOCATION SURVEY, RECORD DRAWING (formerly As-Built Survey) must be submitted to and approved by the Engineering Department prior to final release of your bond.

The IMPROVEMENT LOCATION SURVEY, RECORD DRAWING submitted to the Town of Vernon must be prepared by a LAND SURVEYOR currently licensed to practice in the State of Connecticut and prepared from an actual field survey conforming to A-2, T-2, and V-2 standards per the hereinafter referenced Regulations.

All Town of Vernon IMPROVEMENT LOCATION SURVEY, RECORD DRAWING shall be prepared in accordance with Sections 20-300b-1 through 20-300b-20 of the Regulations of Connecticut State Agencies effective June 21, 1996 as revised effective October 26, 2018 and as may be subsequently amended.

It is required that you submit two (2) sets of paper prints, prior to submitting the required mylar(s), to the Engineering Department for review and approval. If any changes or additions are needed, the Engineering Department will note the required changes or additions on one paper copy and return it to the preparer to make the required changes.

The IMPROVEMENT LOCATION SURVEY, RECORD DRAWING must be a **NEW PLAN / MAP** containing all of the following information, which is at best, a partial list of what is required, along with any other information required by the Engineering Department:

- **CROSS-OUT AND MARKED OVER MAP/PLAN WILL NOT BE ACCEPTED. ONLY A NEW MAP/PLAN WILL BE ACCEPTED.**
- The words “IMPROVEMENT LOCATION SURVEY, RECORD DRAWING” must be incorporated into the map title.
- Plans to be prepared at 1 inch = 40 feet or larger. If multiple sheets are required; match lines shall be shown and a cover sheet at an appropriate scale to show the sheet lay-outs shall be provided.

- The final mylar(s) shall meet the size, material, and signing/sealing standards required for filing in the Land Records.
- Assessor's Map, Block, and Parcel Number and property address.
- Delineate the ENTIRE SITE PROPERTY LINES, including bearings/angles, distances and curve central angle-radius-length-chord bearing/distance if not tangent etc. to A-2 Standards.
- Monumentation labeling description (set or found), all property corners shall be monumented.
- At least two (2) Benchmarks (V-2 standards).
- Specify the Horizontal and Vertical Datums used and the source used to establish those datums.
- Note if the site is located within an AQUIFER ZONE, include source.
- Inland Wetlands, include source.
- Current property owner's name and the current Volume and Page
- Adjacent property owner's names taken from the current Assessor's records, property addresses, and Map-Block-Lot.
- All variances granted and approval letter(s) to be included on the map(s).
- Show all EASEMENTS; include Volume and Page, Grantee's name, bearings/angles, distances, etc.
- Show all encroachments and encumbrances (above or below ground).
- Include a Zoning Table showing the required minimum Zoning requirements and the surveyed field conditions in respect to building(s) location, yard setbacks, lot area, parking requirements, lot coverage, building height, floor area, lot width, etc.
- Show and note all Zoning violations, if applicable, in respect to building(s) location, yard violations (front, side, rear), lot area, parking requirements, building height, floor area, lot width, etc.
- Existing road(s) adjacent to site, including but not limited to, all utilities above or below ground, pavement, sidewalks, curbing, road cuts, poles, hydrants, water lines, gas lines, electric, telephone, cable TV, communications, sanitary sewer and/or storm drainage with pipe size, type, top of frame elevation, flow invert elevation, drywell, yard drain, etc.
- All building and/or structure first floor elevations, basement floor elevation and/or slab elevation.
- All building and/or structure, including overhang, size/dimension, docks, loading areas, offset distances to property lines, street number, building number, unit number, signs, etc.
- Sidewalks labeling type, width, etc.
- Impervious surfaces labeling type, etc.

- Gravel, dirt, stone dust, grass surfaces, etc.
- Driveway(s) and driveway aprons labeling pavement type, etc.
- Parking stalls labeling size, handicap stalls labeling size and signage, fire lane(s), no parking area(s), traffic control markings and signage, stop signs, bollards, curb stops, curbing with type and size, islands, etc.
- Lights, light poles, building lights, etc.
- Handicap ramps labeling type and opening size, etc.
- Roof drains tied into storm drain system labeling pipe size and size and inverts.
- Riprap area(s).
- Sanitary Sewer main lines, building laterals, manholes, cleanouts, chimneys, labeling top of frame, flow line/invert, pipe size, pipe type, pipe slope, etc.
- The size and location of all Sanitary Sewer laterals shall be shown. If depth to lateral is known, indicate the depth. Ties to any stubbed sewer lateral shall be shown.
- Storm Drainage System: manholes, catch basins, drywells, yard drains, grates, flared end sections labeling top of frame, flow line/invert, pipe size, pipe type, pipe slope, etc.
- Retention Basins, Detention Basins, Storm Water Treatment Areas, drainage courses/swales, dikes, dams, ponds, lakes, brooks, rivers, etc.
- Dumpster pads, compactors, refrigeration units, storage areas, etc.
- SIGNS labeling type, size, height, and distance to property line.
- Topography, maximum two (2) foot contours and/or lots of spot elevations within the area of development on large parcels.
- If project is phased, future phases should be graphically shown and labeled as not currently accepted.