



OFFICE OF THE  
BUILDING DEPARTMENT

# TOWN OF VERNON

55 WEST MAIN STREET, VERNON, CT 06066

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## REQUIREMENTS FOR AS BUILT DRAWINGS SUBMITTED PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY

(revised effective July 1, 2022)

An Improvement Location Survey drawn to scale not to exceed twenty (20) feet to one inch, prepared by a Connecticut Licensed Land Surveyor, embossed and signed with the raised letter seal and should include all information required in an Improvement Location Survey as required by 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:

*The following items must be provided on the submitted drawing:*

- Street address and Map-Block-Lot
- Property boundaries and their dimensions
  - Property corner monumentation
- Location of all structures and the distances between adjacent structures.
- Dimensions from all structures to property lines
- Dimensions of all yards and setbacks
- Location of all streets, driveways and entrances and their dimensions.
  - Grades of driveway(s)
- Position and dimensions of fences and walls (materials specified).
- Location and size of all sidewalks and walkways
- Zoning District designation
- Zoning table showing requirements and as-built data
  - Including height of all structures
  - Including lot coverage
- North arrow and graphic scale
- Location and dimensions of all easements, rights-of-way, conduits and the like.
- Location of any buried utility services with as-built ties if available
- If the home is serviced by an onsite septic system the Installer's as-built information shall be included on the as-built plan
- Location of on site well if any

Please submit *2 paper prints for review and approval.*

Following approval, please provide 1 signed and seal paper print and a PDF copy.

**OMISSION OF ANY OF THE ABOVE MAY SLOW THE APPLICATION PROCESS**