

## RESIDENTIAL AS-BUILT PLAN CHECKLIST

Owner's Name: \_\_\_\_\_ Site Address: \_\_\_\_\_

Engineer's/Surveyor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

---

The following checklist is not all-inclusive, but is generally representative of the requirements of the Marlborough Site Plan Review and Approval Ordinance (SPR&A) and the Planning Board's Rules and Regulations (S/D R&R). In all cases, you should use the checklist in conjunction with the current SPR&A and S/D R&R as appropriate.

---

**The as-built plan should clearly show all of the information shown on the approved site plan and should verify that the site conforms to the requirements of the approved site plan.**

- ☐ Project title/development name
- ☐ Site address
- ☐ Site Map and Parcel
- ☐ Owner's name, address, and telephone number
- ☐ Developer's name, address, fax and telephone number
- ☐ Engineer's and Surveyor's names, address, fax and telephone number
- ☐ Date(s) of as-built survey
- ☐ North arrow
- ☐ Graphical scale
- ☐ Plan survey datum shall be the North American Vertical Datum of 1988 (NAVD 1988) and this reference shall be shown on the plans.
- ☐ Engineer's and Surveyor's Stamp
- ☐ Project zone
- ☐ Zoning "required vs. actual" table showing all as-built site, building, parking, and landscaping requirements
- ☐ Date of Plan
- ☐ Surveyors certification stating the following: I hereby certify that the information shown on this/these plan(s) accurately depicts field conditions based on an as-built survey by (*name of as-built surveyor*) performed on (*date of as-built survey*)
- ☐ Engineer's certification stating the following: I hereby certify that the as-built information shown on this plan is in conformance with the approved site plans dated (date of latest approved site plan). Any deviation from the approved site plan must be approved by the City in writing prior to work being completed.
- ☐ Property line information-bearings, distances, bounds, etc...
- ☐ Label building and provide building information (number of stories, square footage, proposed use, etc...)
- ☐ Dimension building setbacks per zoning
- ☐ First floor elevation/Sill elevations
- ☐ Graphical scale drawing with dimensions of the foundation is to be provided
- ☐ Label all as-built improvements including but not limited to curb, sidewalks, ramps, parking lot, retaining walls, fences, guard rail, landscaping, etc...
- ☐ Provide critical dimensions (lane widths, parking stall widths and depths (typical), curb radius, entrance width, width of sidewalk, etc...)
- ☐ Provide driveway spot grades per zoning requirements
- ☐ Existing topography
- ☐ 2' contours clearly labeled
- ☐ Include spot grades if site is flat
- ☐ Label critical slopesProvide driveway elevations as required within the Site Plan Checklist including but not limited too gutter line, back of walk, layout line, 15' from layout line, 15' to 40' from layout line and beyond 40' of layout line
- ☐ Benchmark locations minimum of two within 200 feet of the site shown on the plans
- ☐ Retaining wall elevations
- ☐ Show all utilities including but not limited to water, sewer, drainage, gas, electric, telephone, detention basins, etc...
- ☐ Label all utility structures including but not limited to manholes, catch basins, gates, valves, shutoffs, detention basin structures, etc...
- ☐ Rim elevations
- ☐ Invert elevations
- ☐ Pipe types
- ☐ Pipe lengths

## RESIDENTIAL AS-BUILT PLAN CHECKLIST

- ☐ Pipe slopes
- ☐ Show ties to all utility structures including but not limited to manholes, catch basins, gates, valves, shutoffs, etc...

***Engineering approval will not be granted if the information described above is not shown on the as-built plans.***

***Certificates of Occupancy will not be approved unless all of the requirements stated above are completed at the time of the as-built plan submittal.***