

Public Works Department
PLOT PLANS FOR PROPOSED PRINCIPLE BUILDINGS
MINIMUM SUBMISSION REQUIREMENTS

Plot plans for all proposed principle buildings are to be at a scale of 1"= 20' or 1"= 40', on paper size 18" x 24" or 24" x 36". Plans are to be certified by a Connecticut registered land surveyor as an "Improvement Location Survey", as defined by Sections 20-300b and 4-168 of the Connecticut General Statutes. Applicant is to submit three (3) copies of the plot plan with each application.

Plot plans shall show the following information, at a minimum:

1. Label the property address, lot number and subdivision name if applicable within the title block - Contact the Engineering Division at (860)647-3157 for this information.
 2. All abutting land owners and addresses & lot numbers.
 3. Zone in which property is located. Contact the Zoning Enforcement Officer at (860)647-3052 for this information.
 4. Lot Area - in both square feet and acres.
 5. Show and label the front, side and rear building lines.
 6. Monumentation found, set or to be set (in accordance with the Town of Manchester – Public Improvement Standards).
 7. Show and label all proposed and existing easements on or abutting the subject lot.
 8. All contours and elevations shall be based on the same vertical datum as the approved subdivision plan and field verified, as required. Elevations on older approved lots and individual lots of record should be based on the most accessible vertical datum available. Provide a benchmark on the plot plan relative to the data submitted. Contact the Engineering Division at (860) 647-3157 for information on available record drawings and benchmarks.
 9. Proposed house location with proposed dimensions to property lines (minimum of three) – label house dimensions.
 10. Elevations of proposed top of foundation wall, proposed - basement, garage and finished floors, and centerline of road opposite the proposed driveway location.
 11. Location of proposed foundation drains (proposed pipe type and size and proposed inverts at the foundation and the outlet) or other subsurface drainage, if applicable.
 12. Location of water and sanitary sewer laterals and mains, with proposed pipe types and sizes or well and septic system.
 13. Show all existing, proposed and/or deferred sidewalk with type and width (place any deferment notes from the approved subdivision on the plan).
 14. Show all curb type limits and driveway aprons. Indicate material type (i.e. concrete, granite, bituminous).
 15. Existing catch basins, with top of frame and invert elevations and pipe types and sizes along the frontage of the property.
 16. All above and underground utilities along the frontage of the property.
 17. Hydrants along the frontage of the property.
 18. Existing utility and/or light poles adjacent to the property. Include owner and pole number.
 19. Existing or proposed retaining walls, if applicable
 20. Limits of inland wetland and/or flood zone, if applicable. If none exist on property, add appropriate note.
 21. Erosion and sedimentation control measures (Silt Fence Detail and/or Hay Bale Detail), including anti-tracking pad.
 22. Topsoil stockpile area with appropriate siltation barrier.
 23. Map reference(s), if applicable.
 24. Complete Legend and North Arrow.
- If development will require potable well and/or septic system, contact the Town of Manchester Health Department at 647-3173 for specific requirements.
 - See the "Sample Plot Plan" on the reverse for examples and additional requirements.

These requirements shall be effective April 15, 2002.

