

General As-Built Map Policy

- Title Block: indicate the property owner and/or applicant, street address, written scale (graphic scale also required on plans), dates of field survey, drawing, and any revisions, plan title, the Town of _____, the name and address of the land surveyor and/or, engineer.
- Coordinate System / Datum: indicate the coordinate system used for horizontal control, a north arrow (indicate magnetic/true/grid), and the datum used for vertical control. Plans using “assumed datum” will not be accepted.
- Certification: The original signature and seal of the professional engineer and/or land surveyor/soil scientist responsible for the plan (or portion thereof). Plans that do not have a signature and embossed seal, or are not certified by the licensed professional will not be accepted.
- Statement: “The survey [or map] has been prepared pursuant to the Regulations of Connecticut State Agencies Sections 20-300b-1 through 10-300b-20 and the “Standards for Surveys and Maps in the State of Connecticut” as adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1996; [Insert Type of Survey; Boundary Determination Category; and Class (or Classes) of Accuracy].”
- Abutting Property Owners: Names, addresses, and the Parcel ID (Map-Block-Lot Number) of all abutting property owners (including across the street) as determined from the most recent Assessor's records.

Residential Construction, Multi-Family and Commercial Development: In addition to the above, the final as-built plan submitted for review shall be a paper copy at a scale of 1” = an even number. Final as-built plan must be submitted, one paper copy and one pdf is required and approved before staff will sign off on a Certificate of Occupancy.

Foundation As-Built Maps

All foundation as-built maps shall meet the requirements of a Zoning Location Survey or Improvement Location Plan. The plan shall include, at a minimum:

- The foundation location including dimensions, basement elevation, and first floor elevation
- Minimum zoning setbacks
- The distance from the foundation to all property lines

Final As-Built Map Requirements

Final as-built maps shall conform to requirements of an Improvement Location Plan. The plan shall include:

- The words “As-Built” in the title
- All proposed/existing improvements (buildings, structures, fences, walls, driveways, walks, etc.)
- Exterior wall dimensions for all buildings (nearest tenth of a foot), and at least one of the following: basement elevation, garage floor elevation, or first floor elevations (all for flood zone)
- **All underground utilities**, well and septic system locations (general location of underground water, gas and electric is acceptable)
- Minimum zoning setbacks and the distance of all buildings to property lines (nearest tenth of a foot)
- Zoning table providing bulk and area requirements and existing as-built conditions
- Any easements and rights-of-way
- No proposed improvements or wording related to improvements that have not been built shall be included on Final As-Built Maps.
- Final as-built maps shall be submitted at least one week prior to any closing to provide adequate time for review and revisions