

**Town of Manchester
Public Works Department
Engineering Division**

MINIMUM PLOT PLAN REQUIREMENTS

Plot plans for all proposed principle buildings are to be plotted on 24" x 36" sheets at a scale not to exceed 1"= 40'. Plans showing existing conditions are to be certified and sealed by a Land Surveyor licensed in the State of Connecticut and prepared in accordance with the "Minimum Standards for Surveys and Maps in the State of Connecticut" as adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1996, as amended. Plans showing proposed construction shall be prepared, certified and sealed by a Professional Engineer licensed in the State of Connecticut. Applicant shall submit three (3) copies of the plot plan with each application.

At a minimum, plot plans shall include the following information:

1. The property address, lot number and subdivision name (if applicable) within the title block - Contact the Engineering Division at 860-647-3152 for this information.
2. Owner names, addresses and lot numbers for all abutting properties.
3. Zone in which property is located. Contact the Zoning Enforcement Officer at 860-647-3057 for this information.
4. Lot area in both square feet and acres.
5. The front, side and rear building lines with appropriate labels.
6. Monumentation found, set or to be set (in accordance with the Town of Manchester Public Improvement Standards).
7. All proposed and existing easements on or abutting the subject lot with appropriate labels.
8. All existing and proposed topography for the property that is based on the same vertical datum as the approved subdivision plan and field verified (as required). Topography shall be shown in one-foot or two-foot contour intervals. 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, which may be a field surveyed structure frame elevation in the vicinity. Contact the Engineering Division at 860-647-3152 for information on available record drawings and benchmarks.
9. Proposed house location with building dimensions and dimensions to property lines (minimum of three).
10. Elevations for proposed top of foundation wall, basement, garage and finished floors, and centerline of the road opposite the proposed driveway location.
11. Location of proposed foundation drains with labels identifying pipe size and type and proposed invert elevations at the foundation and the outlet, or other subsurface drainage (if applicable).
12. Location of proposed water and sanitary sewer laterals and mains with labels identifying pipe sizes and types or location of proposed well and septic system*.
13. Show all existing, proposed and/or deferred sidewalk with labels identifying type and width (place any deferment notes from the approved subdivision on the plan).
14. Show all curb type limits and driveway aprons with labels identifying material type (i.e. concrete, granite, bituminous).

15. Existing catch basins with labels identifying top of frame, invert elevations and pipe sizes and types along the frontage of the property.
 16. All existing and proposed above and underground utilities along the frontage of the property.
 17. Existing hydrants along the frontage of the property.
 18. Existing utility and/or light poles adjacent to the property with labels identifying the owner and pole number.
 19. Existing or proposed retaining walls (if applicable) with labels for top and bottom of wall elevations.
 20. Limits of inland wetland and/or flood zone (if applicable). If no wetlands are within 100' and no flood zone exists on the property, then add an appropriate note to the plan.
 21. Maximum limits of clearing.
 22. Proposed erosion and sedimentation control measures such as silt fence, haybales, construction entrances, etc. and all associated details.
 23. Topsoil stockpile area with an appropriate erosion and sedimentation control barrier.
 24. Map reference(s), if applicable.
 25. Complete Legend and North Arrow.
- * If the development will require a potable well and/or septic system, contact the Town of Manchester Health Department at 860-647-3173 for specific requirements.

Note that these are the minimum submission requirements; the Town reserves the right to request additional information as required for review of the application.

See the "Sample Plot Plan" on the reverse for examples and additional requirements.