

**Town of Wethersfield
Engineering Department**

**Building Permits
Minimum Plot Plan Requirements**

(when a Certificate of Occupancy in a Residential Zone
or a Certificate of Approval for an In-Ground Pool or Detached Garage is required)

In addition to plans required by the Building Department, all Building Permit applications for new construction requiring a Certificate of Occupancy (CO) in a residential zone or a Certificate of Approval (CA) for an in-ground pool or detached garage must include **two (2) copies** of a plot plan on a 24"x36" sheet at a scale of 1"=20' (1"=40' maximum) showing existing conditions and proposed improvements. A final plot plan that incorporates all staff comments (if any) must be submitted and approved prior to issuance of a Building Permit.

Plot plans shall be prepared, signed and sealed by a land surveyor licensed in the State of Connecticut and show existing conditions to Class A-2 and T-2 standards of accuracy for property boundaries and topography in the vicinity of the proposed improvements, respectively. Plans shall be developed in accordance with the Regulation for Connecticut State Agencies, Section 20-300b, and the "Standards for Surveys and Maps in the State of Connecticut", as adopted by the CT Association of Land Surveyors on September 26, 1996 (as amended). The horizontal datum shall be based on NAD 83 and the vertical datum shall be based on NAVD 88 utilizing the Geoid 12B model (if needed, contact the Engineering Dept. for the nearest coordinate data).

Plot Plan requirements for issuance of a CO or a CA as defined above shall include the following minimum information:

1. Title block containing:
 - Plan title and date (including revision dates)
 - Property address, lot number and subdivision name (if applicable)
 - Owner's name
 - Name of Survey and/or Engineering Consultant
2. Seal and signature of land surveyor (and professional engineer, if applicable) responsible for preparation of the plan.
3. Limits of inland wetlands and/or FEMA 100-year flood zone derived from base flood elevations (BFEs) shown on the FEMA Flood Profiles. If no wetlands are located within 50' of the property and no flood zone exists, then add appropriate notes.
4. All property boundary dimensions and bearings.
5. Front, side and rear building setback lines with associated labels.
6. Proposed or existing easements on or abutting the property with all dimensions, bearings, angles and associated volume and page labels from the Town Land Records.
7. Existing and proposed topography at 1' maximum intervals in the area of proposed improvements, and a minimum of 50' in all directions.
8. Limits of existing and proposed buildings and accessory structures with perimeter dimensions and finished floor elevations (including top/bottom of in-ground pools and associated walks, patios, decks, etc.).
9. Location of existing and proposed improvements such as, but not limited to, driveways and driveway aprons, sidewalks, curbs, fences and utility service connections with associated type, size and material labels as appropriate.
10. Existing and proposed retaining walls with top and bottom of wall elevations (if applicable).
11. Location, size and type of existing and proposed drainage systems (including foundation drains and roof leaders).
12. Existing tree lines and maximum limits of proposed clearing.
13. Proposed erosion and sedimentation control measures such as silt fence and construction entrances with all associated details.
14. Proposed soil stockpile area surrounded by erosion controls.
15. Coordinates for a minimum of two (2) monuments or iron pins shown on the plan.
16. Project benchmark.
17. Complete Legend, location map, north arrow and all map references (as applicable).

Notes:

- **Plot Plan requirements for all approved improvements located in a NON-residential zone shall conform to Appendix B of the Zoning Regulations, latest revision.**
- *These are minimum submission requirements; the Town reserves the right to require additional information as deemed necessary to conduct a complete review of the permit application.*
- *If the property has an existing septic system and/or potable well, contact the Central Connecticut Health District at 860-785-8380 for additional requirements.*
- *Any questions regarding plot plan requirements should be directed to the Engineering Department at 860-721-2850 or engineeringinspections@wethersfieldct.gov.*