

DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION
SITE DEVELOPMENT REVIEW

Standard Conditions for Each Submittal

1. The Engineering Division will no longer keep any records for the submittals. All records for the submittal shall be obtained from the Town of Greenwich Department/Division that has taken in applications and/or submittals. These documents are maintained within each office (e.g., P&Z, IWWA, and DPW Building and Highway Divisions).
2. All revisions to the reports and plans must follow the requirements in the Town of Greenwich Drainage Manual February 2014 as amended.
3. All revisions must be accompanied by a point-by-point written response to the Engineering Division's comments.

Standard Conditions of Approval

1. The Operations and Maintenance Plan Report must include the following for the Certificate of Occupancy:
 - a. The final completed Stormwater Management Practices Maintenance Declaration.
 - b. The final completed Exhibit A, and B
 - c. The Maintenance Declaration needs to be filed on the Town of Greenwich Land Records prior to a Certificate of Occupancy. A review of the documents above must be completed before filing on the Town of Greenwich Land Records.
2. The Town of Greenwich – Standard Construction Notes for Site and Subdivision Plans are conditions that must be met.
3. All requests for a Temporary Certificate of Occupancy (T.C.O.) or a Certificate of Occupancy (C.O.) shall be submitted one month before the T.C.O. or C.O. is required.
4. The submittal for a Temporary or Final Certificate of Occupancy must include the following:
 - a. Site Inspection Certification Sign-Off – Form SC-102 – Sealed and Signed by a Connecticut Licensed Professional Engineer.
 - b. Drainage Certification Sign-Off – Form SC-103 – Sealed and Signed by a Connecticut Licensed Professional Engineer.
 - c. Field Inspection Record (All required photos) – Form SC-106 – Sealed and Signed by a Connecticut Licensed Professional Engineer.
 - d. Bioretention Soil Testing Certification Sign-Off (as applicable with the bioretention soil gradation test and the phosphorous test for the mixed soil) – Form SC-104 – Sealed and Signed by a Connecticut Licensed Professional Engineer.
 - e. Directly Connected Impervious Area (DCIA) Certification Post-Construction – Form SC-108 – Sealed and Signed by a Connecticut Licensed Professional Engineer.
 - f. Operations & Maintenance Plan Report (Stormwater Management Practices Maintenance Declaration and Exhibit A) – Sealed and Signed by a Connecticut Licensed Professional Engineer.
 - g. Improvement Location Survey Depicting “As-Built” Conditions – Sealed and Signed by a Connecticut Licensed Land Surveyor.
 - h. A Letter discussing all the work that remains to be completed (Only for a Temporary Certificate of Occupancy Submittal).