Reviews provided by the Engineering Division are for compliance with the Town’s “Roadway Design Manual and Standard Construction Details” and “Drainage Manual” as amended. Reviews are based upon the information and plans provided. Comments pertaining to the Town’s manuals are not all encompassing. Other reviewing entities may provide additional comments regarding consistency with these manuals in accordance with their jurisdictions. Review of sanitary sewer and septic systems are not reviewed by the Engineering Division.

All New Submittals for Commission Meetings must be received by the Engineering Division four weeks before scheduled Commission Meeting.

All Revised Submittals for Commission Meetings must be received by the Engineering Division three weeks before scheduled Commission Meeting.

1. The Drainage Summary Report is acceptable.
2. Prior to the issuance of a Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO), applicant must provide:
   a. A copy of the Stormwater Management Practices Maintenance Declaration that was filed on the Land Records and the Long-Term Maintenance Plan Exhibit (A or C) need to be submitted.
   b. A copy of all previous inspection records, as required by the Stormwater Management Practices Maintenance Declaration for the existing on-site stormwater system, need to be submitted. If the required inspection records cannot be submitted, a full inspection must be completed by a professional engineer and submitted for review.
3. The Operations and Maintenance Plan Report must include the following for the Certificate of Occupancy:
   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.
4. The Town of Greenwich – Standard Construction Notes for Site and Subdivision Plans are conditions that must be met.

5. 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.

6. The submittal for a Temporary or Final Certificate of Occupancy must include the following:
   e. Drainage Certification Sign-Off – Form SC-103 – Sealed and Signed by a Connecticut Licensed Professional Engineer.
   f. Field Inspection Record (All required photos) – Form SC-106 – Sealed and Signed by a Connecticut Licensed Professional Engineer.
   g. 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.
   k. A Letter discussing all the work that remains to be completed (Only for a Temporary Certificate of Occupancy Submittal).