

DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION
SITE DEVELOPMENT REVIEW

- a. Site Plan Sheets:
 - i. The required minimum width for the two-way traffic driveway is twenty feet (20’).
 - ii. The plan shall show a sidewalk from the building to the street along the driveway.
 - iii. Verify location of columns in relation to the 24” RCP drain line.
 - iv. The plan shall show the installation of reinforced concrete driveway entrance constructed to Town of Greenwich Standards or as directed by the Highway Division.
 - v. The plan shall show the installation of granite curb along the entire property frontage. The callout shall say the following; Granite curb shall be constructed to TOG Standards along the entire property frontage or as directed by the Highway Division.
 - vi. The plan shall show the installation of a minimum 5-foot concrete sidewalk along the entire property frontage. The 5-foot concrete minimum width must be maintained with all obstructions (trees, poles, etc.). The callout shall say the following: A minimum 5-foot concrete sidewalk shall be constructed to TOG Standards along the entire property frontage or as directed by the Highway Division.
 - b. Low Impact Development Plan Sheet:
 - i. A test hole is required for permeable pavers parking stalls (north section).
 - ii. Show deep test pit and saturated hydraulic conductivity test locations (include circular influence zone for each test).
 - iii. Each deep test pit (2,500 SF) and the saturated hydraulic conductivity test (500 SF) for the proposed BMP’s need to include the required circular influence zone.
 - c. Turning Movement Sheet (Required for Commercial Projects)
 - i. Show turning movements for sanitation truck and fire apparatus.
 - d. Traffic Signage, Pavement Markings, and Parking Space Layout Sheet:
 - i. Show all traffic signs.
 - ii. Show all pavement markings (stop bar, arrows, etc.).
 - iii. Show all parking space pavement markings.
 - iv. Show all parking space and travel lane dimensions.
 - e. Construction Details Sheets
 - i. Show curbs, sidewalks, driveway entrance, etc.
 - ii. Show pipe cross-section, profile, etc.
 - f. Building/House Section or Elevation Sheet
 - i. Show one section or elevation of the building/house.
 - ii. Show all elevations to the deepest footings on section/elevation.
 - iii. Show existing and proposed grade elevation on section/elevation.
 - iv. Show existing mottling elevation on section/elevation.
 - v. Show existing groundwater elevation on section/elevation.
 - vi. Show existing ledge elevation on section/elevation.
 - vii. Sheet shall be sealed and signed by a State of Connecticut Professional Engineer or Architect.
7. The Operations and Maintenance Plan Report is acceptable.

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

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- 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).