

PLANNING & ZONING  
COMMISSION

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## Existing Conditions and As-Built Survey Requirements

Section 901.1 of the Zoning Regulations states that “No building or structure shall be erected, added to, or exterior dimensions changed and no regulated use or change of use shall be established until a Zoning Permit has been issued by the Zoning Enforcement Officer.”

Existing condition and as-built surveys are often necessary components of Administrative Zoning Permit applications enabling the Zoning Administrator to determine compliance with the Zoning Regulations.

An as-built Survey must also be provided by the applicant prior to issuance of a Certificate of Zoning Compliance as a condition of application approval by the Commission, or as required by the Zoning Administrator to determine compliance with the approved plan and the Zoning Regulations.

Typically, these surveys must be completed for the entire property<sup>1</sup>.

In order to develop a complete survey to assist the Land Use Administrator in finding compliance with Zoning Regulations or conditions of approval, the Applicant shall provide the Professionally Licensed Connecticut Land Surveyor with a copy of approved plans, septic designs, and prior approvals.

1. The as-built site plan shall be prepared, signed, dated, and sealed, with live signatures and seals, by a Professionally Licensed Connecticut Land Surveyor.

2. The site plan must meet or exceed A-2 Boundary survey accuracy standards. Depending on site conditions, T-2 Topographic survey accuracy standards may be required as well. Typically, topographic conditions are limited to the area in immediate proximity to improvements.

3. The plan must include location and description of a benchmark set on the property and location of all existing monumentation boundary points, angles and or bearings and distances. The benchmark datum shall be consistent between the survey and engineering design.

4. The plan must include location and type of monumentation (IP – Iron Pipe or Pin, DH – Drill Hole, or Monument) shall be certified as “Existing” and if not existing, it shall be reset and re-certified by the plan’s Professionally Licensed Connecticut Land Surveyor.

5. When required, the plan must show the finished grade land contours at two-foot intervals based on actual field data.

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<sup>1</sup> Under special circumstances a survey of a portion of the property may be acceptable as determined by the Land Use Administrator in consultation with the Chair of the Planning and Zoning Commission. In such instances, a written request must be made by the surveyor of record documenting unique circumstances to the parcel which, in the opinion of the licensed professional, warrant a partial survey.

- 28 a. Spot elevations confirming significant regrading, especially in areas with shallow slopes.
- 29 b. The location and height of installed retaining walls.
- 30 c. The edge of lawn, woods, fields etc.
- 31 6. The plan must be drawn to scale and include a scale. It shall also be produced at a size/scale required
- 32 for filing on the Town Land Records (in accordance with Connecticut General Statute 7-31).
- 33 7. The plan must show a North Arrow
- 34 8. The plan must show abutting property owners including the Town Clerk's volume and page reference.
- 35 9. The plan must show all lot dimensions, as well as right of ways, easements, and offsets to property
- 36 lines for all buildings and structures.
- 37 10. The Zoning District must be stated and the required Zoning District setback lines must be displayed.
- 38 11. Zoning Overlay Districts must be stated and special dimensional requirements shall be shown.
- 39 12. The as-built site plan is required to show all site improvements in relation to the property lines and
- 40 building setback lines:
- 41 a. Building footprint, including all decks, steps, bulkhead doors, enclosed mechanicals,
- 42 overhangs, etc.
- 43 b. The location of all accessory structures including but not limited to sheds, garages, barns,
- 44 gazebos, screen houses, patios, green houses, carports, pools, a/c equipment, generators, etc.
- 45 13. The plan shall include a Zoning Compliance table demonstrating adherence with the site's Zoning
- 46 District dimensional regulations:
- 47 a. Zoning District Dimensional Requirements<sup>2</sup> for: Zoning District, Lot Size, Street Frontage,
- 48 Front Yard Setback, Side Yard Setbacks, Rear Yard Setback, Building Height, Number of
- 49 Stories, Building Coverage, Impervious Surface Coverage, and other dimensions as applicable.
- 50 b. Provide dimensions for: Lot Size, Street Frontage, Front Yard Setback, Side Yard Setbacks,
- 51 Rear Yard Setback, Building Height, Number of Stories, Impervious Surface Coverage, and
- 52 others as applicable.
- 53 c. Please note if the plan relies upon a special permit for, use requirements and/or approved
- 54 variance(s) for altered or conditional dimensional requirements it is the applicant/property
- 55 owner's responsibility to supply the surveyor all details and conditions of said permits. In the
- 56 case that such special permits and variances exists, the plan shall include the appropriate citation.
- 57 i.e. approval date and conditions.

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<sup>2</sup> See "ARTICLE III - LOT AND BUILDING DIMENSIONAL REQUIREMENTS" of the Zoning Regulations.

58 14. The plan must show wetlands, watercourses, wetland upland review areas (URA) and the  
59 relationship of improvements to the wetlands and their required URA. The wetlands shall be delineated  
60 in the field by a CT licensed soil scientist and the soils report shall be provided to the surveyor.

61 a. If a soil scientist determines that no wetlands or watercourses are present on the site,  
62 specifically note that none are present citing the soil scientist's report.

63 15. If the improvement location(s) rely upon an approval from the Inland Wetlands & Watercourses  
64 Commission please note the decision's conditions, approval date, and demonstrate compliance with the  
65 Commission's approval.

66 15. The plan must include the location of any outcroppings of ledge on the site.

67 a. If no ledge outcroppings are present on the site, specifically note that no ledge outcroppings  
68 are present.

69 16. The plan must include the location, surface type, percent grade of the driveway, and cross-slope.  
70 Measurements shall be taken and a driveway profile shall be developed using 50-foot intervals along  
71 straight portions and 25-foot intervals along curves.

72 17. The plan must include the location of any existing or proposed easements, encumbrances,  
73 encroachments and/or deed restrictions.

74 a. If no easements, encumbrances, encroachments, and/or deed restrictions are present on the  
75 site, specifically note that no easements, encumbrances, encroachments, and/or deed restrictions  
76 are present.

77 b. If easements, encumbrances, encroachments, and/or deed restrictions are present, reference  
78 and note the Town Clerk's volume and page number, and date of their recording.

79 18. The plan must include the location of all footing and/or gutter drains traced back to their point of  
80 origin.

81 19. The plan must include the location of any stormwater runoff treatment controls, rain gardens,  
82 drainage structures or pipes installed on the property. Invert, rim elevations, grate elevations, flowlines,  
83 slopes, and inlet/outlet protection, and shall be noted for all storm water and sewer structures.

84 20. The plan must include the location of all of the utilities (power, water, gas, sewer, etc.) servicing the  
85 dwelling or structure and indicate the portions above ground and underground.

86 21. The plan must include the type and location of fences and walls.

**Commented [WU1]:** Do we want to include septic and septic reserve?