

Date: \_\_\_\_\_

Citation \_\_\_ No \_\_\_ Yes \_\_\_

Project Address: \_\_\_\_\_

Builder: \_\_\_\_\_

### REQUIRED ACTION LIST

#### Prior to Construction:

- ◆ Obtain all required permits, including Farmington Valley Health District, Driveway Permit, Zoning Permit and Building Permit. Do not begin work until permits are approved and in your hand.
- ◆ Properly install all sedimentation and erosion controls as required and as shown on your permit drawing. Check your zoning permit for any conditions.
- ◆ Install an anti-tracking pad at the construction entrance to the job. The pad must be at minimum 20' in length and 15' wide, using 4" minimum diameter stone.

#### During Construction:

- ◆ Maintain all sedimentation and erosion control devices. Check all controls weekly and after a storm event. Replace or repair as needed to maintain in working order.
- ◆ Keep road clean of tracked soil or construction material. Sweep the road as needed.
- ◆ Temporarily seed or install erosion control devices at topsoil stockpiles.
- ◆ Do not clean out concrete trucks into storm sewers. When pumping out a foundation, do not pump out directly into storm sewer or wetland/stream - properly install sediment controls to filter the water.
- ◆ Stabilize the soil on site as soon as possible. Finish off the site grading as early as possible and seed or stabilize with a surface of chopped clean hay. If heading into winter, the site shall be stabilized no later than November 1.

#### Before Certificate of Occupancy:

- ◆ Make sure the project is complete.
- ◆ Have driveway apron installed (or bond posted).
- ◆ The site will be stabilized either by seeding or temporary mulching. All sedimentation and erosion controls must be in and functioning in areas that show signs of erosion. (This is a requirement even if you are transferring the responsibility for the landscaping and lawn to the owners of the house - you will be responsible for stabilizing the site for CO.)
- ◆ The site must be clean of debris and the road clean of soil.  
Any catch basins in the area that received silt from site runoff shall be cleaned out.

These are general guidelines and will be enforced on a site by site basis. If a citation is issued on a property, a CO will not be issued for that site until the fines are paid in full. The permit holder need not be present for a citation to be issued. No citations will be issued immediately after a storm event. You will be allowed 24 hours to make all necessary repairs before citations could be issued.