



CITY OF DERBY  
BUILDING DEPARTMENT  
1 ELIZABETH STREET  
DERBY, CONNECTICUT 06418

**New Single Family Home Construction Application Checklist**

**Date:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**THE FOLLOWING INFORMATION WILL BE REQUIRED FOR ALL NEW SINGLE FAMILY HOME APPLICATIONS FOR ZONING COMPLIANCE:**

**1. Lot Status:** Documentation required

**Subdivision Approval**  **Lot Split**  **Pre-Existing lot of Record**

**2. Site Plan** – the following information will be required to be shown on a site plan submitted to the Planning Office.

Licensed Surveyor's Seal and Signature. If necessary the P.E. signature and seal must also be on the plan submitted.

Site Plan must be a class A2, must conform to the CT Grid System, if requested by Staff may need to be a class T2

Street address

Date of original site plan AND any revision dates

Zoning Table of required and provided zoning standards for the Zone

Scale 1"=40'

Location of building: All overhangs, covered porches, or accessory structures must be shown on the plan and will have to meet the zoning setbacks

Copy of house plans as submitted to the Building Department

Existing and proposed contours to be shown

Stabilization plan for any slopes which exceed a grade of 3:1.

Height of Structure

Basement and First Floor elevations of proposed structure

- All required building lines (front, side and rear setbacks)
- If other approvals were required they must be referenced on the plan. (Planning and Zoning, Historic District, ZBA and WPCA)
- Watercourses, wetlands and other bodies of water must be shown on the plan.
- Limits of Clearing
- Utility locations
- Septic location/Well location along with the approval letter from Naugatuck Valley Health District
- Easements and Right of Ways; Location and reference to legal description from the City of Derby's Land Records (Volume and Page number)
- Construction entrance: must be maintained as shown on proposed plan
- Erosion and Sediment control plan
- Property corners must be marked by a Licensed Land Surveyor prior to the start of any work.

***NOTE: All new homes are required to have foundation certificates submitted to verify foundation is both horizontally and vertically accurate as to the approved plans. Additional conditions of approval may be required by staff include, but are not limited to, final as-built requirements, pre-construction meetings prior to the start of the project, outside consultant inspection requirements. Please refer to your approval letter for the specific approval conditions for your project.***

### **FINAL AS-BUILT REQUIREMENTS**

1. The final as-built plan submitted for approval shall be an A-2/T-2 survey paper copy at a scale of not less than 1"=40'. Final as-built shall be submitted and approved before a "Certificate of Occupancy" is issued.
2. All improvements (building, structures, fences, walls, driveways, walks, etc.) will be shown.
3. All buildings shall include exterior wall dimension, basement elevation, first floor elevations and garage elevations.
4. All underground utilities, well and septic system locations shall be shown.
5. Minimum zoning setbacks shall be shown and the distance of all buildings/structures to property lines shall be shown.
6. **If requested by Staff**, elevations, in the form of "spot elevations" taken as part of the final actual field survey. Sufficient elevation information shall be provided to indicate the control of surface water on and off site.
7. Any easements and/or right-of-ways shall be shown.
8. Plan shall show lot dimensions, bearings or angles, and lot area.
9. All monumentation shall be noted- please place installation date on final as-built.
10. No proposed improvements may be shown on the final as-built, existing conditions only.