



OFFICE OF THE  
BUILDING DEPARTMENT

# TOWN OF VERNON

55 WEST MAIN STREET, VERNON, CT 06066

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## **REQUIREMENTS FOR AS BUILT DRAWINGS SUBMITTED PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY**

A site plan drawn to scale not to exceed twenty (20) feet to one inch, prepared by a registered engineer, architect or land surveyor, embossed and signed with the raised letter seal and should include all information required in an Improvement Location Survey as described in Standards for Surveys and Maps by the Connecticut Association of Land Surveyors, Inc.

The following items must be provided on the submitted drawing:

- Property boundaries and their dimensions.
- Location of all structures and the distances between adjacent structures.
- Dimensions of all yards and setbacks.
- Location of all streets, driveways and entrances and their dimensions.
- Position and dimensions of fences and walls (materials specified).
- Location and size of all sidewalks and walkways.
- Zoning District designation, north arrow and graphic scale.
- Height of all structures.
- Location and dimensions of all easements, rights-of-way, conduits and the like.
- Percentage of lot area to be covered by structures, i.e., lot coverage.

In addition to the above information, the following must be provided for commercial properties:

- Location of all parking areas and parking stalls (each stall shall be numbered sequentially, and each stall to be not less than 9' x 17').
- Location and dimensions of all off-street loading areas.
- Location and size of plantings.
- Location and dimensions of all outside trash storage areas.
- Location and size of all lighting.
- Means of surface drainage.
- Location, type and size of all signs.

**OMISSION OF ANY OF THE ABOVE MAY SLOW THE APPLICATION PROCESS**