



TOWN OF WILTON
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Ryan K. Riper, P.E.
Director of Planning
and Engineering

Site Plan Contractors - Construction Checklist

**FAILURE TO COMPLY WITH THE FOLLOWING REQUIREMENTS IS IN VIOLATION OF THE SITE
PLAN APPROVAL AND BUILDING PERMITS CAN BE REVOKED/SUSPENDED**

1. Pay inspection fees and notify the Town prior to installation of storm system, sidewalk(s), subbase, paving, or any permanent site improvements.
2. At a minimum, notify the Town for SWPPP Inspections after installation of erosion control measures, completion of final grading, and successful establishment of final landscaping.
3. Notify the WWSA prior to starting water main installation and the SCSD No. 1 prior to starting sewer main, force main, or pump station work.
4. Have a set of **Planning Board Stamped** Approved Site Plans on site at all times & install sitework per these plans.
5. Contact the Town Engineer if any field changes in those plans are being considered.
6. Have your Site Engineer or Certified Professional visit/inspect the site during construction so the final site can be certified as complete in conformance with the design plans, except for any changes noted on the certified (stamped/signed) Record Drawing (As-Built).
7. Site layout is strictly the responsibility of the Developer's Agent (normally site contractor) & is not the responsibility of the Town of Wilton. The Town only performs spot inspections to verify quality of work at the time (e.g. type of curbing, drainage pipe type, paving quality). The contractor's Site Engineer shall inspect to ensure all site plan elements are being installed per the approved site plan.
8. Verify that all site plan components are installed prior to requesting final site walkthrough. Contact Ryan K. Riper, P.E., Town Engineer, (518-587-1939 x. 215) to set up this site walkthrough with contractor & their Site Engineer.

PROJECT: _____

CONTRACTOR (Print) _____

Contractor's Signature – Date: _____ - ____ / ____ / ____.