



ENGINEERING DIVISION – COMMON ACCESS INSPECTION SCHEDULE

Inspections are required at specific stages of construction of Common Driveways and Common Curb Cuts. It is the responsibility of the applicant or applicant's representative to manage the scheduling of the work to ensure that the Engineering Division is contacted in a timely manner and that the work can be completed around other constraints.

Specifically, asphalt paving should be scheduled to account for the seasonal closure of asphalt plants (generally between the months of December and April).

The applicant shall not start any work until approval has been obtained from the Planning Board and a pre-construction meeting is held with the Engineering Division. **Any work completed prior to this meeting shall be deemed unacceptable and removed, as directed by the Town Engineer.**

Schedule a pre-construction meeting with the Engineering Division two weeks prior to the start of construction. The Common Access Easement within which construction will take place must be staked by a licensed Land Surveyor prior to the pre-construction meeting. At a minimum, the Engineering Division will perform the inspections listed below. Call for all inspections a minimum of 48 hours in advance.

Clearing & Grubbing

1. Common Access Easement to be cleared of trees and grubbed for the required width and distance.
2. The applicant or applicant's representative is responsible for ensuring that all utilities are properly installed, marked out and accounted for during the entire construction process.

STORMWATER DRAINAGE

1. All required drainage structures installed as required.
2. All cross-piping completed using 15" smooth wall corrugated HDPE and cemented in place.
3. Drainage structures will not be approved if they contain standing water.

BASE PREPARATION

1. Base material in place for the specified length, width and depth.
2. Base material is properly graded, shaped and compacted.
3. Drainage grates set at final elevation and cemented in place.

ASPHALT PAVING

1. Schedule a paving date and time with the Engineering Division. A representative of the Engineering Division must be on site during the entire paving process.
2. No asphalt shall be placed unless the ambient temperature is a minimum of 40 deg. F and rising. No asphalt shall be placed during rainfall events or if the Town Engineer deems the base material to contain too much moisture.
3. Asphalt shall be supplied from plants to the type indicated on the approved plans.
4. All seams where new and existing asphalt pavements meet shall be properly sealed.

SHOULDER RESTORATION

1. Prior to final inspection, the shoulders of the improved Common Access shall be restored with topsoil and seed or wood chips, as required by the approved plans. All cleared and excavated materials and construction debris shall be removed and properly disposed of offsite.

Failure to obtain Engineering inspections at each stage of the construction process will either delay final approval or result in a substantial cost increase to the applicant due to the need to expose or verify installed components prior to obtaining approval.