



Town of Burlington
Land Use Department
Telephone: (860) 673-6789, Ext. 211
Email: zeo@burlingtonct.us

Effective Date: December 20, 2023

Updated: January 8, 2024

Re: Certificate of Zoning Compliance Required Documentation for Final Zoning Inspection

The following documentation with the information requested will be required effective immediately to gain a Certificate of Zoning Compliance from the Zoning Enforcement Officer (ZEO).

1. A letter with professional stamp from the Applicant Engineer with language that certifies the following:
 - The lot grading, drainage and driveway grade of the approved site plan(s) meets standard engineering principles and the intent of their design as submitted to the Town of Burlington.
2. Two (2) paper copies of an A2, stamped As-Built plan **shall be completed after all the site work is completed, which includes ALL GRADING**. Any submitted As-Built plan **will require** the following information:
 - The **final topography** of the parcel. If a Winter Hardship Bond (\$3,000) is necessary, then the **proposed topography layer shall be shown on the plan**. Once conditions allow for final grading, an updated plan showing final topography shall be submitted for final inspection.
 - **Drainage discharges** to infiltrators, yard drains, catch basins, rain gardens, daylight to splash pads, etc.
 - Marked wetlands and watercourses.
 - Location of all structures, including sheds, decks, patios, pools, etc.
 - Lot lines for the entire parcel, including the setbacks for the zone.
 - Easements and Conservation Areas.
 - **Driveway apron grade** not being above 3% by showing spot elevation at street edge and at the 15' mark into the driveway.
 - Driveway grades that are above 10% up to 15%. No grade is allowed above 15%.
 - Septic system including leach field and reserve areas.
 - Well location.
 - Underground pipes and/or utilities.
 - Anything else that was shown on the original approved plot plan and/or asked for to be on the final As-Built plan.

Thank you in advance for your cooperation so we avoid any avoidable delays at the end of your project,

Jerry Burns, Zoning Enforcement Officer & Wetlands Agent

cc: Larry Farrell, Building Official

Mary Carriere, Land Use Admin