



Planning Board  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

**PLANNING & DEVELOPMENT DEPARTMENT**  
City Hall Annex  
33 Wakefield Street,  
Rochester, New Hampshire 03867-1917  
(603) 335-1338 - Fax (603) 330-0023  
Web Site: [www.rochesternh.gov](http://www.rochesternh.gov)

## **As-Built Plan Application Instructions**

### **As-Built Plan Overview**

As-Built Plans are required to:

- a. Determine project is compliant with the Planning Board Approval.
- b. Issue a Certificate of Occupancy.
- c. Confirm project is completed as approved by the Planning Board.
- d. Release performance escrow money.

If the applicant seeks a Certificate of Occupancy prior to completion of all improvements, a Provisional As-Built Plan must be submitted documenting the current conditions of the project. A Final As-Built Plan is still required when the project is complete.

### **Required Documents**

The following required documents are submitted to the Planning Department.

<b>Item</b>	<b>Copies</b>
As-Built Plan Application	1
11" x 17" full plan set, folded in half	2
24" x 36" full plan set	2
CAD drawings (.dgn or .dwg file type) on flash drive	1
PTAP Certification Letter	1
Completed As-Built Checklist	1
Electronic copy of entire submittal	1
Application Fee - \$150	1

#### **Note:**

- As-Built plans must include at least 2 points showing a northing and easting in NH State Plane North American Datum of 1983 (NAD 83) coordinates.
- As-Built elevations must be referenced in North American Vertical Datum of 1988 (NAVD 88).
- The CAD files must use the same coordinate systems listed above, (NAD 83 and NAVD 88).

### **As-Built Plan Review Process**

1. Applicant submits the required documents to the Planning Department.
2. The Planning Department:
  - a. Distributes relevant plan set documents to City departments.
  - b. Uploads records to OpenGov.

- c. Creates As-Built Plan Review task in OpenGov.
- 3. As-Built Plans Review:
  - a. Planning Department:
    - i. Reviews the As-Built Plans against the certified Final Plans submitted as part of project approval.
    - ii. Enters findings on the OpenGov platform.
  - b. Department of Public Works:
    - i. Confirms the As-Built plans contain all necessary infrastructure information.
    - ii. Conducts a site inspection to confirm site conditions accurately reflect the plan.
  - c. GIS Section:
    - i. Confirms the CAD drawings meet format requirements and contain all necessary information.
    - ii. Enters findings on the OpenGov platform.
  - d. Fire Department:
    - i. Confirms the As-Built Plans address any emergency services concerns.
    - ii. Enters findings on the OpenGov platform.
- 4. As-Built Plan Finalization.  
Planning Department issues a Notice of Decision. (Any additional actions required of the applicant are listed in the notice.)

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**As-Built Plan Application**

Date: \_\_\_\_\_

**I. Project Information**

Case Number: \_\_\_\_\_ Project Phase: \_\_\_\_\_  
Tax Map: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Tax Lot Number: \_\_\_\_\_ Overlay Zoning Districts: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Name of Project: \_\_\_\_\_

**II. Applicant Information**

Company: \_\_\_\_\_ Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**III. Property Owner**

Company Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**IV. Engineer or Surveyor Information**

Company Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**V. Property History**

A. List all approved waivers, special exceptions, variances and conditional uses for the subject property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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B. List all pending or previously approved **State** or **Federal** applications for the subject property.

Application No.	Project Name and Phase	Status	Approval Date

**VI. Homeowners Association (HOA)**

- A. Formation of an HOA was a condition of plan approval.  
If Yes, answer questions B and C.  
If No, skip to part VII.
- B. What is the recording information of the HOA documents? \_\_\_\_\_
- C. Has developer transferred control of the HOA to the homeowners?

**VII. Site Cover Conditions**

Proposed site conditions were submitted with the original site application. Enter the actual conditions following development of the site.

Actual Site Cover Conditions	Square Footage	Overall % of Site
Building footprint(s)		
Parking and vehicle circulation		
Planted or Landscaped Areas (exclude drainage)		
Natural or Undisturbed Areas (exclude wetlands)		
Wetlands		
Drainage Structures		

**VIII. Submission Checklist**

Confirm the following items have been submitted with this application.

Item	Copies	Applicant	Staff	Comments
11" x 17" full plan set, folded in half	2	<input type="checkbox"/>	<input type="checkbox"/>	_____
24" x 36" full plan set	2	<input type="checkbox"/>	<input type="checkbox"/>	_____
CAD drawings on flash drive	1	<input type="checkbox"/>	<input type="checkbox"/>	_____
PTAP Certification Letter	2	<input type="checkbox"/>	<input type="checkbox"/>	_____
Completed Checklist	1	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electronic copy of entire submittal	1	<input type="checkbox"/>	<input type="checkbox"/>	_____
Application Fee - \$150	1	<input type="checkbox"/>	<input type="checkbox"/>	_____

Initials:  
Date: \_\_\_\_\_

**IX. Statement of Assurance:**

I hereby certify that to the best of my knowledge that the information provided is true and accurate.

\_\_\_\_\_  
Signature of Developer or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Developer or Authorized Agent

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**As-Built Plan Checklist**

Tax Map: \_\_\_\_\_  
 Tax Lot(s): \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

<b>As-Built Plan Contains</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Comments</b>
Water Mains (type, material, diameter, pipe locations, bend locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water Curb Stop Locations and Taps to Mains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Valve (type, location and size)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sewer Mains (type, material, diameter, pipe locations, bend locations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sewer Cleanouts and Manholes (rim, invert in and invert out)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drainage Pipes (type, material, diameter, location)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stormwater Cleanouts with Catch Basins and Manholes (rim, invert in and invert out)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drainage Structures, Swales, Detention Ponds (spot bottom elevations and contours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utility Connections to Buildings (location, material, diameter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Underground Electric, Cable and Data Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Underground Gas Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Utility Poles and transformer locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building and Structures - with finished floor elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spot Elevations or Contours of pavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Edge of Pavement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Curbing with material type and location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sidewalks (type, width and material)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking Spaces with Striping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loading Zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sign Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Street Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transit Stops and School Bus Stops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Guardrails (type and location)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fencing (type, height, length and location)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dumpster Locations with screen type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Street Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bike Racks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open Space and amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Property Lines (with metes and bounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Distances of new infrastructure to easement boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recorded Easements (with beneficiaries)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Right-of-Way Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetlands (with CWS name and date of delineation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wetland Buffers and sign locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional requirements from Planning Board approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Department Access; Fire Lanes and Loading Zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Means of egress/escape, travel distances and widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire ponds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	