

# 2010

## Subdivision Regulations



As Amended by:

Ordinance No. 549

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# **ARTICLE I – INTRODUCTION**

## **SECTION 100 PURPOSE**

The purpose of these Regulations is to regulate and control the division of land within the corporate limits of the Town of Easton, in order to promote the public health, safety, morals and general welfare of the citizens of the Town of Easton.

## **SECTION 101 INTENT**

It is the general intent of these Regulations to regulate the division of a land as to:

- (a) Assure sites suitable for building purposes and human habitation, and to provide for the harmonious development of the Town of Easton in accordance with the Comprehensive Development Plan and the Zoning Ordinance;
- (b) Coordinate streets within the subdivisions with other existing, planned, or recorded streets or with any street plan adopted or approved by the Town of Easton;
- (c) Insure adequate open space for recreation, light and air;
- (d) Further the orderly and appropriate development of land with a variety of design concepts;
- (e) Regulate the flow of traffic;
- (f) Facilitate adequate provisions for transportation, water, sewerage, schools, parks and other public facilities;
- (g) Establish minimum standards, and to provide for the necessary administrative procedures to implement these regulations;
- (h) Insure proper legal descriptions and monumenting of subdivided land and to aid Town and County officials in securing adequate records of land title.

## **SECTION 102 INTERPRETATION AND APPLICATION OF REGULATIONS**

The provisions of these Regulations shall be held to be minimum requirements to meet the stated purpose and intent of these Regulations. Whenever the Regulations are at variance with the requirements of any other laws, rules, regulations, ordinances, deed restrictions, or covenants, the most restrictive or that imposing the higher standards, shall govern.

## **ARTICLE II – DEFINITIONS**

### **SECTION 200 GENERAL**

For the purpose of these Regulations, words and terms used herein shall be interpreted as follows:

- (a) Words used in the present tense include the future;
- (b) The singular includes the plural; the plural includes the singular;
- (c) The word "person" includes a corporation, institution, partnership and association as well as the individual;
- (d) The word "lot" includes the word "tract" or "parcel;"
- (e) The word "Commission" and the words "Planning and Zoning Commission" mean the Town of Easton Planning and Zoning Commission;
- (f) The word "Council" means the Town Council of Easton;
- (g) The words "Town Engineer" mean the officially appointed Town Engineer of Easton or his/her designated representative;
- (h) The words "Town Clerk" mean the officially appointed Town Clerk of Easton or his/her designated representative.
- (i) The words "Town Planner" shall mean the officially appointed Planner charged with the responsibility for administering the Town's Planning and Zoning programs.
- (j) The word "shall" is mandatory; the word "may" is permissive;

### **SECTION 201 SPECIFIC**

- (a) **ALLEY:** A public way affording a secondary means of access to the rear or sides of the lot.
- (b) **APPLICANT:** Any person who submits to the Planning and Zoning Commission subdivision plans for the purpose of obtaining approval thereof.
- (c) **APPLICATION FEE:** Fee collected on a per lot basis, collected at the time of Preliminary Plat submittal; established by resolution of the Easton Town Council.
- (d) **AVERAGE DAILY TRAFFIC (ADT):** Average Daily Traffic is the total volume during a given time period (in whole days greater than one day and less then one year) divided by the

number of days in that time period. For new residential streets and driveways, the expected ADT is determined by using the Trip Generation Rate table found in Section 702 (d).

(e) **BLOCK:** An area of land containing one or more lots and bounded by streets providing access to such lot or lots. Block boundaries may also include a railroad right-of-way, un-subdivided acreage, river, live stream or any other barrier to the continuity of development.

(f) **BUILDING:** Any structure which is designed built or occupied as a shelter or enclosure of persons, animals, or chattels including any tent, cabin, trailer, or mobile home.

(g) **CUL-DE-SAC (COURT):** A street having one end open to traffic and having the other end permanently terminated by a vehicle turnaround space.

(h) **DEDICATION:** The deliberate setting aside or appropriation of land by its owner for any general and public uses, reserving to himself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted.

(i) **DEVELOPER:** An individual, partnership or corporation (or agent therefore) that undertakes the responsibility for any or all of the activities covered by these Regulations, particularly the preparation of the subdivision plat and improvement plans showing the layout of the land and the public improvements involved therein. Inasmuch as the subdivision plat is merely a necessary means to the end of assuring a satisfactory development, the term "developer" is intended to include the term "sub-divider" even though the personnel involved in successive stages of the project may vary.

(j) **DRIVEWAY:** A driveway is a private minor vehicular access way between a street and a parking area within a lot or property.

(k) **IMPROVEMENTS:** Those physical additions, installations and changes, such as streets, curbs, sidewalks, water mains, sewers, drainage facilities, public utilities, and other appropriate items required to render land suitable for the use proposed.

(l) **IMPROVEMENT PLANS:** Construction plans of the required improvements submitted upon approval of a Preliminary Plat.

(m) **LOT:** A piece or parcel of land occupied or intended to be occupied by a principal building or use or group of buildings and accessory buildings and uses, including all open spaces and yards required by the Zoning Ordinance and having access to a street.

(n) **LOT LINE REVISION:** An adjustment or revision of a line, line of record, or lines on a recorded plat which does not require any improvements or create any new lots or parcels.

(o) **PARKING: ON-LOT.** The number of parking spaces required by the Town of Easton's Zoning Ordinance to be provided off-street. These spaces are intended to serve the normal daily parking needs of the dwelling unit occupants.

(p) PLAT REVIEW FEE: Review fee paid at each submittal of a plat; established by resolution of the Easton Town Council.

(q) PUBLIC WORKS AGREEMENT: A contract, between the developer and the Town, to complete the necessary improvements in accordance with approved plans and specifications by a given date; such contract to be guaranteed by an approved surety bond or performance bond, a certified check, cash, irrevocable letter of credit or such other security as the Town deems appropriate.

(r) RESUBDIVISION: The revision of any plat of record for any purpose.

(s) SETBACK: A line beyond which no building or structure is permitted to extend. All setbacks extend from property line to property line.

(t) STREET: A public way which provides a means of access to abutting property. The term shall include road, street, avenue, drive, circle, highway, or similar term.

(u) STREETS CLASSIFICATION MAP: A map, adopted by resolution of the Easton Town Council, classifying existing streets within the Town of Easton.

(v) STREET LINE: The line dividing a street from a lot.

(w) STRUCTURE: Anything constructed or erected with a fixed location on the ground, or anything attached to something having a fixed location on the ground. Structures may include, but are not limited to, buildings, mobile homes, walls, billboards, poster panel and fences in excess of forty-eight (48) inches in height.

(x) SUBDIVISION: (1) The division of a single lot, tract, or parcel of land or part thereof into two (2) or more lots, tracts, or parcels of land for the purpose, whether immediate or future, of transfer of ownership or of building development; except, for purposes of these Regulations, the transfer or sale of land between owners of adjoining properties which does not involve the creation of any new buildable lots shall not constitute a subdivision. (2) The term "subdivision" includes "re-subdivision" and when appropriate to the context shall relate to the process of subdividing or to the land subdivided.

(y) SUBDIVISION, MINOR: The division of a single lot, tract or parcel of land into four (4) or fewer lots, tracts, or parcels of land for the purpose, whether immediate or future, of transfer of ownership or of building development. Provided the proposed lots, tracts, or parcels of land thereby created have frontage on an improved street or streets, and provided that there is not created by the subdivision any new street or streets.

## **ARTICLE III - CONTROL AND PENALTIES**

### **SECTION 300 SUBDIVISION CONTROL**

No land in a subdivision created after the adoption of these Regulations shall be transferred or sold until the Final Plat of such subdivision has been recorded in accordance with these Regulations and until the improvements required in connection with the subdivision have either been constructed or guaranteed as hereinafter provided. After approval of a Preliminary Plat shall have been obtained, an applicant may offer such land for sale provided that the contract of sale shall be conditioned upon the approval and recordation of the final plat and that this condition is stated upon the contract of sale.

### **SECTION 301 BUILDING PERMITS AND CERTIFICATES OF OCCUPANCY**

No building permit shall be issued for any lot within a subdivision until such time as the final plat of such subdivision has been recorded. No certificate of occupancy for any structure on a lot in a subdivision shall be issued until such time as the required improvements have been completed to an extent satisfactory to the Town Engineer.

### **SECTION 302 PLAT APPROVAL REQUIRED**

No final plat of any subdivision shall be recorded until it has been approved by the Town Planner and the Planning and Zoning Commission as provided herein. The plat shall not be approved unless it satisfies the requirements of these Regulations.

### **SECTION 303 PENALTIES FOR VIOLATION**

Violations by a landowner or his agent of the provisions of Section 300 of these regulations or requirements and restrictions imposed by the Planning and Zoning Commission as conditions for approval of a subdivision plat shall constitute a misdemeanor. Upon conviction thereof, the offender shall be subject to a fine not to exceed \$1,000.00 or to imprisonment for a period of thirty days, or both, at the discretion of any Court of competent jurisdiction.

Any conveyance of a lot or parcel of land in violation of the provisions of these regulations shall be violable at the option of the purchaser.



## **ARTICLE IV - PROCEDURES AND REQUIREMENTS**

### **SECTION 400 SKETCH PLAT PURPOSE**

(a) The purpose of the sketch plat is to provide the applicant with an opportunity to resolve problems early in the proceedings and to make necessary modifications and revisions prior to incurring the expense of preparing a Development and final plat. The Sketch plat also allows an opportunity for other parties to comment on the subdivision. A sketch plan shall show those areas, which are best suited for development on the site. This includes delineation of areas not suitable for development such as floodways delineated on the FEMA Floodway maps; areas of high value forest cover; areas of non-tidal wetlands; areas located within the Chesapeake Bay Critical area buffer and any other areas not developable due to natural site conditions.

(b) The determination of street classification according to Section 702 shall be determined during the sketch plan review.

### **SECTION 401 SKETCH PLAT PROCEDURES**

(a) Applicant prepares sketch plan and application and submits ten (10) copies of the sketch plan, the application and plat review fee (See Section 1002) to the Town Planner;

(b) The Town Planner shall check the submission and;

(1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein.

(2) if the submission is complete, accept the sketch plan and application;

(3) and deposit fees with the Town Clerk.

(c) The Town Planner shall distribute copies of the sketch plan and application to:

(1) Town Engineer - Two (2) copies

(2) Planning and Zoning Commission – five (5) copies

(3) Easton Utilities Commission - one (1) copy

(4) Planning office file (2) copies

(d) The Town Planner shall publish notice at least seven (7) days in advance for a public hearing to be held at the next scheduled Planning Commission's meeting and post notice of such hearing on the property. Notification of adjacent and nearby property owners shall be provided in accordance with the requirements of the Town of Easton Zoning Ordinance.

(e) The Town Planner shall, within a reasonable time:

(1) review the applicant's submission;

(2) review reports by the Town Engineer, and Easton Utilities.

(3) prepare staff report and forward said report to the Planning Commission for their consideration,

(f) The Planning and Zoning Commission shall;

- (1) hold a public hearing to receive public comment on proposed subdivision.
- (2) evaluate the applicant's submission, presentation, discussion with the applicant, and agency reports;
- (3) determine whether the sketch plan meets the objectives and requirements of these Regulations and other regulations, ordinances and plans of the Town;
- (4) inform the applicant of their decision, including required changes in the sketch plan.

(g) The Planning and Zoning Commission shall not approve a sketch subdivision plan unless they determine that the proposed subdivision satisfies each of the following requirements. Failure to satisfy any single requirement shall be just cause to deny a subdivision application, even if all others are satisfied. For each subdivision, the Planning Commission shall make findings that:

- (1) The proposed subdivision provides against such scattered or premature subdivision of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services;
- (2) The proposed subdivision provides for harmonious development of the municipality and its environs;
- (3) The proposed subdivision requires the proper arrangement and coordination of streets within subdivisions in relation to other existing or planned streets;
- (4) The proposed subdivision provides for open spaces of adequate proportions (or satisfies this requirement by other acceptable means);
- (5) The proposed subdivision provides suitably located streets of sufficient width to accommodate existing and prospective traffic and afford adequate light, air, and access for fire-fighting apparatus and equipment to buildings, and is coordinated so as to compose a convenient system;
- (6) The proposed subdivision provides parks of reasonable size for neighborhood playgrounds or other recreational uses on land suitable for such uses (or satisfies this requirement by other acceptable means) in accordance with the standards of Section 708 of these Regulations;
- (7) The land indicated on the plats submitted to the Planning Commission is of such character that it can be used for building purposes without danger to public health, safety, or general welfare;

(8) The proposed subdivision prescribes minimum areas of lots in conformance with the Town's Zoning Ordinance and such additional areas as may be needed for each lot for on-site sanitary facilities (if needed);

(10) The proposed subdivision promotes the orderly growth of the Town of Easton, providing for public and other open space and for proper development of land while preventing, through the Commission's discretion, such scattered, premature and undesirable subdivision and development of land as would involve danger, or injury to health, safety or property, by reason of lack of water supply, sewage, drainage, transportation, or other public services or would necessitate in the Commission's judgment an excessive expenditure of public funds for the supply of such services, or would be injurious to maintenance of the integrity of the adopted Town Comprehensive Plan;

(11) The proposed subdivision satisfies all technical requirements of these Regulations; and

(12) The proposed subdivision meets all design requirements of the Town of Easton, including those described in the Town's Comprehensive Plan, Zoning Ordinance, and any Design Guidelines as may be adopted by the Town Council.

The Planning Commission may approve a sketch subdivision plat subject to conditions intended to insure compliance with these requirements.

## SECTION 402 SKETCH PLAN REQUIREMENTS

Data furnished in the sketch plan shall include the following information:

- (a) name of the subdivision;
- (b) name and address of the owner;
- (c) Title References
- (d) tract boundaries;
- (e) north point and date;
- (f) streets on and adjacent to the tract;
- (g) significant topographical and physical features;
- (h) proposed general street layout indicating street classification according to street hierarchy;
- (i) proposed general lot layout;
- (j) delineation of Chesapeake Bay Critical Area, nontidal wetlands and FEMA Floodplain;
- (k) Forest Stand Delineation as per Town of Easton Forest Conservation Ordinance;
- (l) where the subdivision plat covers only a portion of the owner's holdings, the sketch shall be submitted of the prospective street layout for the remainder of the tract;
- (m) physical features within 500' of the subdivision boundary and any other features which may affect the layout and design of the subdivision;
- (n) proposed phase lines, if applicable.

(o) “sketch or “concept” landscape plan as per the Zoning Regulations. Sketch Landscape Plan must be on a separate sheet.

#### SECTION 403 PRELIMINARY SUBDIVISION PLAT PURPOSE

(a) The purpose of the Preliminary Plat is to facilitate review and obtain conditional approval of the proposed subdivision in a detail such that the improvements can be designed and constructed.

(b) A Preliminary Plat and all information and procedures relating to shall in all respects be in compliance with the provisions of these Regulations.

(c) The approval of the Preliminary Plat shall constitute conditional approval of the subdivision but shall not constitute approval of the final plat.

#### SECTION 404 PRELIMINARY PLAT PROCEDURES

(a) After receiving approval of the sketch plan the applicant prepares Preliminary Plat and application; and submits five (5) blue or black line copies of the Preliminary Plat, an application and appropriate fees (See Section 1002) to the Town Planner;

(b) In addition to the plats applicant must submit digital CAD file(s) *that are fully compatible with ESRI ArcGIS format. (This drawing shall at a minimum include: tract boundary(s), property lines, setbacks, lot numbers, rights of way, street names, and easements. This drawing shall be on the Maryland State Plane Coordinate System with coordinates shown on at least 2 corners. Additional Information may be required to be included with such digital CAD file(s) when deemed appropriate by the Town Planner.*

(bc) The Town Planner shall check the submission; and (1) if the submission is incomplete, return the submission to the applicant and/or indicate to applicant the deficiencies therein. (2) if the submission is complete, accept the Preliminary Plat, applicant form and fees.

(ed) The Town Planner shall distribute copies of the Preliminary Plat and application to:

- (1) Town Engineer - one (1) copy
- (2) Easton Utilities Commission - one (1) copy
- (3) Any other utility company serving the subdivision - one (1) copy each
- (4) Maryland Department of Transportation

(de) The Town Planner shall, within a reasonable time:

- (1) review the applicant's submission;
- (2) review reports by the Town Engineer and Easton Utilities Commission Staff;
- (3) determine whether the Preliminary Plat is in accordance with the approved sketch plat, meets objectives and requirements of these Regulations and other regulations, ordinances, and plans of the Town;
- (4) inform the applicant in writing of required changes if necessary in the Preliminary Plat.

(ef) As applicable, the submission will also be examined by the staff for conformity with the Town of Easton Critical Area Local Program, the requirements of the Zoning Ordinance and Subdivision Regulations of the Town and the recommendations of any authorized Federal, State and County agencies.

(fg) After the applicant has received approval of the Preliminary Plat, one (1) paper and two reproducible copies shall be submitted to the Town Planner. The Town Planner shall review the plat to see that they are as approved and sign both reproducible copies. One copy shall be returned to the applicant. Submittal of improvement plans shall include a copy of the approved Preliminary Plat.

## SECTION 405 PRELIMINARY PLAT REQUIREMENTS

The Preliminary Plat shall meet the following standards and show or be accompanied by the following information:

### (a) Drafting Standards

- (1) The plat shall be scaled to fit sheets no larger than twenty-four (24) by thirty-six (36) inches unless otherwise permitted.
- (2) Dimensions shall be in feet and decimals to the nearest hundredth of a foot and the bearings in degrees, minutes, and seconds.
- (3) Each sheet shall be numbered and shall show its relationship to the total number of sheets.
- (4) Where any revision is made, or when the plat is a revision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features.
- (5) The boundary line of the subdivision shall be shown as a solid heavy line.

### (b) General Information

- (1) Name of the subdivision.
- (2) Name and address of the owner(s).
- (3) Title References
- (4) Name, address, and seal of the surveyor responsible for the plat.
- (5) Present zoning classification.
- (6) Date, meridian, scale, and direction of all lines by bearings and distances.
- (7) A location map for the purpose of locating the site to be subdivided showing the relation of the tract to adjoining property and streets.

### (c) Existing Features

- (1) Complete Boundary survey of the property to be subdivided, showing all bearings, distances, area, and tie-ins to all adjacent street lines and adjacent Town Boundary lines.
- (2) The location, names, and widths of streets, the location of property lines and names of adjacent owners, the location of water courses and other natural features within two hundred (200) feet of any part of the land to be subdivided.
- (3) Location of all existing markers and monuments.

- (4) Location, size, purpose, and ownership of all underground utilities and rights-of-way and/or easements within the property.
- (5) Topography with contours on one (1) foot intervals, the location of existing buildings, the outline of all wooded areas, marshy areas, and areas subject to flooding.
- (6) Forest Conservation Plan with worksheets shall be submitted on a separate sheet drawn to the same scale as the subdivision plat.
- (7) Landscaping Plan in accordance with the provisions of LANDSCAPING AND BUFFERING Section of the Zoning Ordinance. Landscaping plans must be on a separate sheet.

(d) Proposed Layout

- (1) Lot layout, including bearings, distances, and area and numbering of lots under such system as the Commission may designate.
- (2) The names, classification (as per Section 702 STREET HIERARCHY), and widths of all proposed streets and alleys.
- (3) Sufficient data to readily determine the location, bearing and length of every street, lot, and boundary line. Data shall include total distances of all such street lines, tangent lengths and central angles for each total street curve and central angles for each lot corner around a cul-de-sac.
- (4) The building setback lines.
- (5) Accurate location of all monuments, markers and reference points.
- (6) The location, width, and purpose of all easements or rights-of-way and the boundaries by bearings and distances.
- (7) Land offered for dedication for parks, schools, and widening of streets, or other community uses.
- (8) When the subdivision is to be developed in two or more phases, the lines delineating such phases shall be shown.

(e) The words "PRELIMINARY PLAT - NOT TO BE RECORDED," shall be shown on the plat.

(f) For proposed subdivision located in the Critical Area Overlay District, the following additional information will be shown on the Preliminary Plat as applicable:

- (1) Critical Area and Buffer boundaries.
- (2) Location and area of all soils exhibiting the following characteristics as determined by the Soil Survey:
  - a. Septic Limitations, if applicable.
  - b. Wet soils.
  - c. Hydric Soils and soils with hydric properties, and
  - e. Highly erodible soils (soils on slope greater than 15 percent or soils on slope greater than 5 percent with "K" values greater than 0.35)
- (3) Location of all forested area located on the site;
- (4) location of tidal and non-tidal wetlands on the site;

- (5) Known locations of the habitat of any threatened or endangered species or species in need of conservation on or adjacent to the site, or within 1/4 mile of the site in the case of bald eagle habitats;
- (6) Locations of plant and wildlife habitat as described in the Towns Critical Area Program;
- (7) Location of anadromous fish spawning streams(s) on or adjacent to the site and a delineation of the watershed area of the stream on the site;
- (8) In conjunction with submission of the Preliminary Plat, the applicant shall submit an Environmental Assessment prepared by a qualified person. The Environmental Assessment shall provide a coherent statement of the manner in which the proposed development addresses the goals and objectives of the Town of Easton's Chesapeake Bay Critical Area Local Program. At a minimum, the Environmental Assessment shall include:

- a. a statement of existing conditions found upon the property to be subdivided, including the amount and types of forest cover, the amount and type of wetlands, soil types, topography and, where applicable, a description of existing agricultural activities upon the parcel;
- b. a description of the proposed development, including number and type of residential units, amount of impervious surfaces, proposed sewer treatment and water supply, acreage devoted to development, proposed open space and habitat protection areas;
- c. a description of all of the proposed development impacts upon water quality, Habitat Protection Areas, and when applicable, wetlands; and
- d. adequate documentation of all correspondence and findings.

The Town Planner shall not approve a Preliminary subdivision application until such time as it finds that the application complies with the requirements of the Town of Easton's Chesapeake Bay Critical Area Program and the provisions of the Easton Zoning Ordinance specifically relating to the Critical Area Overlay Zone.

#### SECTION 406 IMPROVEMENT PLANS

- (a) If required, upon approval of a Preliminary Plat the applicant shall submit two (2) paper sets and (1) CAD set (in accordance with the Town of Easton CAD standards) of the Improvement plans to the Town Planner. The improvement plans shall include a copy of the approved Preliminary Plat and shall address all those improvements required in SECTION 601 herein.
- (b) The Town Planner shall review the submittal and if complete he shall forward the plans to the Town Engineer for his review.
- (c) The Town Engineer shall review the Improvement plans and submit written comments to the Town Planner who will forward the comments on to the applicant.

(d) Once the Improvement Plans have been approved by the Town Engineer, the applicant shall submit two (2) reproducible sets and a CAD copy in compliance with the Town of Easton CAD standards as amended. of the approved improvement plans to the Town Planner. The Town Planner will sign both sets and one set shall be returned to the Applicant. Applicant shall resubmit a digital PDF of each sheet with approvals by Town Planner.

(e) Upon approval of the improvement plans the Final plat can be submitted.

(f) Approval of Improvement plans expires after three (3) years from the date signed by the Town Planner unless work has begun and diligently pursued; or the Town Planner elects to extend the approval.

#### SECTION 407 FINAL PLAT PURPOSE

(a) The purpose of the final plat is to establish a public record of the property as it will become a part of the land records of Talbot County after final approval by the Planning and Zoning Commission.

(b) A final plat shall be submitted conforming to the changes recommended during the Preliminary Plat procedure. The final plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of these Regulations. Development and final plat procedures may be executed simultaneously.

#### SECTION 408 FINAL PLAT PROCEDURES

(a) Applicant shall submit to the Town Planner (not more than three years after receiving approval of the Preliminary Plat):

- (1) subdivision application;
- (2) four (4) blue or black line copies;
- (3) appropriate fee (See Section 1002).
- (4) two copies of conveyance deed for any parks, rights-of- ways, or open space.
- (5) two copies of public works agreement (see Article VIII)

(b) The Town Planner shall check the submission and:

- (1) if the submission is incomplete, return the submission to the applicant and/or indicate to the applicant the deficiencies therein;
- (2) if the submission is complete, accept the final plat, application form and additional fees, if any.

(c) The Town Planner shall distribute copies of the final plat and application to the following agencies for review & comments:

- (1) Town Engineer - one (1) copy



(2) Easton Utilities Commission (Survey Division) – one (1) copy

(d) The Town Planner shall distribute copies of of conveyance deed for any parks, rights-of-ways, or open space and copy of public works agreement to Town Attorneys office for review.

(e) Upon receipt of comments the Town Planner shall within a reasonable time:

(1) Evaluate plat to determine whether plat is in conformance with approved Preliminary Plat,

(2) Determine whether the final plat meets the objectives and requirements of these Regulations and other regulations, ordinances and plans of the Town,

(3) Once it is determined that the plat is ready for recordation the Town Planner shall request the applicant to submit four (4) reproducible film copies and five (5) blue or black line paper copies with original signatures.

(4) Upon the receipt of the signed plats the Town Planner shall sign the plats and take them to the Planning and Zoning Commission at their next meeting.

(f) If approved, the Planning and Zoning Commission shall adopt a resolution approving the final plat and authorize the Chairman to sign the plat.

#### SECTION 409 FINAL PLAT REQUIREMENTS

The final plat shall meet the following standards and show the following information:

(a) Drafting Standards

(1) The size of the sheet and scale shall be in accordance with the requirements of the Clerk of the Circuit Court of Talbot County.

(2) The plat shall be drawn using black ink on transparent mylar (or linen) or black–line photo process comparable to original quality that will conform to archival standards.

(3) A space or recording block shall be provided of not less than three (3) inches by four (4) inches located three inches from the top right corner of all pages of a final plat to accommodate the County Clerk’s recording information and seal.

(4) Dimensions shall be in feet and decimals to the nearest hundredth of a foot, and the bearings in degrees, minutes and seconds.

(5) Each sheet shall be numbered and shall show its relationship to the total number of sheets.

(6) Where any revision is made, or when the plat is a revision of a previously approved plat, dotted lines shall be used to show features or locations to be abandoned and solid lines to show the presently proposed features.

(7) The boundary line of the subdivision shall be shown as a solid heavy line.

(b) General Information

(1) Name of subdivision.

(2) Name and address of the owner(s).

(3) Name and address of the surveyor responsible for the plat.

(4) Title references

(5) Present zoning classification.

(6) Date, meridian, scale, and direction of all lines by bearing and distances.

(7) A location map for the purpose of locating the site to be subdivided showing the relation of the tract to adjoining property and to streets.

(c) Existing features

(1) Complete boundary survey of the property to be subdivided, showing all bearings, distances, area, and tie-ins to and all adjacent street lines and adjacent Town Boundary lines.

(2) The location, names, and widths of streets, the location of property lines and names of adjacent owners, the location of water courses, and other natural features where they constitute property boundaries.

(3) Location of all existing markers and monuments.

(4) Location, size, purpose and ownership of any rights-of-way and/or easements within the property.

(d) Proposed Layout

(1) A complete survey of the subdivision including street and lot layout, showing bearings, distances, area, and numbering of lots under such system as the Commission may designate.

- (2) The names and widths of all proposed streets and alleys.
- (3) Sufficient data to readily determine the location, bearing and length of every street, lot, and boundary line. Data shall include total distances of all such street lines, tangent lengths and central angles for each total street curve and central angles for each lot corner around a cul-de-sac.
- (4) The building setback lines.
- (5) Accurate location of all monuments, markers and reference points.
- (6) The location, width, and purpose of all easements or rights-of-way and the boundaries by bearings and distances.
- (7) Land offered for dedication for parks, schools, widening of streets, or other community uses.

(e) Acknowledgements and Formal Notations

- (1) The following notations shall appear on all Final Plats and be certified by the subdivision owner(s):

ALL STREETS AND STREET WIDENINGS, PARKS AND OTHER LANDS INTENDED FOR PUBLIC USE ARE RESERVED BY THE OWNER FOR FUTURE CONVEYANCE TO THE TOWN OF EASTON.

ALL EASEMENTS SHOWN ARE HEREBY DEDICATED FOR PUBLIC USE.

A UTILITIES DISTRIBUTION RIGHT-OF-WAY AND EASEMENT IS HEREBY DEDICATED TO THE TOWN OF EASTON IN AND OVER STRIPS OF LAND TEN (10) FEET IN WIDTH ALONG THOSE BOUNDARY LINES CONTIGUOUS TO ANY STREET OR ALLEY AND FIVE (5) FEET IN WIDTH ON EACH SIDE OF SIDE LOT LINES.

THE PLANNING AND ZONING COMMISSION MAY WAIVE OR TERMINATE, UPON RESUBDIVISION, SUCH UTILITY EASEMENT WHICH HAS NOT BEEN ACCEPTED BY USE THEREOF. UPON RECEIVING APPROVAL FROM THE TOWN ENGINEER.

PLANS FOR COMMUNITY WATER SUPPLY AND COMMUNITY SEWERAGE SYSTEMS OF THIS SUBDIVISION HAVE BEEN APPROVED BY MARYLAND DEPARTMENT OF ENVIRONMENT AND WILL AVAILABLE TO ALL LOTS OFFERED FOR SALE.

WE, THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON, HEREBY ADOPT THIS PLAN OF SUBDIVISION.

(2) The following notation shall appear on all final plats and be certified by the County Health Officer:

THIS SUBDIVISION IS APPROVED FOR COMMUNITY WATER SUPPLY AND COMMUNITY SEWAGE AND THEIR USE IS IN ACCORDANCE WITH TALBOT COUNTY COMPREHENSIVE WATER AND SEWERAGE PLAN AND MDE REGULATION 26.04.03.

(3) Other notations shall appear on all final plats:

BUILDING PERMITS SHALL BE ISSUED ONLY IF SUFFICIENT CAPACITY IS AVAILABLE IN THE COMMUNITY WATER SUPPLY SYSTEM, SEWERAGE SYSTEM, AND SOLID WASTE ACCEPTANCE FACILITY SERVING THE SUBDIVISION.

LAND SHOWN UPON THIS PLAT MAY CONTAIN NON-TIDAL WETLANDS REGULATED UNDER COMAR 08.0504; THE FEDERAL WATER POLLUTION ACT SECTION 404; OR THE RIVERS HARBOR ACT SECTION 10. DEVELOPMENT AND CONSTRUCTION WITHIN WETLANDS ARE SUBJECT TO FEDERAL AND STATE REGULATIONS AND MAY BE PROHIBITED OR RESTRICTED BY SUCH REGULATIONS.

(f) Signatures

The following signatures shall be placed directly on the plat in black ink:

- (1) The owner or owners of the land. If the owner of the land is a corporation, the signatures of the duly authorized officers of the corporation shall appear.
- (2) Acknowledgement of owner's signature.
- (3) The licensed surveyor who prepared the plat.
- (4) Talbot County Health Officer.
- (5) Chairman of Planning and Zoning Commission.
- (6) The Town Planner

(g) Seals

- (1) The seal of the licensed surveyor responsible for the plat.
- (2) The corporation seal, if the applicant is a corporation.
- (3) Notary signature and seal.

(h) Additional requirements for final plats for subdivisions located in the Critical Area Overlay Zone.

In addition to the requirements set forth in this section, the following additional information must be provided upon any final plat involving land located within the Critical Area Overlay Zone of the Town:

- (1) Location of Critical Area Overlay Zone and Buffer boundaries;
- (2) Location of any non-tidal wetlands and location of buffer areas around each wetland;
- (3) Location of any other Habitat Protection Area; and
- (4) Designation of any area designed to remain in open space or under forest cover.

(i) Notes regarding Requirements for Forest Conservation, if required, must be included.

#### SECTION 410 FINAL PLAT - RECORDING PROCEDURES

(a) At such time as the Planning Commission has approved the final plat and the required improvements have been constructed or guaranteed in accordance with Articles V, VI, and VII of these Regulations and any outstanding fees and/or capital charges have been paid, the Town Planner shall record the plat, and distribute copies as follows:

- (1) The Clerk of the Circuit Court - two (2) reproducible film copies for the purpose of recording among the Land Records of Talbot County.
- (2) The applicant - one (1) reproducible film copy for the applicant's future use.
- (3) Town Office - two (2) copies.
- (4) Maryland Department of Assessment and Taxation - one (1) copy.
- (5) Easton Utilities Commission - one (1) reproducible film copy.
- (6) Surveyor is required to submit digital CAD file(s) *that are fully compatible with ESRI ArcGIS format. (This drawing shall at a minimum include: tract boundary(s), property lines, setbacks, lot numbers, rights of way, street names, and easements. This drawing shall be on the Maryland State Plane Coordinate System with coordinates shown on at least 2 corners. Additional Information may be required to be included with such digital CAD file(s) when deemed appropriate by the Town Planner.*

(b) Failure on the part of the owner or subdivider to construct or guarantee the construction of the required improvements within three (3) years from the date of approval of the final plat may, at the discretion of the Commission, cancel and make void its previous approval.

## SECTION 411 EFFECT OF RECORDING FINAL PLAT

- (a) Easements, and other public improvements shown on the final plat to be recorded shall be offered for dedication to the Town by formal notation thereof on the plat, or the owner must note on the plat those improvements which have not been offered for dedication to the Town.
- (b) Recording of the final plat shall not be deemed to constitute or effect an acceptance by the Town of the dedication.

## SECTION 412 MINOR SUBDIVISIONS

Minor subdivisions, lot line revisions or boundary adjustments shall be submitted in final plat form as per the requirements of Section 408 hereof. Lot line revisions and/or boundary adjustments need only show the lots affected by the change and shall refer to the subdivision being amended. A copy of a new deed must be recorded so that no remnant is created.

Applications shall be submitted to the Town Planner who will route the plat to the appropriate agencies for review and comments. Upon the finding of the staff that the plat is in compliance with these regulations and the payment of the appropriate fees the Town Planner shall present the plat to the Chairman of the Planning & Zoning Commission who shall be authorized to sign the plat. Should the Chairman AND Town Engineer feel it necessary for review of the entire Commission he may have it placed on the agenda of their next meeting.

## SECTION 413 COMBINATION OF LOTS IN COMMON OWNERSHIP

Construction across lot lines of two (2) or more lots in common ownership shall be permitted pending the approval of the Town Planner and Town Engineer. If approved, said lots shall be considered one parcel until such time as the structures are removed/demolished.

## SECTION 414 SUBDIVISION PLAT APPROVAL EXPIRATIONS

The various plats involved in the subdivision approval process shall be deemed to be valid upon their approval for the period of time specified below. Expired plats shall be of no effect and applicants must begin the review process over again for any property that had an approved plat which expired. Approvals may be extended no more than twice by the appropriate approving agency provided that a written request to do so is received prior to the expiration of the plat.

Type of Plat	Approval Expires after:
Sketch Plat	3 years
Development Plat	3 years
Improvement Plans	3 years
Final Plat	3 years (to construct or guarantee the construction of the required improvements)

## **ARTICLE V – DESIGN REQUIREMENTS**

### **SECTION 500 COMPLIANCE REQUIRED**

- (a) All subdivisions submitted to the Easton Planning and Zoning Commission for approval shall comply with and will be reviewed against the design elements, policies, and standards as described in the Easton Comprehensive Plan, the following requirements of this Article, and any Design Guidelines that may be adopted by the Town of Easton.
- (b) The Planning Commission shall not approve any subdivision found to be not in compliance with the design standards specified herein, unless the standards provide for some measure of relief and said relief is satisfied.

### **SECTION 501 SUBDIVISION DESIGN REQUIREMENTS**

#### **(a) BLOCK STANDARDS**

- (1) The maximum block length shall be 600 feet. The maximum block length may be increased by the Planning Commission upon a specific determination by the Commission that a longer block is desirable for a specific reason, such as topographic or physiographic characteristics of the land, to accommodate a specific design theme acceptable to the Commission but precluded by shorter blocks, etc.
- (2) Lot sizes within blocks shall be mixed to accommodate a variety of house types and sizes.

#### **(b) ALLEYS**

- (1) Alleys are encouraged as the primary means of access to garages and for services such as trash pick-up.
- (2) A minimum of 60% of the lots created in a major subdivision shall be accessed via an alley. At the discretion of the Planning Commission, this requirement may be waived for subdivisions that propose too few lots to warrant the use of alleys.
- (3) Alley right-of-way and pavement width shall be as specified in Section 702.5 of these Regulations.

#### **(c) LOTTING PROVISIONS**

- (1) No protected area or its associated buffer shall be located on any building lot. Such areas shall include, without limitation, nontidal wetlands and their



associated buffer, Chesapeake Bay Critical Area Buffers, and Forest Conservation Protection Areas.

- (2) Landscaping Buffers adjacent to public streets shall be located outside building lots and shall be maintained by a Homeowner's Association or another means acceptable to the Town Engineer.
- (3) Storm water Management Ponds shall be designed as a site amenity.

## **ARTICLE VI - REQUIRED IMPROVEMENTS**

### **SECTION 600 PURPOSE**

- (a) The purpose of this article is to establish and define the community improvements which will be required to be guaranteed or constructed by the applicant prior to final plat approval.
- (b) All construction shall be completed in accordance with specific conditions of the commitment and approved plans and specifications (the improvement plans), and in the manner acceptable to the Town Engineer and the Easton Utilities Commission.
- (c) All proposed construction shall be coordinated in design and in construction scheduling with the existing improvements and the requirements or activities of other agencies.
- (d) All on-site infrastructure construction such as roadway and utility work shall be performed by The Town of Easton or a contractor that has been pre-approved by the Town Engineer.

### **SECTION 601 IMPROVEMENTS**

- (a) The following improvements shall be designed and constructed by the developer in accordance with the standards and service tariffs of the Town of Easton and the Easton Utilities Commission and the approved plans and specifications:
  - (1) Streets and alleys
  - (2) Curb and gutter
  - (3) Sidewalks
  - (4) Storm water drainage and management systems
  - (5) Sanitary sewerage system
  - (6) Water supply system
  - (7) Landscaping/Screening (in accordance with Landscaping requirements found in of the Town of Easton Zoning Ordinance)
  - (8) Community Parks
- (b) The following improvements will be provided for by the developer in accordance with the regulations, standards and service tariffs of the Easton Utilities Commission, the Telephone Company, and any other utility companies serving the subdivision, and the approved plans and specifications:
  - (1) Gas service
  - (2) Electric service
  - (3) Telephone service
  - (4) Cable service
  - (5) Street lighting

(C) Plans for the required improvements shall be prepared, submitted, revised, and approved in accordance with procedures and requirements established by Easton Utilities and the Town Engineer.

(D) Final grades for entire development including building lots and park areas must be shown.

(E) Off-site utility design and construction process shall be as follows:

(1) Utilities shall be designed to the site in Accordance with The STANDARD DETAILS FOR PUBLIC WORKS AND UTILITIES CONSTRUCTION IN THE TOWN OF EASTON and Easton Utilities Service Tariffs.

(2) Upon design completion and approval, Easton Utilities shall publicly bid the construction drawings and with the developers consent, shall award the bid in accordance with the bid procedures of Easton Utilities and the Town of Easton. The contract shall be between Easton Utilities and the contractor. The engineering, inspection, management fees and construction costs shall be borne entirely by the developer.

#### SECTION 602 INSPECTIONS

All improvements shall be inspected by the Town Engineer or appropriate agencies for compliance with approved plans, prior to final acceptance.

#### SECTION 603 REPAIR OF DAMAGED IMPROVEMENTS

The developer shall be required to repair damage to roads or streets, storm drainage systems, curb and gutter, sidewalks, utilities, survey markers, and any other required improvements as a result of grading or construction activities by the developer in the subdivision.

#### SECTION 604 PUBLIC WORKS AGREEMENT

A public works agreement consistent with the Town provided model shall be submitted with the improvement plans and a executed copy shall be submitted prior to construction of any improvements or recordation of plat.

## **ARTICLE VII – STANDARDS**

### **SECTION 700 APPLICATION**

- (a) The standards outlined herein shall be considered minimum standards for the promotion of the public health, safety, morals and general welfare.
- (b) Where literal compliance with the standards herein specified is clearly impractical, the Planning Commission and/or the Town Engineer may modify or adjust the standards to permit reasonable utilization of property while securing substantial conformance with the objectives of these Regulations. The Planning Commission and/or the Town Engineer shall not have the authority to modify any provision of any other ordinance of the Town of Easton.

### **SECTION 701 GENERAL PROVISIONS**

- (a) All portions of a tract being subdivided shall be taken up in lots, streets, public lands, or other proposed uses, so that remnants and/or landlocked areas shall not be created.
- (b) Where trees, waterways, scenic points, historic spots, graveyards, or other assets and landmarks are located within a proposed subdivision, every possible means shall be provided to preserve and provide access to these features.
- (c) Land subject to flooding or property and land deemed to be topographically unsuitable shall not be subdivided or developed for residential occupancy or for such other uses as may endanger health, life, or property, or aggravate erosion or flood hazards until all such hazards have been eliminated or unless adequate safeguards against such hazards are provided by the final plats. Such land within a subdivision shall be set aside on the plat for uses that will not be endangered by periodic or occasional inundation or will not produce unsatisfactory living conditions.
- (d) The subdivision shall conform to the Comprehensive Development Plan and the Zoning Ordinance of the Town of Easton.
- (e) The subdivision name approved by the Commission and recorded, shall constitute the subdivision's official and only name. No other name may be used unless an approved and amended plat is recorded bearing the revised name.

### **SECTION 702 STREET HIERARCHY**

- (a) The purpose of this Section is to establish appropriate standards for the design of streets in subdivisions.
- (b) These provisions shall be applicable to the design and construction of all new residential streets. The design of streets in commercial and industrial subdivisions shall be in accordance with the specifications of the Town of Easton and Easton Utilities Commission Standard Details.

(c) Amendments or additions to subdivisions established prior to the adoption of the street classification system (established July 1993), shall comply with these provisions in so far as possible. The Commission is hereby authorized to modify the provisions of this section as necessary in order to accomplish the purpose established herein.

(d) **HIERARCHY REQUIRED.** There is hereby established a street hierarchy which is intended to tailor the design of each street to its function. Each proposed residential street shall be classified to meet or exceed the minimum standards for one of the following street types:

(1) **Residential Access Street:** This is the lowest order street in the hierarchy. It is intended to carry the least amount of traffic at the lowest speed. Developments should be designed so that all, or the maximum number possible, of the homes will front on this class of street.

(2) **Residential Sub-collector Street:** This is the middle order street in the hierarchy. It will carry more traffic than the residential access street. It should provide an acceptable if not optimum environment for a residential neighborhood.

(3) **Residential Collector Street:** This is the highest order street that could be classed as residential. It will carry the largest volume of traffic at higher speeds. In large residential developments, this class of street may be necessary to carry traffic from one neighborhood to another or from the neighborhood to streets connecting to other areas in the community. This level of street is unsuitable for providing direct access to homes and such access should be avoided.

Figure 1 – Street Hierarchy

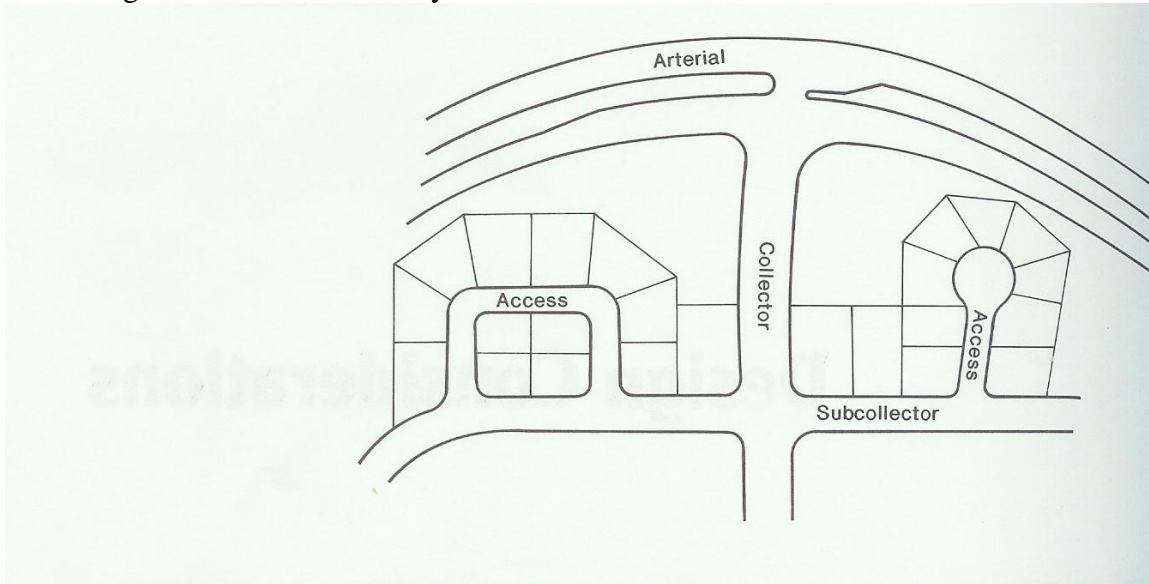


Figure 2-2: Arterial street.

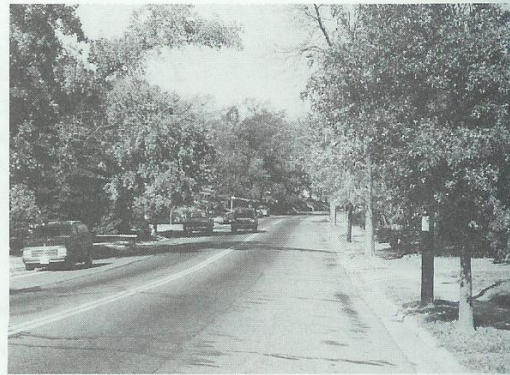


Figure 2-3: Collector street.



Figure 2-4: Subcollector street.



Figure 2-5: Access street.

Note: These illustrations are reprinted, with permission, from Residential Streets, Second Edition.

702.1 Special Purpose Streets: Under special circumstances a new residential street may be classified as one of the following:

Alley: An alley is a special type of street which provides a secondary means of access to lots. It will normally be on the same level in the hierarchy as a residential access street, although different design standards will apply.

Divided Streets: For the purpose of protecting environmental features the Town may require that the street be divided. In such a case, the design standards shall be applied to the aggregate dimensions of the two street segments.

## 702.2 RESIDENTIAL ACCESS STREETS

(a) SERVICE RESTRICTIONS. A residential access street is a frontage street which provides access to abutting properties; it shall be designed to carry no more traffic than that which is generated on the street itself. Each residential access street shall be designed so that no section of the street conveys an average daily traffic (ADT) volume more than 200. Each half of a loop street may be regarded as a single local access street and the total calculated traffic volume generated on a loop street shall not exceed 400 ADT.

(b) STREET ACCESS. Residential access streets may intersect or take access from any street type. Both ends of a loop street, however, must intersect the same collecting street and be laid out to discourage through traffic.

(c) PAVEMENT WIDTH AND CURBING. Pavement width shall be twenty-six (26) feet. Driveway Access shall be permitted and curbing shall be required.

## 702.3 RESIDENTIAL SUBCOLLECTOR STREETS

### (a) SERVICE RESTRICTIONS

(1) A residential sub-collector is a frontage street which provides access to abutting properties and which may also conduct traffic from residential access streets that intersect it.

(2) Each sub-collector street shall be designed so that no section of it will convey a traffic volume greater than 500 ADT. (Each half of a loop sub-collector street may be regarded as a single sub-collector street and the total traffic volume conveyed on a loop street shall not exceed 1000 ADT).

(3) Sub-collector streets should be designed to discourage external through traffic which has neither origin nor destination on the sub-collector or its tributary residential access streets.

(b) STREET ACCESS. Every sub-collector must be provided with no fewer than two access intersections to streets of higher classification in the streets hierarchy if the total traffic volume exceeds 500 ADT on the street. For sub-collector streets designed for 500 ADT or less, one access intersection to a street of higher order is allowed.

(c) PAVEMENT WIDTH AND CURBING. Pavement width shall be thirty-six (36) feet. Driveway access shall be permitted and curbing shall be required.

#### 702.4 RESIDENTIAL COLLECTOR STREETS

##### (a) SERVICE RESTRICTIONS

(1) A residential collector street is a street which carries residential neighborhood traffic, but which provides no or limited frontage. Whenever possible, residential collector streets should be designed to have no residential lots directly fronting on them. In addition, only lots having frontage of 100 feet or greater may front on collector streets and space shall be provided on these lots for turnaround so that vehicles will not have to back out onto collector streets. Residential collector streets are required when the average daily traffic anticipated on the street will exceed the limits for residential Sub-collectors.

(2) Residential collectors shall be laid out to discourage through traffic unless linkage between streets outside of the subdivision is determined by the Town Engineer to be desirable.

(3) If the anticipated ADT will exceed 3000, the street shall be classified as a street of a higher order than residential collector. The Town engineer shall determine the required design standards. These standards may be in excess of the minimum standards established for residential collectors by this Ordinance.

(4) On-street parking shall be prohibited on residential collector streets.

(b) STREET ACCESS. Every residential collector must be provided with no fewer than two access intersections to streets of equal or higher classification in the streets hierarchy.

##### (c) PAVEMENT WIDTH AND CURBING.

(1) Pavement widths for collector streets shall be twenty-six (26) feet of pavement with six (6) foot grass shoulders.

(2) Curbs should not be provided along collector roads unless they are required by the Town Engineer.

#### 702.5 ALLEYS



(a) SERVICE RESTRICTIONS. Alleys are permitted only under the following circumstances:

- (1) Frontage on an alley shall not be construed to satisfy the requirements of this Ordinance for frontage on an approved street.
- (2) No parking shall be provided for or permitted within the right-of-way of the alley.
- (3) Street systems within which alleys are a part shall be designed to discourage through traffic on alleys.

(b) STREET ACCESS. Alleys may only intersect residential access or sub-collector streets.

(c) ALLEY LENGTH. Alley length shall not exceed a distance of 600 feet.

(d) PAVEMENT WIDTH AND CURBING

(1) Alleys shall provide a minimum paved width of 14 feet.

#### 702.6 RIGHTS-OF WAY

(a) RIGHTS-OF-WAY. Minimum rights-of-way shall be provided as follows:

Residential Collector - 60 feet  
Residential Sub-collector - 60 feet  
Residential Access - 50 feet  
Special Purpose Streets:  
Alley - 20 feet

(b) INCREASE IN RIGHT-OF-WAY WIDTH

- (1) If proposed lots are large enough for further subdivision which may change the street classification in the future to a higher order street, the municipality may require that the right-of-way width for the higher order street be provided.
- (2) In unusual circumstances, the minimum widths listed in Section 702.6 (a) may be insufficient to accommodate all necessary improvements and therefore rights-of-way widths in excess of the minimum established in Section 702.6 (a) may be required.

#### 702.7 DRIVEWAYS

(a) DRIVEWAYS TO SINGLE-FAMILY LOTS

(1) Driveways shall be located not less than 40 feet from the tangent point of the curb radius of any intersection. Driveways to corner lots shall gain access from the street of lower classification when a corner lot is bounded by streets of two different classifications.

(2) The following standards shall apply to the driveway apron at the edge of the pavement:

- a. Minimum curb cut or driveway width at the pavement edge: 12 feet
- b. Maximum curb cut or driveway width at the pavement edge: 20 feet.

(3) A single common driveway serving no more than four single family dwelling units is permitted provided a joint access easement has been recorded.

**(b) SHARED RESIDENTIAL DRIVEWAYS FOR MULTI-FAMILY DEVELOPMENT**

(1) All entrance drives serving 4 or less dwelling units may be designed to single family driveway standards above.

(2) All entrance drives serving more than 4 dwelling units, but which may be expected to convey less than 200 ADT, shall be laid out to conform to the design, service, and access standards established in this Ordinance for residential access streets.

(3) All entrance drives which may be expected to convey greater than 200 ADT, but less than 1000 ADT, shall be laid out to conform to the minimum design, service, and access standards specified in this Ordinance for residential sub-collector streets.

(4) All entrance drives which may be expected to convey greater than 1000 ADT shall be laid out to conform to the minimum design, service, and access standards specified in this Ordinance for residential collector streets.

**SECTION 703 STREET DESIGN AND LAYOUT**

(a) Streets shall be laid out to avoid areas such as floodplains, cliffs, steep slopes or large ravines. A secondary means of access to a higher order street which does not go back through the same hazard area shall be provided when one of the access streets into a subdivision of more than twenty dwelling units crosses through a hazard area.

(b) All streets and alleys shall be designed and constructed in accordance with standards and regulations promulgated and administered by the Town Engineer.

(c) The developer shall provide all necessary roadway signs and traffic signalization as may be required by the Town, based upon Town standards, state standards and a traffic impact study if required

(d) TRIP GENERATION RATES

The following chart shall be used to determine the anticipated daily traffic levels of proposed residential development:

HOUSING TYPES AVERAGE WEEKDAY TRIP GENERATION RATES

Single-family detached	10.0 trips/du
Duplex (twin), Multiplex, Townhouse, etc.	8.1 trips/du
Apartment	5.4 trips/du
Mobile Homes	5.38 trips/du
Retirement Community	3.3 trips/du

(e) TRAFFIC IMPACT STUDY

A traffic impact study shall be prepared by a Maryland Licensed professional engineer shall be submitted for any non-residential subdivision or for any residential subdivision proposing more fifteen (15) or more dwelling units, or if for good cause the Planning Commission requests such a study to be completed regardless of the number of units proposed. Should the Planning Commission deem it appropriate, they may require that the developer fund a traffic impact study to be prepared by an engineer selected by the Town. At a minimum, the following information shall be included in the study:

- (1) Project Description – Provide a brief description of the proposed project and the limits of the traffic study. The limits of the study area shall be subject to the revision by the Planning Commission. The total build-out of the project anticipated by the proponent should be clearly stated.
- (2) Existing Conditions – Provide physical characteristics of each roadway within the study area. Traffic volumes shall be examined for the study area. Average weekday volumes shall be shown for twenty-four (24) hours and the AM and PM peak hours in all cases. Accident diagrams summarizing local police reports may be needed for problem locations. An existing conditions capacity and level of service analysis shall be provided in accordance with the Transportation Research Board’s Highway Capacity Manual Report 209 (latest edition). The analysis shall include delay and queue length information. Weave, merge, diverge, and road segment analyses should be included where applicable.
- (3) Project Site Traffic Projection – Provide estimated peak hour and daily traffic generated by the project on roadways within the study area. Include an analysis of the distribution of off-site generated traffic as it relates to the existing street system. All traffic impact studies should include traffic generated by other developments within the study area that have received preliminary subdivision or development site plan approval. Saturday peak hour conditions should be

included for retail projects. Any adjustment factors or growth rates used should be cited.

- (4) Future Conditions – Future conditions capacity analysis (five-year horizon) shall be computed for the no-build and build alternatives, with and without mitigation measures. This analysis shall include projected delays at all intersections, projected queues, and projected levels of service. All new intersections shall be reviewed relative to AASHTO standards, including sight distances for entering and merging traffic within the project area. A list should be provided of all other study area projects which could be completed within five years of the submittal date of the proponent's project and which could have impacts that would be relevant to the proponent's traffic impact study. Public as well as private projects should be included; projects awaiting approval should be included, as well as those which are already approved or do not require approval. Signal warrant analysis should be performed using the Manual on Uniform Traffic Control Devices (FHWA, latest edition), if applicable.
- (5) Roadway Mitigation Measures – Describe all proposed mitigation measures for the adverse impacts identified in the traffic impact study. Identify specific and expected benefits to be derived by these proposed mitigation measures. The individual costs of the proposed mitigation measures should be given, and the party responsible for the implementation of each measure clearly identified. A schedule of when, in relation to any project phasing, particular measures need to be implemented should be outlined. In addition to a schedule of construction, a description should be provided of any capacity constraints on the existing network that will occur, and of measures that will be taken to mitigate noise and dust pollution.

If a connection of two or more existing roads is being proposed, the traffic report shall contain a detailed assessment of the traffic impacts on roadways in adjacent neighborhoods. Traffic impacts including projected splits in traffic, changes in levels of service, increases in daily and peak hour traffic conflicts with pedestrian and bicycles.

When the scope of a traffic study includes County, State, and/or Federal roads, the applicant shall be responsible for contacting the appropriate agencies before undertaking the study in order to obtain any input such agencies may have. The applicant shall also be responsible for forwarding a copy of the completed study to these same agencies at the time it is submitted to the Town.

(f) All streets and alleys shall be continuous in alignment and grade with existing, recorded, and planned streets.

(g) Streets shall be extended to the boundary lines of the proposed subdivision so that a connection can be made to all adjacent properties unless such extension is not feasible because of topography or other physical conditions, or unless, in the opinion of the Commission, such extension is not necessary or desirable for the coordination with existing streets or the most

advantageous development of adjacent tracts. In any event, no subdivision shall be designed so as to create or perpetuate the land locking of adjacent land.

(h) Dead end streets are prohibited except to permit future extensions to adjoining tracts. Such streets shall include a temporary turnaround until the street is extended.

(i) Street names shall be approved by the Commission. Such names shall not duplicate those elsewhere in the Town of Easton or within one mile of the corporate boundary. Streets that are in alignment with existing streets shall bear the names of existing streets.

(j) In subdivisions that adjoin or include existing streets that do not conform to widths established in these Regulations, the subdivider shall dedicate additional width along either one or both sides of such streets so as to bring them up to standards, provided the area to be used for widening is owned by the subdivider or under his control.

(k) Streets shall be laid out to intersect as close to right angles as possible. A proposed intersection of two streets at an angle of less than seventy (70) degrees will not be approved. Any change in street alignment to meet this requirements shall occur at least one hundred (100) feet from the intersection.

(l) Multiple intersections involving junctions of more than two (2) streets shall be avoided.

(m) Roadways entering opposite sides of another roadway shall be laid out either directly opposite one another or with a minimum offset of two hundred (200) feet between their centerlines.

(n) All streets shall have a total minimum width of not less than that prescribed for the street according to its classification in Section 702.

## SECTION 704 STREET IMPROVEMENTS

(a) Street Construction: The developer shall provide for the complete construction of streets and curb and gutter, in accordance with the standards and specifications of the Town of Easton.

(b) Sidewalks: All subdivisions shall be required to provide sidewalks unless it is determined by the Planning and Zoning Commission that sidewalks are not necessary due to lot size, location of subdivision or anticipated usage. Sidewalks shall be designed and constructed in accordance with the standards and requirements established by the Town Engineer.

(c) Storm water management and sediment control: All storm water drainage systems shall be designed and constructed in accordance with the Storm Water Management Ordinance. A storm

water management plan and sediment control plan approved by the appropriate State and Local Agencies must be provided. Natural shaped ponds are preferred.

(d) Street Lighting: Street lighting shall be designed and installed by the Town of Easton at the expense of the developer.

(e) Street trees: New trees which are indigenous to the area or other approved species shall be required to be planted as per requirements of Section 707 LANDSCAPING herein.

(f) Signs: Street name and traffic control signs shall be constructed by the Town of Easton at the expense of the subdivider or developer.

#### SECTION 705 SANITARY SEWERAGE SYSTEM AND WATER SUPPLY SYSTEM

All subdivisions shall be served by public sewer and water systems designed and constructed in accordance with the standards and service tariffs of the Easton Utilities Commission.

#### SECTION 706 GAS, ELECTRIC, CABLE AND TELEPHONE SERVICE

Provisions for gas, electric, cable and telephone service shall be made in accordance with the standards and service tariffs of the Easton Utilities Commission, the Telephone Company, and any other utilities company serving the subdivision.

#### SECTION 707 LANDSCAPING

(a) "Sketch" or "Concept" landscaping plan in accordance to Section 615 of the Zoning Ordinance shall be submitted with the Sketch Plat submittal.

(b) Complete Landscaping Plans shall be submitted with the Preliminary Plat.

(c) Plans and designs shall be in accordance with Section 615 of the Zoning Ordinance of the Town of Easton.

#### SECTION 708 COMMUNITY PARKS

(a) All residential subdivisions shall provide a minimum of 1,200 square feet per dwelling unit for parks. Environmental protection areas (i.e. not-tidal wetlands, Forest Conservation Protection areas, etc...) and storm water management areas may not be used to satisfy the minimum park requirements. The land to be dedicated for parks shall be of suitable size and shape, topography and geology, and offer proper location and adequate road access, as determined by the Planning & Zoning Commission.

(b) If the Planning & Zoning Commission determines that due to the size of proposed subdivision or other factors, suitable sites for parks cannot be dedicated, payment of a fee in lieu

of land dedication shall be required. The fee shall be in the amount of the value of the land to be dedicated, as determined by the Commission on the average market value of the undeveloped land based on the entire tract.

(c) Fees collected in lieu of land under the provisions of this section shall be paid to the Town prior to final plat recordation. Fees collected under these provisions shall be used for the purpose of acquiring developable land for parks.

(d) Where private open space for parks and recreational purposes is provided in a proposed subdivision, and such open space is to be privately owned and maintained by the future residents of the subdivision, the acreage of such areas may be credited against the requirement for dedication of land or payment of fees in lieu of if the Commission concludes that it is in the interest of the public to do so.

(e) Any lands conveyed hereunder shall be used only for the purposes stated herein.

(f) Where the subdivision contains park areas, or other physical facilities necessary or desirable for the welfare of the area and which are of common use or benefit and are of such character that the Town or other public agency does not desire to maintain them, then provisions shall be made by trust agreements for the proper and continuous maintenance and supervision of such facilities by the lot owners in the subdivision. Such trust agreements shall be approved by the Planning Commission prior to the recording of the Final Plat and shall be a part of the deed covenants.

(g) An executed Deed conveying parks, streets, or open space must be submitted along with final plat.

## SECTION 709           PARK DEVELOPMENT FEES

- (a) With respect to all residential development, a park development fee of \$148.76 per residential unit<sup>1</sup>, as adjusted per subsection (c) below, shall be assessed, which fee shall be due and payable at the time of the approval of the final plat, or final site plan as the case may be, containing such dwelling units.
- (b) Residential park development fees for developments for which applications have been filed and application fees paid prior to April 20, 2006, may, at the option of the

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<sup>1</sup> This figure was established at \$133.33 per unit with the adoption of these Regulations. It was adjusted as per subsection 709 (c) to \$136.77 in 2007 (reflecting 2.6% inflation as determined by averaging the three indices cited), to \$141.47 in 2008 (3.2% average inflation), to \$146.56 in 2009 (3.6% average inflation) and to \$148.76 in 2010 (1.5% average inflation).

developer, be paid prior to the issuance of each building permit for the development, if not otherwise paid earlier.

- (c) On January 2 of each year, the park development fee shall be automatically adjusted in accordance with any percentage change in the cost of park development. The park development fee shall be adjusted by the average percentage change, if any, in the Consumer Price Index, the Construction Cost Index, and the Building Cost Index, taken together and as established for the State of Maryland.
- (d) Such park development fee shall be used solely for the development and improvement of parks, trails, and recreation facilities within or reasonably proximate to the applicable residential development.

Subject to the express approval of the Town of Easton, the owner/developer of land involving applicable residential development may elect, in lieu of payment of park development fees, to develop and construct neighborhood park improvements on land within the development dedicated for such purposes or upon existing park land reasonably proximate to the development. Such development and construction shall comply with all applicable provisions of these Subdivision Regulations and any rules or regulations adopted pursuant thereto.

#### SECTION 710 SURVEY MONUMENTS AND MARKERS

Monuments or markers, not less than five inches square at each end and thirty inches long, made from hard durable stone or good concrete, shall be placed in not less than four convenient places on the outside boundaries of the entire subdivision, at each change in direction of said boundary lines, at each change in direction of street and alley lines, and at all street and alley intersections. Not less than twenty-six (26) inches of the monuments or markers shall be placed in the ground with not more than four (4) inches extending above the surface of the ground. The corners of all lots not marked by stone or concrete monuments required above shall be marked by iron pins or iron pipes at least eighteen (18) inches long and not less than 5/8" in diameter.

#### SECTION 711 ENGINEERING AND SURVEYING

- (a) All surveys, maps, plans, and designs shall be made by a Professional Engineer, Professional Surveyor, or other design professional who is licensed by the State of Maryland and is practicing within the scope of his license with respect to the services provided.
- (b) All maps or plats shall be compiled from actual accurate field surveys made by the surveyor whose name appears thereon.
- (c) All figures, lettering and symbols on the plan or map must be neatly and legibly drafted thereon and the Commission may refuse to receive for examination and approval a plan or map on which such details are blurred, unreasonably indistinct or difficult to read.



(d) On all subdivisions at least one (1) of the principal corners of the outline boundary of the whole tract shall be referred to the nearest officially established street intersection monument or marker.

(e) SURVEY CONTROL

(1) The meridian line upon which the bearings or azimuth of the survey is based shall be referenced to the Maryland State Plane Coordinate System (NAD83(1991)).

(2) All plats shall show the position by coordinates of not less than four markers set in convenient places within the subdivision in a manner so that the position of one marker is visible from the position of one other marker.

(3) The U.S. survey foot (1 meter = 39.3 7/12 inches) shall be used in all conversions of Maryland State Plane Coordinates from meters to feet or feet to meters.

(4) Vertical datum shall be NAVD88.

(f) All surveys of subdivisions shall be carefully and accurately executed. The boundaries of the entire tract shall be surveyed on the ground and all corners thereof established by the accurate measurement of linear distances and precise observation of angles to the nearest twenty(20) seconds of circumference.

(g) All surveys shall be made with an accuracy of no less than one to fifteen thousand (1:15,000).

(h) The developer shall, upon request, furnish a certified copy of the surveyor's computation of the unbalanced traverse of the outside boundary of the entire tract.

(i) The outline boundary of a subdivision must meet the minimum surveying standards per COMAR Title 9, Subtitle 13.

(j) Monuments and markers required by these regulations must be set by the surveyor responsible for the plat

## **ARTICLE VIII - IMPROVEMENT GUARANTEES**

### **SECTION 800 CONTRACTS**

The Planning and Zoning Commission shall not allow recording of any subdivision plat until:

- (a) Required improvements have been completed, inspected and accepted by the Town Planner, or other proper authorities; or
- (b) The developer has entered into a written public works agreement with the Town in the manner and form set forth by the Town Attorney where the developer shall agree:
  - (1) to construct or cause to be constructed, at his own expense, all required improvements in strict accordance with the standards and specifications of the Town of Easton and the Easton Utilities Commission;
  - (2) to maintain, at his own cost, the improvements until the same are accepted by the Town of Easton and the Easton Utilities Commission;
  - (3) to obtain, at his own cost, any easement or release required for the construction or extension of any required improvement.

### **SECTION 801 GUARANTY**

In order to assure the Town that the required improvements shall be constructed and installed at his own expense, in strict accordance with the standards, regulations, and specifications of the Town, and will be maintained until accepted by the Town, the developer shall furnish the Town, cash, bond, irrevocable letter of credit, or other such surety as the Town shall approve in an amount sufficient to cover cost, as estimated by the Town Engineer, of the construction and installation of the aforesaid improvements.

The improvement guaranty shall be conditioned upon:

- (a) the developer constructing and installing, or causing to be constructed or installed, in strict accordance with the standards, regulations, and specifications of the Town, as finally approved, the required improvements;
- (b) the developer in maintaining at his own cost the said improvements, until the same are accepted by the Town for community use;
- (c) the faithful performance by the developer of the Public Works Agreement.

### **SECTION 802 ACCEPTANCE OF IMPROVEMENTS**

(a) Development Inspection

(1) The applicant shall notify the Town of Easton and the Easton Utilities Commission of the completion of the required improvements.

(2) The appropriate agency shall inspect the completed required improvements and notify the developer of approval or specify those items of construction, material, and workmanship which do not comply with the specifications or the approved construction plans.

(3) The applicant, upon notification from the appropriate agency of items not approved shall:

a. proceed, at his own cost, to make such corrections as shall be required to comply with the specifications and approved construction plans; and

b. notify the appropriate agency upon completion, requesting final inspection.

(b) Final Inspection: The appropriate agencies shall make a final inspection with the applicant of all required improvements.

(c) Acceptance: At such time as the Town Engineer is satisfied that the applicant has complied with all standards, regulations, service tariffs and specifications of the Town of Easton and the Easton Utilities Commission an indenture prepared by the applicant in a form approved by the Town of Easton, conveying all streets, parks, and other public lands to the Town of Easton shall be recorded in the Land Records of Talbot County.

## **ARTICLE IX - CHANGES AND AMENDMENTS**

### **SECTION 900 CHANGES AND AMENDMENTS**

The Town Council may, from time to time amend, supplement or change, by ordinance, the regulations herein established. Any such amendment or change shall be accomplished in accordance with the provisions of the Town Charter and the laws of the State of Maryland.

## **ARTICLE X – ADMINISTRATION**

### **SECTION 1000 HARDSHIP**

Where the Planning and Zoning Commission finds that extraordinary hardships may result from strict compliance with these Regulations, it may modify the Regulations so that substantial justice may be done and the public interest secured, provided that such modification will not have the effect of nullifying the intent and purpose of these Regulations or of modifying any provision of any other ordinance of the Town of Easton.

### **SECTION 1001 CONDITIONS**

In granting modifications, the Planning and Zoning Commission may require such conditions as will, in its judgment, secure substantially the objectives of the standards or requirements so modified.

### **SECTION 1002 FEES**

A plat review fee shall be collected upon the submittal and each subsequent submittal of a sketch plan. A subdivision application fee shall be collected at the time of filing of a Preliminary Plat. This fee shall be based on the number of lots in the subdivision and is a one time fee as long as the Preliminary Plat is based on the approved sketch plat. When a Preliminary Plat is submitted which is based on a revised sketch plat, a new subdivision application fee shall be collected. There shall be no fee for the initial review of a final plat. When a plat has to be reviewed more than once, a plat review fee shall be collected for each submittal of the final plat.

A plat review fee shall be collected for a boundary line amendment or a minor subdivision. All fees shall be in accordance with the fee schedule of charges adopted by resolution of the Town Council.

### **SECTION 1003 SEVERABILITY**

It is hereby declared to be the legislative intent that:

(a) If the court declares any provisions of these Regulations to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of these Regulations shall continue to be separately and fully effective.

(b) If the court finds the application of any provision or provisions of these Regulations to any lot, building, or other structure, or tract of land, to be invalid or ineffective, in whole or in part, the effect of such decision shall be limited to the person, property, or situation immediately involved in the controversy, and the application of any such provision to other persons, property, or situations shall not be affected.

### **SECTION 1004 PUBLIC HEARING**

The Planning Commission shall hold a public hearing for all Sketch Plat at which parties in interest and citizens shall have the opportunity to be heard. The time, place of said hearing along with the general location and a brief description of the subdivision shall be published in a paper of general circulation in Talbot County. Notice shall be published and property posted at least seven (7) days preceding the date on which the Planning Commission is scheduled to review said subdivision. No notice shall be required for those subdivisions which do not require sketch plat review.

#### SECTION 1005 ENFORCEMENT OFFICER

The Town Engineer of Easton shall be the enforcement officer for these Regulations. If he shall find that any of the provisions of these Regulations are being violated, he shall notify in writing the person responsible for such violation and take such action as may be necessary to prevent the violation of these Regulations, including obtaining a court injunction to discontinue the transfer, sale, or negotiations for sale of illegal lots or parcels; or any action authorized herein.

#### SECTION 1006 APPEALS

Any person aggrieved by a decision of the Planning and Zoning Commission or the Town Engineer in approving or denying a subdivision under the terms of these Regulations shall have the right to appeal said decision to the Easton Board of Zoning Appeals under the terms and provisions set forth in Chapter 28 (Zoning) of the Code of the Town of Easton.

# **ARTICLE XI - SUBDIVISION ACTIVITY IN THE CHESAPEAKE BAY CRITICAL AREA**

## **SECTION 1100**

(a) All subdivisions of land located in whole or in part in that area of the Town of Easton which is part of the Chesapeake Bay Critical Area shall be subject to the provisions of the Easton Zoning Ordinance relating to the Critical Area Overlay Zone as well as to the provisions of these regulations. Where the provisions of the Zoning Ordinance relating to the Critical Area Overlay Zone conflict with the provisions of these subdivisions regulations, the provision of the Critical Area Overlay Zone shall apply.

(b) No subdivision of any land located in whole or in part in that area of the Town of Easton which is part of the Chesapeake Bay Critical Area shall be permitted unless and until the Planning and Zoning Commission makes the following written findings with regard to the subdivision:

(1) The development or development activities have been designed in such a manner as to minimize adverse impacts on water quality that result from pollutants that are discharged from structures or conveyances or that have runoff from surrounding lands; and

(2) That the development or development activities have been planned in such a fashion as to conserve fish, wildlife and plant habitat.

## Appendix:

# TOWN OF EASTON

## **CAD Standards**

*For New Construction and Renovation Projects*

July 2009

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#### **Section 1 - General Requirements**

1.1 **Overview:** These standards are issued for the development of AutoCAD drawings suitable for use in The Town of Easton CAD environment. Consistency and compatibility with the existing Town of Easton AutoCAD documents can only be achieved when these standards are strictly adhered to.

Electronic drawings produced and submitted in accordance with these standards have significantly greater value to the Town, Architects, Engineers, Surveyors and Contractors delivering AutoCAD documentation to the Town. Town Of Easton and Easton Utilities Contracts and Design Guidelines may reference this document.

1.2 **Drawing Format:** Shall be the current AutoCAD Version or its immediate previous version. For A/E firms or developers using CAD software other than AutoCAD, a file export which is AutoCAD compatible maybe substituted upon review and approval by Easton Utilities Engineering Department Manager.

1.3 **Drawing Composition:** AutoCAD drawing files submitted to The Town of Easton shall adhere to the following to minimize potential problems:



- All AutoCAD drawings shall be purged of empty, unused, or non-essential drawing data prior to submittal to Town. This includes all unused layers, linetypes, blocks, fonts and entities.
- AutoCAD drawings shall not contain any frozen layers. All unused frozen layers should be erased and empty layers purged.

AutoCAD drawings shall not contain multiple overlaid lines or lines with multiple segments unless the overlaid lines or adjacent line segments are assigned to different layers.

- Survey data shall be included in the AutoCAD drawings and placed on the appropriate layers (see section 1.5).
- Survey data collected and used in designing the project shall be submitted as a text file(s) (e.g. ASCII files). This applies only to projects under direct contract with The Town of Easton.

**1.4 Title Block Information:** All title blocks used in AutoCAD drawings submitted to the Town shall contain the following information:

- Original issue date – this date should not change once the drawing has been issued.
- Sheet number.
- Title – description of drawing and location information. Location information should include all building, floor and room numbers as applicable
- Revision history – as applicable.
- Drawing phase – drawings submitted as As-Builts should clearly be marked as such.
- Town Of Easton Project Number – if applicable.
- A/E/C – consultant responsible for producing the drawings should be clearly identified.
- Contractor – As-builts should clearly indicate the general contractor.

**1.5 Layering Standards:** The intent of the layering standard is to promote consistency between CAD drawings, and maximize the reusability of drawing data. The effective use of CAD layering standards also facilitates the grouping of shared graphical information for display, editing and plotting purposes. For utility, street, and subdivision construction The Town of Easton uses its own standard and is listed in Section 2 – Standard Layers.

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All AutoCAD drawings submitted to the Town shall follow the applicable CAD layering standards outlined in this document. CAD layer standards, including layer descriptions, line types, and line colors, are provided in this document. These layering standards must always be followed:

- For building projects use only AIA layer names
- For civil projects use only the Town layer standard
- Use the minimum number of layers necessary to adequately separate entities in each drawing. The number of layers contained in each drawing will vary depending on the scope and complexity of the drawing, however drawings should not contain extraneous, redundant, or overly detailed layer names.

- Purge each drawing of unused layers prior to submittal. The drawing file should contain only those layers necessary for displaying and plotting the information and drawing entities contained in each drawing. To ensure that subsequent prints made from each AutoCAD drawing match the original, unused or unnecessary layers must be purged from the drawing prior to delivery.

The effective use of CAD layering standards should:

- Allow users to isolate systems and drawing elements by controlling the visibility of objects improving system performance and eliminating visual clutter.
- Facilitate the sharing of information between drawings and disciplines.
- Allow users to control display and printing characteristics such as color, line type, line weight etc.

**1.6 Entity Properties:** To ensure the integrity of the original drawing when viewing or printing, it's essential that AutoCAD entities are created following these standards:

- Entity colors shall be defined by layer, not by entity.
- Blocks shall be defined (created) on layer 0 (zero).

**1.7 Model and Paper Space Usage:** These guidelines are suggested for using model and paper space effectively:

- Place title blocks, schedules and general notes at full-scale in paper space whenever possible.

- Label scaled viewports with appropriate scale in model space.
- Do not place or draw model-related blocks, tags and objects in paper space.
- Draw all model space objects at full scale.
- Scale objects using paper space viewports – zoom viewports to the appropriate scale.

**1.8 External References – Xref’s:** External References (Xref’s) contained in AutoCAD drawings created outside of The Town Of Easton can result in content discrepancies in the drawing set. To ensure the integrity of the drawing set, and minimize potential problems:

- AutoCAD drawings to The Town Of Easton shall not contain any Xref’s.
- Xref’s shall **not** be “bound” to drawings prior to delivery.

**1.9 AutoCAD Drawing Support Files:** Drawings created using non-standard AutoCAD fonts, linetypes, and hatch patterns can result in content discrepancies in the delivered drawings set. To ensure the integrity of the drawing set, and minimize potential problems:

- Only native AutoCAD fonts, linetypes and hatch patterns or CAD symbology provided by the National CAD Standards is acceptable.
- Custom fonts, linetypes, and hatch patterns, including those provided by 3<sup>rd</sup> party software, are not acceptable.
- Only these TrueType fonts are acceptable Arial, Courier New, Times New Roman.

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- Postscript fonts shall not be used.

**1.10 File Transmittal:** The content of electronic drawings provided by the A/E must match the delivered original hard copy set as closely as possible, if not exactly. To ensure the integrity of the electronic drawing set upon delivery to the Town Of Easton:

- Ensure the drawings adhere to the guidelines presented in this document. Review the procedures for preparing drawings for submittal as detailed in the preceding paragraphs.
- Include a hard copy index containing filenames and sheet numbers for each submittal. This ensures the completeness of the drawing set and assists in archival procedures.
- Include a transmittal sheet with all submittals indicating Project name and complete listing of all materials submitted.
- Include hard copy prints of all drawing submittals.
- Include AutoCAD .PC2, .PCP or .CTB plot configuration.
- Electronic files can be on CD-Rom or Flash (Thumb) Drive.

**1.11 Submittal Requirements:** All AutoCAD drawings forwarded to the Town shall be submitted in accordance with the Zoning Regulations and these standards. The delivery of AutoCAD documentation during various project stages (Improvement Plans and Record Plans) shall be submitted in the appropriate formats to ensure that the Town ultimately receives the most accurate information available for review. The receipt of electronic AutoCAD drawings alone does not alleviate the responsibility of the Architect, Engineer, Surveyor or Contractor for providing hard copy documentation to The Town of Easton.

When final measurements and data are available for a completed project, the associated drawings may be “as-built” to achieve the final record drawing. The as-built procedure for projects involving wastewater, water, storm drain or improvements is outlined in Section 5. These as-built modifications are to be made using AutoCAD and shall produce “As-built” drawings. All line work representing items that are not built or that is replaced by as-built line work in a new location, is to be **DELETED**. Only line work representing what was actually constructed is to remain on the drawings.

The following documentation shall be delivered to The Town of Easton at the following project milestones:

Design – Preliminary Improvement Plans

The Town requires hard copies of the Improvement Plans for review and comment for approval. An AutoCAD drawing file of the project model space shall be furnished at this time for design of additional utilities. It shall be the A/E responsibility to forward revised AutoCAD drawing files to the utility company of any project revisions that would impact other utility designs.

Final Approved Improvement Plans

2 complete sets of plans and specifications shall be submitted along with a complete set of PDF files of plans including A/E seal and signature and approval signature by authorized agent of

The Town Of Easton.

#### Record Improvement Plans

A/E shall submit, on CD-Rom and hard copy format, final/approved As-Built Documents to the Town of Easton. The CD-Rom shall contain the as-built information on the project and is to include DWG, and PDF formats of the CAD drawings in accordance with Section 5 – As-built Procedure and these standards. All Record Drawings require a professional seal (signed and dated) on hard copy sheets. PDF files shall be of these sealed As-Built plans.

Refer to Section 1.10 for specific transmittal requirements.

### **Section 2 – Standard Layers**

Layer Name Description Linetype Color

0 General Continuous 7  
ADDRESS Address Continuous 4  
AIRPORT Airport related accessories Continuous 1  
AIRPORT-RUNWAY Airport runway and taxiways Continuous 1  
AIRPORT-TXT Airport text Continuous 2  
BDR Drawing border Continuous 8  
BLDG Building Continuous 3  
BLDG-APPROX Building approximate Continuous 2  
BLDG-CONC Building concrete Continuous 4  
BLDG-DECK Building decks Continuous 2  
BLDG-Q Building Questionable Continuous 1  
BLDG-STRUC Building associated structure Continuous 3  
BLDG-TXT Building text Continuous 2  
BRIDGE Bridges and overpasses Continuous 3  
CATV-OH CATV overhead cable OH-CATV-P 30-39  
CATV-OH-FIBER CATV overhead fiber optic cable OH-CATV-P 30-39  
CATV-SCH CATV system schematic Continuous 30-39  
CATV-SCH-SYM CATV system schematic symbols Continuous 30-39  
CATV-SCH-TXT CATV system schematic text Continuous 2  
CATV-SYM CATV symbols Continuous 30-39  
CATV-TXT CATV text Continuous 2  
CATV-UG CATV underground cable UG-CATV-P 30-39  
CATV-UG-FIBER CATV underground fiber optic cable UG-CATV-P 30-39  
CEMETERY Cemetery outline and text Dashed2 2  
CL Centerline Center 1  
CONC Concrete feature Continuous 4  
CONT-HGH Index contours Dashed 254  
CONT-HGH-DEP Index contours high depression Dashed 254  
CONT-HGH-DEP-Q Index contours high depress. Quest. Dashed2 254  
CONT-HGH-Q Index contours questionable Dashed2 254  
CONT-INDEX-TXT Index contours labels Continuous 254  
CONT-NML Intermediate contours Hidden2 254  
CONT-NML-DEP Intermediate contours depression Hidden2 254  
CONT-NML-DEP-Q Interm. contours depress. questionable Dot2 254  
CONT-NML-Q Intermediate contours questionable Dot2 254  
CONT-NML-TXT Intermediate contours labels Continuous 254  
CONTROL Horizontal and vertical control Continuous 254  
CONTROL-TXT Horizontal and vertical control text Continuous 4  
CURB Curb Continuous 4  
D Drainage, storm drains Dashed2 2  
DENSE-VEG Dense vegetation Continuous 3  
DENSE-VEG-OL Dense vegetation outline Continuous 7  
DENSE-VEG-TXT Dense vegetation text Continuous 2  
DESC Point description Continuous 3  
DIMENSION Dimensions Continuous 1  
DITCH Ditches, swales, canals etc. Divided2 2

DITCH-OL Ditch outline or path Continuous 7  
 D-SYM Drainage symbols Continuous 2  
 D-TXT Drainage text Continuous 2  
 DRIVE Driveways, lanes etc. Dashed 2  
 EASEMENT Easements Dashed 2  
 7  
 EASEMENT-TXT Easement text Continuous 2  
 ELEV Point elevations Continuous 1  
 EOP Edge of pavement bituminous, conc. etc. Dashed 3  
 E-69-OH 69kv overhead OH-ELEC-P 12 (10-19)  
 E-69-UG 69kv underground UG-ELEC-P 12 (10-19)  
 E-69-SYM 69kv symbols Continuous 12 (10-19)  
 E-69-TXT 69kv text Continuous 12 (10-19)  
 E-25-600-OH 25kv 600 amp overhead OH-ELEC-P 12 (10-19)  
 E-25-600-UG 25kv 600 amp underground UG-ELEC-P 12 (10-19)  
 E-25-200-OH 25kv 200 amp overhead OH-ELEC-P 12 (10-19)  
 E-25-200-UG 25kv 200 amp underground UG-ELEC-P 12 (10-19)  
 E-25-MISC-OH 25kv misc overhead OH-ELEC-P 12 (10-19)  
 E-25-MISC-UG 25kv misc underground UG-ELEC-P 12 (10-19)  
 E-25-SYM 25kv symbols Continuous 12 (10-19)  
 E-25-TXT 25kv text Continuous 12 (10-19)  
 E-P-600-OH Primary 600 amp overhead OH-ELEC-P 12 (10-19)  
 E-P-600-UG Primary 600 amp underground UG-ELEC-P 12 (10-19)  
 E-P-200-OH Primary 200 amp overhead OH-ELEC-P 12 (10-19)  
 E-P-200-UG Primary 200 amp underground UG-ELEC-P 12 (10-19)  
 E-P-MISC-OH Primary misc. overhead OH-ELEC-P 12 (10-19)  
 E-P-MISC-UG Primary misc. underground UG-ELEC-P 12 (10-19)  
 E-P-SYM Primary symbols Continuous 12 (10-19)  
 E-P-TXT Primary text Continuous 12 (10-19)  
 E-S-OH Secondary overhead OH-ELEC-S 12 (10-19)  
 E-S-UG Secondary underground UG-ELEC-S 12 (10-19)  
 E-S-SYM Secondary symbols Continuous 12 (10-19)  
 E-S-TXT Secondary text Continuous 12 (10-19)  
 FENCE Fence all types Varies with fence type 2  
 FENCE-OL Fence outline Continuous 7  
 FENCE-TXT Fence text Continuous 2  
 FUEL Fuel facilities Continuous 1  
 FUEL-SYM Fuel facilities symbols Continuous 1  
 FUEL-TXT Fuel facilities text Continuous 1  
 GAS-ANODE-NODES Gas anode node points Continuous 140  
 GAS-DRIPPITS-NODES Gas drip pit node points Continuous 10  
 GAS-MAINS Gas mains GASMAIN 200  
 GAS-NODES Gas node points Continuous 31  
 GAS-SERV Gas service lines GASSERV 201  
 GAS-SYM Gas symbols Continuous 201  
 GAS-TESTPTS-NODES Gas test point nodes Continuous 7  
 GAS-TXT Gas text Continuous 2  
 GAS-VALVE-NODES Gas valve nodes Continuous 1  
 GAS-VALVE-SERVICE Gas valve service lines Continuous 2  
 GRID Grid aerial maps Continuous 254  
 GRID-NUMBER Grid aerial map number Continuous 254  
 GUARDRAIL Guard rail Continuous 3  
 GUARDRAIL-OL: Guard rail outline Continuous 7  
 GUARDRAIL-TXT Guard rail text Continuous 3  
 HIDDEN Hidden features Continuous 7  
 MAIL Mail boxes, drop boxes etc. Continuous 2

MANHOLES Manholes owner unknown Continuous 7  
 MARSH Marsh, swamp or wetland Continuous 2  
 MARSH-OL Marsh outline Continuous 7  
 MISC Miscellaneous features Continuous 1  
 MISC-SYM Miscellaneous features symbols Continuous 1  
 MISC-TXT Miscellaneous features text Continuous 1  
 8  
 PARCEL-NUMBER Tax parcel number Continuous 4  
 PARKING Parking Hidden 7  
 PARKING-G Parking gravel Hidden 7  
 PARKING-M Parking meters Continuous 2  
 PARKING-P Parking paved Hidden 7  
 PARKING-TXT Parking text Continuous 2  
 PATH Path, trail etc. Dashed2 3  
 PIPE-MISC Pipe miscellaneous Continuous 1  
 PL Property line Continuous 5  
 PL-SYM Property line symbol Continuous 2  
 PL-TXT Property line text Continuous 2  
 PNTS Points Continuous 2  
 POLES Poles owner unknown Continuous 7  
 POND Pond Shore 170  
 POND-OL Pond outline Continuous 7  
 R Right of way street line Continuous 6  
 REC Recreation Continuous 2  
 REC-BLEACH Recreation bleachers Continuous 2  
 REC-FIELD Recreation field Continuous 2  
 REC-POOL Recreation pool Continuous 2  
 REC-TXT Recreation text Continuous 2  
 REC-GOALPOST Recreation goal post Continuous 2  
 REC-GOLFBUNKER Recreation golf bunker Hidden2 60  
 REC-GOLFTEE Recreation golf tee box Dashed2 2  
 REC-GOLFCART Recreation golf cart path Dashed2 74  
 REC-GOLFFAIR Recreation golf fairway Hidden 52  
 REC-GOLFGREEN Recreation golf green Hidden2 3  
 REC-PLAYGROUND Recreation playground type equipment Continuous 2  
 RIPRAP Riprap, stone revetments etc. Continuous 3  
 RIPRAP-OL Riprap outline Continuous 7  
 RIPRAP-TXT Riprap text Continuous 2  
 RR Railroad features Continuous 3  
 RR-TXT Railroad features text Continuous 2  
 RUINS Ruins and text Continuous 2  
 S Sanitary sewer Dashed 90-99  
 S-FM Sewer force main Hidden 90-99  
 S-FM-SYM Sewer force main symbols Continuous 90-99  
 S-FM-TXT Sewer force mains text Continuous 2  
 S-S Sewer service (lateral) Dashed2 90-99  
 S-S-SYM Sewer service symbols Continuous 90-99  
 S-S-TXT Sewer service text Continuous 2  
 S-SYM Sewer symbols Continuous 90-99  
 S-TXT Sewer text Continuous 2  
 SETBACK Setback from property line Dashed 4  
 SHORE Shore line Shore 170  
 SHORE-OL Shore line outline Continuous 7  
 SHOULDER Shoulder of road etc. paved or gravel Continuous 2  
 SHRUB Shrubbery, bushes, etc. Tree line 3  
 (scale set at 0.03, 0.01, 0.00)

SIDEWALK Sidewalk Continuous 4  
 SIGNS Assorted signs Continuous 2  
 SIGNS-ST Street signs Continuous 2  
 SIGNS-ST-TXT Street signs text Continuous 2  
 SIGNS-TXT Assorted signs text Continuous 2  
 SL Survey line Dashed 254  
 SL-SYM Survey line symbols Continuous 4  
 9  
 SL-TXT Survey line text Continuous 4  
 SPOT Spot elevation Continuous 2  
 SPOT-Q Spot elevation questionable Continuous 2  
 SRF-FLT Surface fault lines Continuous 7  
 SRF-VIEW Surface tin view Continuous 7  
 STOCKPILE Stockpile Hidden2 1  
 STREAM Stream continuous flow USGS Blue line Shore 170  
 STREAM-OL Stream outline or path Continuous 7  
 T Telephone Continuous 32  
 T-SYM Telephone symbols Continuous 32  
 T-TXT Telephone text Continuous 2  
 T-UG Telephone underground Hidden3 31  
 TANK Miscellaneous tank Continuous 1  
 TB Town Boundary Phantom2 9  
 TEXT-LOT Lot number Continuous 5  
 TEXT-STREET Street name text Continuous 6  
 TEXT-WATERWAY Waterway name text Continuous 6  
 TXT-S Text small notation of existing Continuous 2  
 features or labels  
 TXT-M Text medium for proposed work or titles Continuous 3  
 TXT-L Text large Continuous 5  
 TXT-VL Text very large for view titles etc. Continuous 6  
 TOWER Tower Continuous 2  
 TRACT Development tract Continuous 3  
 TRAF-CHAN Traffic channelization lane markings etc. Continuous 2  
 TRAF-CONTR Traffic control cabinet wiring runs etc. Hide 13  
 TRAF-HORZ-LOCAT-REQUIRE-(STREET NAME) MUTCD Requirements for signal placement  
 Continuous 200  
 TRAF-LOOP Traffic signal loop detectors, Hide2 1  
 leads, and runs  
 TRAF-PED- Traffic pedestrian signal head Continuous 11  
 SIGNAL-HEAD  
 TRAF-SIGNAL Traffic signal Continuous 11  
 TRAF-SIGNALIZATION Signal arrangement and signage Continuous 2  
 TRANS Transportation features Continuous 2  
 TRANS-TXT Transportation features text Continuous 2  
 TREE Tree or group of <6 trees Continuous 3  
 UNIDENT Unidentified Continuous 2  
 VALVE Valve owner unknown Continuous 2  
 W-FH Fire hydrant Continuous 170-179  
 W-FH-NUMBER Fire hydrant number and/or text Continuous 170-179  
 W-FIRELINE Fire line Continuous 170-179  
 W-FIRELINE-SYM Fire line symbols Continuous 170-179  
 W-FIRELINE-TXT Fire line text Continuous 2  
 W-IRRIGATION Irrigation Hidden2 170-179  
 W-IRRIGATION-SYM Irrigation symbols Continuous 170-179  
 W-IRRIGATION-TXT Irrigation text Continuous 2  
 W-MAINS Water mains Dashdot 170-179



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\*GASMAIN, Gas main with symbol

A,1.0,-0.05,[DOT,"aline.shx",s=0.02],-0.05

\*GASSERV, Gas service with symbol

A,0.3,-0.025,[DOT,"aline.shx",s=0.01],-0.025

:: Linetype developed by H. LeCates 7/19/07

::

\*Shore, shoreline or stream

A,0.3,-0.05,[DOT,"aline.shx",s=0.01],-0.05,[DOT,"aline.shx",s=0.01],-0.05,[DOT,"aline.shx",s=0.01],-0.05

The aline.shx file is available from Easton Utilities Engineering Department and needs to be placed in the AutoCAD search path support directory.

#### **Section 4 – Town Plot Styles**

The Town generally has two Plot Styles. One for color plots on paper and one for black plots on vellum or mylar, they are as listed below.

##### **PLOT STYLE CONFIGURATION**

##### **MONITOR COLOR COLOR PLOT FILM PLOT**

##### **COLOR/SIZE SIZE**

1 RED RED 0.25mm BLACK 0.25mm

2 YELLOW BLACK 0.25mm BLACK 0.25mm

3 GREEN BLACK 0.35mm BLACK 0.35mm

4 CYAN BLACK 0.25mm BLACK 0.25mm

5 BLUE BLACK 0.50mm BLACK 0.50mm

6 MAGENTA BLACK 0.70mm BLACK 0.70mm

7 WHITE ORANGE 0.35mm BLACK 0.35mm

8 DK. GREY BLACK 1.40mm BLACK 1.40mm

9 LT. GREY RED 0.35mm BLACK 0.35mm

10-19 RED 10-19 0.35mm BLACK 0.35mm

20-29 BLACK 2.0mm BLACK 2.0mm

30-39 ORANGE 30-39 0.35mm BLACK 0.35mm

40-49 40-49 0.35mm BLACK 0.35mm

50-59 YELLOW 50-59 0.35mm BLACK 0.35mm

60-69 60-69 0.35mm BLACK 0.35mm

70-79 70-79 0.35mm BLACK 0.35mm

80-89 80-89 0.35mm BLACK 0.35mm

90-99 GREEN 90-99 0.35mm BLACK 0.35mm

100-109 100-109 0.35mm BLACK 0.35mm

110-119 110-119 0.35mm BLACK 0.35mm

120-129 120-129 0.35mm BLACK 0.35mm

130-139 130-139 0.35mm BLACK 0.35mm

140-149 140-149 0.35mm BLACK 0.35mm

150-159 150-159 0.35mm BLACK 0.35mm

160-169 160-169 0.35mm BLACK 0.35mm

170-179 BLUE 170-179 0.35mm BLACK 0.35mm

180-189 180-189 0.35mm BLACK 0.35mm

190-199 190-199 0.35mm BLACK 0.35mm

200-209 200-209 0.35mm BLACK 0.35mm

210-219 MAGENTA 210-219 0.35mm BLACK 0.35mm

220-229 220-229 0.35mm BLACK 0.35mm

230-239 DK. MAGENTA 230-239 0.35mm BLACK 0.35mm

240-249 240-249 0.35mm BLACK 0.35mm

250-255 GRAY 250-255 0.35mm 250-255 0.35mm

Anyone wanting copies of these configurations should contact Easton Utilities Engineering Department Manager.

#### **Section 5 – As-Built Procedures**

##### **5.1 - Purpose**



The As-built process is a method of recording precise construction information on engineering permanent record drawings. The information is gathered during construction by field inspectors to reflect differences from original design drawings. The “corrected” record drawings therefore become an accurate representation of site conditions for future reference.

### **5.2 - As-built versus Revision**

As-built information is intended to reflect adjustments to the proposed design that are a result of actual field construction imperfections. Other changes involving unforeseen issues or obstacles (i.e. field modifications) may sometimes be handled as simple as-built issues as long as the following statements are true.

- The change does not affect the intended function of the utility.
- The change does not affect the intended function of any other utility.
- The change does not affect the location of other related items such as easements.
- All related Town specifications and requirements have been met.
- Approval has been received from the associated Town departments.

All other modifications, necessitated by a variety of reasons (e.g. extensions, grade changes, and alignment changes) must be handled as revisions in accordance with the current Town engineering design revision procedures.

### **5.3 - Steps in As-building**

Please follow the steps below when “As-building” a project drawing set.

1. For As-built notes added to sheet drawings, all related notes (e.g. pipe lengths) and blow-up details shall be placed on the P-MISC-AS-BUILT layer, in Paper Space. All line work (e.g. adjusted location of a water main moved during construction) is to be placed on the related proposed utility layer (e.g. P-W-MAINS), in Model Space (in proposed utility base drawing). In addition, any proposed utility items or sections not placed are to be removed from the drawing. No X’s are to be shown on drawings.

2. For wastewater drawings, the guidelines below should be followed.

a) Note As-built length between manholes (center to center) in the plan view. Place an oval around each as-built length recorded and include a leader (no arrowhead) to the associated section of pipe in the plan view. In profile, delete the proposed length noted for each section of pipe (between manholes) and place actual As-built length. Place an oval around each asbuilt length recorded. Also delete any modified proposed elevations and pipe slope (%) in the profile and place as-built elevations and slopes. Place oval around all new As-built information recorded.

b) Redraw all proposed wastewater laterals in their as-built locations in Model Space. The relocated laterals should remain on the P-S-S lateral layer. Make sure to delete the laterals shown in the original locations.

c) If any existing wastewater laterals were identified as being improperly located on the original survey, you should relocate them as noted. The relocated laterals should remain on the S-S layer and the originally located laterals should be deleted.

d) Show “Y”, “E” and “L” distances near all proposed wastewater laterals on the plan view, where:

Y = Distance from low manhole to wastewater lateral “wye” or “tee”.

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E = Distance from low manhole to the point on the trunk sewer perpendicular to the end of the lateral

L = Length of wastewater lateral

3. For water main drawings, the guidelines below should be followed.

a) Note As-built lengths between all major connections (i.e. tees, crosses, bends, sleeves, etc.) in plan view. Include the connections referenced with each length recorded (e.g. “Tee to Sleeve”). Place an oval around each As-built length recorded and include a leader to the associated section of pipe in the plan view. If necessary, note any As-built lengths in profile that cannot be shown in the plan view (e.g. water main offset). Place an oval around each As-built length recorded and include a leader to the associated section of pipe in profile. Delete modified proposed dimensions and place As-built dimensions in their place.

b) Redraw all proposed water services in their as-built locations. The relocated services should

remain on the P-W-S layer. Make sure to delete the services shown in the original locations.

c) If any existing water services were identified as being improperly located on the original survey, you should relocate them as noted. The relocated services should remain on the WS layer and the originally located services should be deleted.

d) For 1", 1 1/2" and 2" water services, show all dimensions on taps (distance along water main from nearest valve box or hydrant), curb boxes and tails. 4" and larger water services should be dimensioned as described in section a) above.

e) Show in a detail drawing any hydrant, bend, water main offset or other crowded water main arrangements that cannot be clearly dimensioned in the plan or profile views (locate the detail in reference to the plan view by listing the approximate station, as opposed to using leader). In this case, note As-built measurements as previously explained for plan view.

4. For public improvement, including Town storm drain drawings, the guidelines below should be followed.

a) Note As-built length between manholes in the plan view. Place an oval around each Asbuilt length recorded and include a leader to the associated section of pipe in the plan view.

In the profile, delete the proposed length noted for each section of pipe (between manholes and/or inlets) and place as-built length. Place an oval around each section as-built length recorded. Also delete any modified proposed elevations in the profile and place As-built elevations. Place an oval around all new As-built elevations recorded.

5. Show new As-built locations (with new symbol) of wastewater items, water items, wastewater pipes, water mains and service lines if moved 3 feet or ore from proposed locations. In this case, delete the original proposed item or pipe when a new location is shown.

6. If not already done, insert any soil boring data on sheets where soil-boring locations are shown.

7. Check all item placement notes. For each note, verify the item lengths and quantities actually placed during construction. For items eliminated, delete the item in the plan view (and profile, if applicable) and as listed in the "PLACE" note. For changed items, modify the item in the plan view (and profile, if applicable) and delete the original length or quantity in the note and add the actual value. Place an oval around all new As-built lengths or quantities recorded.

#### **5.4 - Submittals**

After completing the As-built process on a project drawing set, please submit the following to the Easton Utilities Engineering Department for review and approval.

- One set of As-built plans in hard copy format for review.
- Upon approval A/E shall submit, on CD-Rom and hard copy format, final/approved As-Built Documents to the Town of Easton. The CD-Rom shall contain the as-built information on the project and is to include DWG, and PDF formats of the CAD drawing. All Record Drawings require a professional seal (signed and dated) on hard copy sheets. PDF files shall be of these sealed As-Built plans.