



TOWN OF SHREWSBURY
RICHARD D. CARNEY MUNICIPAL OFFICE BUILDING
100 MAPLE AVENUE
SHREWSBURY, MASSACHUSETTS 01545-5338

Minimum Requirements for As-Built Plans Site Plan Approval by the Planning Board

The as-built plans shall be prepared and stamped by a Registered Land Surveyor. One (1) Mylar and one (1) Paper Copy of the As-built Plans shall be submitted and prepared utilizing the current release of AutoCAD or another drawing package approved by the Engineering Division. Original as-built plans shall be printed on 24" x 36" sheets at a size and scale adequate to show site details with precision and accuracy. A copy of the AutoCAD and PDF files for the as-built plans shall also be submitted to the Planning Department and Engineering Division.

For clarity, as-built plans should be submitted on at least two sheets* and shall include the following information:

1. Project name, property address, name of owner, property boundaries, north arrow, date, locus map, and graphic scale.
2. Name and address of the engineer or surveyor who prepared the as-built.
3. Reference to the original approved plans, decision of the Planning Board, and any variances or special permits granted by the Zoning Board of Appeals, or Order of Conditions granted by the Conservation Commission.
4. Prominent site features:
 - a. Building footprint, Square Footage, and Setbacks.
 - b. Limits of Paving, curbing, and sidewalks.
 - c. Parking and other pavement markings.
 - d. Loading and trash storage areas.
 - e. Vegetative Landscaping type, location, and amount
 - f. Walls and fences including height and material. For retaining walls, elevations shall be listed for the top of wall, ground elevations on each side, and footing at the beginning, at each 50 foot interval, and at the end. Construction details for the retaining walls shall also be provided.
5. Utilities:
 - a. Service connections (Gas, Electric, Water), shut offs, hand holes, poles, service boxes, and hydrants.
 - b. Drainage system including catch basins, manholes, piping, treatment units, detention basins, subsurface detention, and infiltration.
 - c. Rim and invert elevations for sewer and drain manholes.
 - d. Size and type of all piping.

6. Site grading with contours at one foot intervals.
7. All elevations shall reference the Town of Shrewsbury GIS.
8. Limits of any Flood Plains, Aquifer Protection Overlay Districts, Wetlands, and buffer zones.
9. Access to fire suppression and alarm systems.
10. Public and Private Easements.
11. Zoning compliance table.
12. Parking analysis table.
13. A Letter listing and explaining any deviations from the Approved Plans (Note: On-site deviations from the Final Plans that were not approved during the construction process may still require approval by the Planning Board)

**Applicants are encouraged to reach out to the Planning Department prior to submission if it is believed that the required as-built details can be clearly shown on just one sheet*