

## **SECTION 11.0 ADMINISTRATION**

### **11.1 WORK NOTIFICATION TO TOWN DEPARTMENTS**

**a) Pre-construction Conference.** Prior to the initiation of any work within the subdivision, there shall be a pre-construction conference to be attended by the applicant and the Board's engineer, Highway Superintendent, Town Planner and by such other persons as the Board shall require, at which time a work schedule, outlining all steps within the development process, shall be submitted by the applicant. Following approval of the work schedule by the Board or its designee, the applicant shall be required to notify the Board, in writing, of any deviations from the proposed work schedule.

**b) Notification.** The Planning Board and its designee shall be separately notified at least forty-eight (48) hours prior to the commencement of any of the following works:

1. Cutting of trees for roadway construction.
2. Clearing and grubbing of roadway.
3. Installation of storm drainage facilities.
4. Installation of water and sanitary sewer facilities.
5. Placing of material for sub-base.
6. Excavation for electric underground distribution system.
7. Application of gravel in or above sub-base.
8. Laying of Bituminous Concrete Binder Course.
9. Laying of Bituminous Concrete Top Course.
10. Installation of curbing and curb inlets.
11. Spreading of gravel in sidewalks.
12. Laying Bituminous Concrete for sidewalks and aprons.
13. Spreading of loam for grass plots.
14. Grading of slopes.
15. Construction of retaining walls.
16. Setting of bounds.

Date of inspection for each phase shall be recorded and on file in the Board's records.

c) **ALLOCATION OF RISK.** If any of the above-designated work is commenced without proper notification being given as specified, such work shall be performed at the risk of the applicant or owner; and *the Board may reasonably* order the removal thereof at the expense of the applicant or owner.

## **11.2 INSPECTION**

Prior to the start of construction in a subdivision, the Board will designate either the Superintendent of the Highway Department or his designee or another authorized Engineer selected by the Board to be responsible for periodic inspection of construction. The inspector will utilize the standard inspection form (Form O) and will sign the form after the satisfactory completion of each work item described thereon.

## **11.3 COSTS**

All inspections performed by the Board or its designee shall be at the expense of the applicant. Subdivision bonds and other forms of security will not be released until all such expenses have been paid to the Board.

## **11.4 WATER AND SEWER LINE TESTING**

Prior to acceptance by the appropriate governmental agency, all water and sanitary sewer lines shall be tested to the satisfaction of the Department responsible for their operation and maintenance. The results of each testing shall be conveyed, in writing, to the Board and the Superintendent of the Highway Department.

## **11.5 PROGRESS REPORTS**

At the request of the Board, the developer shall provide a progress report on construction at the site.