

**PROJECT NAME:
PRECONSTRUCTION MEETING**

12 SCHOOL STREET
DATE:
LOCATION:

PRE-CONSTRUCTION MEETING

1. **INTRODUCTIONS AND SIGN-IN**

2. **SCOPE OF PROJECT**

3. **CONSTRUCTION SCHEDULE**

4. **DESIGNATION OF RESPONSIBLE PERSONNEL**

Contractor: Name(s): Company Name: Telephone Number(s): Office – Mobile – Fax –	Owner: Name(s): Company Name: Telephone Number(s): Office – Mobile – Fax –
Sub-Contractor: Discipline Name(s): Company Name: Telephone Number(s): Office – Mobile - Fax –	Sub-Contractor: Discipline Name(s): Company Name: Telephone Number(s): Office – Mobile – Fax –
Engineer / Architect: Name(s): Company Name: Telephone Number(s): Office – Mobile – Fax –	Other: Name(s): Company Name: Telephone Number(s): Office – Mobile – Fax –

5. LOGISTICS

CHECKLIST – FOR PRECONSTRUCTION

SUBDIVISION & SITE PLANS

PROJECT: _____ MAP/LOT: _____

- Plans & Development Agreement approved and signed (with special conditions highlighted)
- Street Opening Permit
- NHDES (Dredge & Fill)
- NHDES (site specific)
- NHDES (waste flow allocation)
- NHDES AOT & (SWPPP) EPA
- NHDOT – (Driveway Permit)
- NHDES (septic subdivision or septic design)
- Intent to cut permit
- Sewer – Plan/Profile & details
- Drainlayer License
- WATER – LAYOUT & DETAILS**
- Engineering Review
- Approved hydrant plan (approved by Fire Department)
- Erosion control – layout & details
- Surety estimate & Letter of Credit - (using Town format)
- Inspection requirements & process
Erosion control/sewer/water/drainage/roadway/other

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- BLASTING REQUIREMENTS**
- Shop drawings
- Construction drawings
- "Made in the USA" materials, water mains, SMH, DMH, F&G
- Compaction Tests (Gravel / Crushed Gravel)
- Signage/traffic control
- Name/address/telephone /Developer contractor/Engineering /architect
- Inspection fees escrow (Water / Sewer / Public Road \$5/LF (Mains & Road))
- Water testing (pressure @150 psi / Bacteria Test)
- Sewer test (Vacuum test/Pressure test/Deflection test (30 days after installation))
- Survey layout requirements
- Sign not an approved street at entrance
- Street sign before first C.O.
- Working hours posted
- If Town water – hydrant flags
- Slopes over 10% for driveways

PLANNING & ENGINEERING

- All changes** shall be submitted in writing and subject to approval by Town Engineer and Town Planner. Developer shall be responsible for any unapproved changes in the field.

BUILDING & ENGINEERING

- NO BUILDING PERMITS** shall be issued until the proposed road has been base paved, sewer and water mains have been accepted by MUC & BOS

