

**HINGHAM PLANNING BOARD**

**Preconstruction Checklist**

Subdivision Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Road Contractor: \_\_\_\_\_

Name of Street: \_\_\_\_\_ From Station: \_\_\_\_\_ To Station: \_\_\_\_\_

\_\_\_\_\_ (1) An affidavit certifying that the Applicant is the owner of record of all of the property shown on the endorsed definitive plan or documentation signed by the owner(s) of record that the Applicant has authorization to act on all matters pertaining to the construction of the development.

\_\_\_\_\_ (2) An affidavit certifying that the Applicant has reviewed all of the conditions of subdivision approval and has taken all of the required steps to satisfy the conditions.

\_\_\_\_\_ (3) An affidavit certifying that all required federal, state and local permits have been obtained and providing a list, with the dates of issuance of each permit and the permit identification number.

\_\_\_\_\_ (4) A letter identifying the persons or entities responsible for completion of any portion of the project including the name, address, telephone number and e-mail address of each such person or entity.

\_\_\_\_\_ (5) A letter that identifies (name, business address, telephone and facsimile numbers and e-mail) for the following:  
\*The official representative of the Applicant and owners.  
\*The engineering and surveying firm to be used during construction.  
\*The general contractor.  
\*The soils testing firm to be used during construction.

\_\_\_\_\_ (6) Shop drawings and/or catalog cuts of all structures/materials to be used to construct the approved definitive subdivision. All catalog cuts shall be hi-lighted as to product submitted for approval.

\_\_\_\_\_ (7) Certification by a Land Surveyor that the site control data including benchmarks, limits of work and horizontal control has been properly staked.

\_\_\_\_\_ (8) The location of the disposal site for all solid waste and surplus material must be supplied and approved.

\_\_\_\_\_ (9) Any changes to previously submitted information contained above must receive approval of the Planning Board.

\_\_\_\_\_ (10) Preconstruction Meeting. At least 48 hours prior to the beginning of construction, the Applicant shall arrange and participate in a pre-construction meeting with the Planning Board's Engineer to review all construction requirements.