
MONITORING AND CONSTRUCTION PROCEDURES

After a Special Permit, Development Plan Review or approved Subdivision Plan has been granted, and prior to construction, the developer(s), contractor(s) and consultant(s) should be familiar with the following required procedures. Adherence to these procedures is required by the Lunenburg Planning Board, and will greatly expedite the construction process.

INTRODUCTORY MEETING

Before any construction begins an introductory meeting is required to familiarize the developer with all Town Boards and Departments Statutory procedures, to coordinate inspections and determine the amounts required for the fee account.

Present:

- Developer and their representatives
- Planning Board and their consultants
- Town Official, e.g., Building Inspector, Fire Chief, Highway Superintendent, and any other official with Statutory responsibilities.

Topics to be covered include:

- Proposed construction schedules, bonds, insurance certificates, appropriate agency permits, list of contractors, list of participants phone numbers and addresses, and coordination with other Town officials.

WORK PROJECT MEETINGS

Project meetings are to be scheduled as determined by the Planning Board and/or other Statutory Boards based upon the complexity and the state of the work (generally every two weeks). The Planning Board may also require periodic telephone conference calls among the various parties, as needed.

Present:

- Developer and their representatives
- Contractors
- Town Officials, e.g. Building, Fire, Highway, as deemed necessary to the meeting.

Topics to be covered include:

- Weekly report summaries (progress reports), change order request submittals, test reports, public relation issues, forecasted on-going work activities, permitting issues, as noted by above Boards and Depts., future test dates, milestones, developer's questions and such other issues as are deemed necessary by the Planning Board and other Boards.

MONITORING AND CONSTRUCTION PROCEDURES - *Continued*

REPORTING

The developer is required to report at Work Project Meetings and at such other times as deemed necessary by the Planning Board on the following issues:

- Progress
- Any desired changes
- Problems
- Schedules

When required by the Planning Board such reporting shall be in writing. (NOTE: Progress Notification Form)

INSPECTIONS

Required inspections including but not limited to:

Utility placement and testing (water, sewer, drainage), mechanical systems start-up, periodic earth excavation/backfill activities, erosion control system implementation, asphalt paving, blast monitoring, landscaping placement, structural steel construction, sewer line installation, municipal roadway work, lighting fixtures illumination test, sign conformance and placement, site inspections, electrical, plumbing, and any other inspections deemed necessary by the Town of Lunenburg Boards, Departments and Lunenburg Water District.

It is expected that during site preparation and building construction, certain phases will require a continued monitoring process which shall be determined by the Planning Board and Building Official with advice from its consultants.

SITE VISITS

The Planning Board and their representatives as well as all Departments with Statutory responsibilities may visit the site at any time.

The developer must observe all of the following compliances:

- All conditions of the Special Permit
- All conditions made in connection with a Development Plan Review
- All fee requirements
- All inspection procedures
- Reporting to the Planning Board, as deemed necessary

**TOWN OF LUNENBURG
LUNENBURG PLANNING BOARD**
