



PARTIAL LOT RELEASE CRITERIA

Lot releases must be obtained before sales transactions can be finalized and are completed on a lot-by-lot basis. Each release must be requested with a letter from the Engineer of Record stating the lot is built in substantial conformance to Town standards and contains an Engineer's wet stamp, a check for \$20.00 for processing the release and a Partial Release of Assurance form which is obtained off of the Development Engineering website. The release of assurance form is filled out by the Engineer or by the Title Company holding the trust.

More than one lot can be on a request, but if all lots do not pass physical inspection by Development Engineering, the entire request will be held up. If the lot(s) fail a first inspection, a second inspection may be scheduled once the deficiencies have been corrected. If the lot(s) fail a second inspection, the lots are dropped from inspection and all paperwork is destroyed. When the lot(s) are ready for re-inspection all paperwork must be resubmitted.

To ensure that the Town can efficiently process the partial lot release requests, lot release documents should be submitted to the Development Engineering Department by 2pm on Friday, for inspection the following week. Special circumstances will continue to be processed as quickly as possible.

The following inspection criteria are used for lot release(s):

1. Developer/Engineer has submitted the Partial Lot Release form and payment.
2. Lot sign clearly showing the lot number visible from the street.
3. Address numbers are on the building and visible.
4. Sidewalk, curb & gutter, roadways and drainage facilities must be in-place and be operational.
5. Installation of traffic devices (street name signs, traffic signage, other traffic control devices) is complete.



6. Utilities

- a. All applicable utilities are to the lot and operating.
 - i. Gas – meter ready to be installed and operating.
 - ii. Water – meter installed, box set to grade and system energized.
 - iii. Power – meter installed and operating.
 - iv. Sewer – Clean-outs visible.
 - v. CATV
 - vi. Telephone

Drainage – must be positive and away from the structure. Lot must conform to the approved grading plan. Spoil from pad excavations (foundations, utility trenching, etc.) must be removed and shall not be placed on the pad.

- b. Yard drainage
 - i. Backyard Drainage is in-place with no excessive swales.
 - ii. Drainage swale grade from backyard, through weep blocks and into front yard is consistent and able to drain. (Front draining lots only)
 - iii. Weep blocks at swale grade.
 - iv. All weep holes in weep blocks clear – no holes occluded.
 - v. If HVAC unit is less than 18” between wall and unit, additional drainage is needed.
 - vi. Yard grading is complete.
 - vii. Yard must drain freely with no ponding.
- c. Stormwater runoff must be contained on each individual lot and not allowed to runoff or cross over to other lots.

7. General

- a. Yard free of visible trash and debris.
- b. Front landscaping in-place.
- c. Yard free and clear of hazards.