

**First Pre-Construction Meeting Checklist**

**Project** \_\_\_\_\_

**Plan No.** \_\_\_\_\_

**Date** \_\_\_\_\_

**Meeting Participants**

**Owner/Owner's Representative**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Responsible Land Disturber**

Name \_\_\_\_\_

DCR Certification # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**General Contractor's Representative**

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Design Engineering Firm**

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Deliverables**

- \_\_\_\_\_ Erosion and Sediment Control Security provided?
- \_\_\_\_\_ Construction Inspection Fee provided?
- \_\_\_\_\_ Construction Sequencing/Phasing Plan provided?
- \_\_\_\_\_ Disturbed Area Plan provided?
- \_\_\_\_\_ Construction Schedule provided?
- \_\_\_\_\_ SWPPP provided?
- \_\_\_\_\_ Erosion and Sediment Control Permit issued?

**Discussion Points**

**1. Erosion and Sediment Control**

- Review Construction Sequencing/Phasing Plan and Required Written Certifications
- Review Disturbed Area Plan
- Construction Fencing of Disturbed Area
- Review Construction Schedule
- Review and Sign SWPPP
- Review downstream properties for potential E&S impacts
- Review any critical measures or areas
- Logbook requirements
- The only land disturbing activities approved to commence are installation of perimeter controls, sediment basins, conveyance channels, and construction fencing. Written certification required that sediment basins and conveyance channels are constructed per the approved plan before any other land disturbing activities are approved
- Upon installation of initial measures and receipt of any required written certifications, a second pre-construction meeting shall be held on site prior to any further land disturbance. All of the above parties shall be in attendance. At this time, the site will be evaluated for adequacy of the erosion and sediment control measures. A schedule for any corrections shall be agreed upon and completed before any further work can commence. Upon approval of the initial measures, site construction shall proceed.
- Review enforcement. Notice to Comply, Stop Work Order, Notice of Violation

**2. Stormwater Management Facilities and Required Certifications**

- MS-19
- Impact on downstream properties

Comments: \_\_\_\_\_

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**3. Water/Sanitary Sewer Work**

Comments: \_\_\_\_\_  
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**4. Other Public Improvements**

Comments: \_\_\_\_\_  
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**First Pre-Construction Meeting Signatures**

_____ Owner/Owner's Representative	_____ Date
_____ Responsible Land Disturber	_____ Date
_____ Design Professional	_____ Date
_____ Town Representative	_____ Date