

# TOWN OF ESSEX CERTIFICATE OF OCCUPANCY APPLICATION

MAP/PARCEL/LOT: 2-084-001-009

NO. 2003-55

The undersigned herewith requests an inspection of the premises and the issuance of "Certificate of Occupancy" of premises, or portion thereof, for use or habitation.

- This request is for use only of existing land or buildings.
- This request is for new construction or rehabilitated or altered structure which was done under authority of zoning permit # 2003-55

issued April 30, ~~19~~ <sup>2003</sup> to Pinewood Manor, Inc.

Premises are at 34 Windridge Road

Water service installation inspected and approved by Public Works

Driveway location inspected and approved by Public Works

Sanitary sewer connection or septic system inspected and approved by:

Name: Dennis Lutz Date: April 30, 2003

Construction was begun May 15, ~~19~~ <sup>2003</sup> and completed Aug. 29, ~~19~~ <sup>2003</sup>

Approval granted by      P.C. or Z.B.A.      on     , 19    .

Use of premises intended Single family residence  
(type of use)

Applicant's Signature: Brian J. Marcotte V.P. Telephone: 878-4606

By issuance of this Occupancy Permit, the Town of Essex Zoning Administrator hereby acknowledges that the use and/or building construction is in complete conformity with the Zoning Regulations, unless otherwise noted. Field measurements and similar dimensions for setbacks are based in part on evidence supplied by owner. The Town of Essex is not liable for errors or mistakes when it is found that information submitted by the applicant is erroneous or inaccurate.

Certificate of Occupancy has been approved with  without      conditions.  
If with conditions, see attachment outlining same.

Certificate of Occupancy denied     . Please see attachment with reasons for denial.

8/28/03  
Date

J. L. Firkey  
Jerry L. Firkey, Zoning Administrator

**MEMORANDUM**

TO: Brian Marcotte

FROM: Jerry L. Firkey, Zoning Administrator 

DATE: August 28, 2003

RE: **Certificate of Occupancy # 2003-45**



Your Certificate of Occupancy referenced above has been issued with the following condition:

\* That the drainage swale between lot G-9 and lot G-11 be completed by September 4, 2003 and approved by the Town Engineer.

g:\commdev\permits\pinewood.co#2003-45

# MEMO



**To:** Jerry Firkey, Zoning Administrator  
**From:** Todd C. Law, P.E., Asst. Engineer/ Asst. Public Works Director *TCL*  
**Subject:** Lot G-9, Windridge Road  
**Date:** 28 August 2003

I met with Paul O'Leary, O'Leary-Burke and Brian Marcotte, Pinewood Manor, Inc. with regard to the drainage of lot G-9 on Windridge Road. The developer installed a swale between the house and the adjacent lot, G-11 to contain the storm water runoff from the house as well as the runoff from the back of the lot. The storm water will be diverted toward the road where it will sheet down the embankment and flow towards the catchbasin in the street. There were a couple of minor changes that needed to be made to the swale to insure that it will function as necessary. One was to define the swale better at the side of the house, the second is to open up the swale where it meets the crest of the embankment to eliminate a "channel flow" and start the "sheeting" process. We also agreed that there should not be a "pond" in the Town right of way as was existing and that erosion control matting needs to be installed to minimize/ eliminate erosion in the swale and down the embankment. This was acceptable to all parties and should eliminate any concerns from the adjacent property owner.

The driveway was also moved from the original location on the plans. The location is acceptable to the Public Works Department. The area from the curb to the right of way line needs to be paved by the developer as part of the building occupancy certificate. Brian assured us that it would be paved within the next couple of weeks.

# MEMO

**To:** Jerry Firkey, Zoning Administrator  
**From:** Todd C. Law, P.E., Asst. Engineer/ Asst. Public Works Director  
**Subject:** Lot G-9, Windridge Road  
**Date:** 28 August 2003

I met with Paul O'Leary, O'Leary-Burke and Brian Marcotte, Pinewood Manor, Inc. with regard to the drainage of lot G-9 on Windridge Road. The developer installed a swale between the house and the adjacent lot, G-11 to contain the storm water runoff from the house as well as the runoff from the back of the lot. The storm water will be diverted toward the road where it will sheet down the embankment and flow towards the catchbasin in the street. There were a couple of minor changes that needed to be made to the swale to insure that it will function as necessary. One was to define the swale better at the side of the house, the second is to open up the swale where it meets the crest of the embankment to eliminate a "channel flow" and start the "sheeting" process. We also agreed that there should not be a "pond" in the Town right of way as was existing and that erosion control matting needs to be installed to minimize/ eliminate erosion in the swale and down the embankment. This was acceptable to all parties and should eliminate any concerns from the adjacent property owner.

The driveway was also moved from the original location on the plans. The location is acceptable to the Public Works Department. The area from the curb to the right of way line needs to be paved by the developer as part of the building occupancy certificate. Brian assured us that it would be paved within the next couple of weeks.

9/15/03

Can't issue until paving & swale work has been completed.

I called Brian Marcotte - left a message for him to call Dennis/Todd for an inspection when he has completed the work. *jer*