



Town of Williston
Public Works Department
7900 Williston Road
Williston, VT 05495
(802) 878-1239

Town Of Williston

Preconstruction Checklist

Prior to Preconstruction meeting the following must be provided to the Public Works Department:

- Right of Way Permit/Access Permit
- All easements and deeds
- Cost Estimate for Construction
- Final DP approved Plans/AP approval
- 3 copies of Final Approved Plans

Preconstruction meeting attendees:

- Developer
- Design/Project Engineer
- Contractor
- Public Works Department
- Sub-Contractors
- Impacted Utilities Personnel

Information to be exchanged at the meeting:

- Project Schedule, phasing and time line
- Emergency Contact list
- Project Supervisor
- Sub-contractors
- Erosion Control Plan
- Traffic Control Plan if necessary
- Any special permit conditions
- Weekly Job meetings
- Testing/Inspection
- Construction hours