

**TOWN OF WATERTOWN, MASSACHUSETTS  
DEPARTMENT OF PUBLIC WORKS**

**SITE PLAN REVIEW CHECKLIST  
for  
SINGLE and TWO-FAMILY CONSTRUCTION**

**Please fill out in full. Incomplete forms will be rejected.**

Property address:	_____	_____	_____
	(number)	(Street)	(Assessor's Info)
Owner:	_____	_____	_____
	(name)	(address)	(phone)
Applicant:	_____	_____	_____
	(name)	(address)	(phone)
Engineer/Surveyor:	_____	_____	_____
	(name)	(address)	(phone)
Primary Contact:	_____	_____	_____
	(name)	(phone/fax)	(e-mail)

**Instructions:** This Site Plan Review Checklist shall be completed by the Engineer/Surveyor and submitted with each DPW site plan review application. Applicants shall provide all supporting documentation with each submittal. Please select all applicable items by checking "Yes" or "No". If item is "Not Required (NR)" or "Not Applicable (NA)" record in comment section with explanation. Explanations may be submitted on separate sheets if needed.

Item No.	Description of Site Plan Requirement	"Yes"	"No"	Comments
<b>General:</b>				
1	Original signed, dated, and stamped site plan by PE and PLS			
2	Use 24"x36" sheet at scale 1"=10' or 1"=20' with North Arrow			
3	Separate existing and proposed conditions plans (may be on same sheet)			
4	Elevations , including reference datum and benchmark			
5	Provide complete survey (entire Right of Way) along frontage and/or Limit(s) of Work			
6	Property lines (Bearings and Distances) certified by PLS			
7	Owner and Abutter's information (Now or Formerly)			
8	Lot size (square feet) and Assessor's Block and Lot information			
9	Proposed Street Sideline, curb and gutter grades			
10	Existing and finish grades of the site (incl. spot grades at foundation)			
11	Location and dimensions of driveway(s),curb cuts, parking areas			
12	Name and widths of abutting streets and ways (public and private)			
13	All easements (public and/or private) with desc. of restrictions if any			
14	All public sidewalks and curbing (label width and type)			
15	Location and size of public street trees or statement of none			
16	Building foundation location, dimensions, and elevations (finished floor, basement, and below grade parking)			
17	Entrances to all units are clearly visible from front of property for addressing purposes			
18	Reference to flood zone based on Flood Insurance Rate Map			

Item No.	Description of Site Plan Requirement	"Yes"	"No"	Comments
19	Existing and proposed impervious area (square feet) noted on plan			
20	Standard notes included on plan (see Sheet 3)			
<b>Water and Sewer Mains and Services:</b>				
1	Location, size, and type of existing mains, services, and structures			
2	Location, size, and type of proposed mains, services, and structures			
3	Backflow prevention devices noted on all fire protection systems (may be required on domestic)			
4	For two-family residences, separate water services are provided			
5	For two-family residences, separate sewer services are provided (may discharge to a common manhole)			
6	10' offset water (domestic and fire) from sanitary sewer; 5' offset for all other utilities			
7	Distance from existing manhole for new sewer connections			
8	Curb stops located a minimum of 18-inches before property line			
9	Include profile of proposed sewer services from the house to the main (show length, slope (minimum 2%), invert elevation at both ends, and utility crossings)			
10	Location and type of fittings, bends, restraints, backflow devices, and meters (show location of meter at "point of entry" in the building)			
11	Water service connection detail, showing 5-foot minimum burial depth for water service, corporation at main, 1-inch Type K copper pipe			
12	Sewer service connection detail is provided, showing method of connection (core or install new tee-wye)			
13	Sewer pipe is 6-inch minimum diameter SDR-35 pipe, installed in a bed of ¾-inch stone			
14	Location and type of grease traps and MWRA Oil-Water separators			
15	Video inspection of existing sewer services, if required			
<b>Drainage and Stormwater Management:</b>				
1	Computations signed and stamped by a registered P.E. to support stormwater management design			
2	Based upon a design storm of 8.9-inches of precipitation in 24-hours (i.e., a 100-year, 24-hour, Type III Rainfall, as defined by the U.S. Soil Conservation Service)			
3	All roof runoff is directed to infiltration system for design storm with no overflow			
4	Infiltration system designed using the Static, Simple Dynamic, or Dynamic Field method			
5	Full report including soils map, input data, hydrographs, and hydraulic routing information, and summary table			
6	If saturated hydraulic conductivity testing has not been performed, the Rahl's rate has been used			
7	Includes calculation estimating exfiltration rate from drywells			
8	Test pit showing sub-surface soil conditions and estimated seasonal high groundwater noted on plan (may be waived until construction at discretion of the Town Engineer)			
9	Minimum drain pipe size shall be 6-inch diameter			
10	Catch basins have 4-foot sumps and hoods.			
11	Erosion controls shown on plan; i.e., hay bales and silt fence, catch basin protection			

Item No.	Description of Site Plan Requirement	"Yes"	"No"	Comments
12	Location, size, and type of stormwater management structures shown on plan			
13	Stormwater management construction details included. Pertinent dimensions of all drywells/infiltration systems shown on plan.			
<b>Highway:</b>				
1	Upgrades to sidewalk and curbing, in accordance with Chapter 55 of the Town Ordinances, are shown on the plan.			
2	Proposed driveway opening widths are noted on the plan. Widths must be in accordance with Zoning requirements.			
3	Granite curbing is Type VA-4, corner blocks are 2-foot Type A			
4	Granite curbing, concrete sidewalk, and driveway apron details are included as needed. Details comply with ADA requirements.			
5	Trench patch locations are shown on plan.			

**Standard notes to be included on all site plans:**

Highway

1. Concrete mix: 4,000 psi concrete, ¾-inch stone, 2 ½-lbs lampblack per cubic yard.
2. Asphalt patches shall have a minimum depth of 5-inches, or match existing road depth.
3. All curbing and sidewalk work shall be inspected by the DPW prior to pouring.
4. All work shall comply with ADA requirements.
5. Flowable fill required as backfill in the public way.

Water and Sewer

6. Cut and cap existing water and sewer services at the main prior to any building demolition.
7. Use of fire hydrants for demolition or construction is not permitted unless approved beforehand by the Department of Public Works.
8. Water pipes shall be installed at a minimum depth of 5-feet.
9. A minimum separation of 5-feet is required between all utilities.

Drainage and Stormwater Management

10. All erosion and sediment controls shall be installed prior to commencement of any earth moving activities.
11. The Engineer-of-record shall witness installation of any sub-surface infiltration system. If sub-surface soil conditions differ from that shown on the plan, the design shall be modified and resubmitted to the Town for approval prior to continuing installation.

As-built

12. Upon completion of the work, as-built drawings shall be submitted in both paper and electronic format. The drawings shall be based upon a field survey of actual as-built locations, and shall be stamped by a Professional Land Surveyor registered in the Commonwealth of Massachusetts. The as-built drawing shall depict all buildings, paved surfaces, topography, and major landscape features. Water, sewer, and drainage features, as well as other underground utilities installed by others, shall be located on the plan, including size and material. All stormwater management controls, both structural and non-structural, designed to manage the stormwater associated with the completed site shall also be included.

For questions, contact:

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