

SITE PLAN REVIEW CHECKLIST



BWSC Site Plan Number: _____ **Account No.:** _____ **Check Here if New Account** []

Site Address: _____

Street Name & Number
District (Neighborhood)
Ward/Parcel

Applicant's Information: _____

Information & Instructions: This Site Plan Review Check-list must be completed and submitted with each new site plan application. Applicants shall provide copies of all supporting documentation and shall submit copies of all BWSC utility research information with each site plan submittal. Please select all applicable items by indicating "Yes" or "No" using a check (✓) mark. Applicants may provide any additional explanatory remarks in the "Notes" section. Please indicate if an item is "Not Required - N/R" or "Not Applicable - N/A". Additional comments may be provided using separate sheet.

| ITEM NO. | DESCRIPTION OF SITE PLAN REQUIREMENTS | Check One "Yes" or "No" | | NOTES |
|--|--|-------------------------|-----------|-------|
| Note: All Preliminary Site Plan must be accompanied by a project narrative and must include the following items: | | | | |
| SECTION A: General Site & Project & Information: | | Yes | No | |
| A1 | Project Address: Provide Street Name & Number(s) for all new and existing locations. Call out all extended addresses | | | |
| A2 | Ward & Parcel Information: Provide Ward & Parcel Information. Note: delineate lot lines for subdivisions on site plans) | | | |
| A3 | Account Information: List all available BWSC Water Account(s) & Meter Number(s) - Active or Inactive | | | |
| A4 | Owner's Information: Provide Owner's Name & Contact Information | | | |
| A5 | Landlord Information: Provide BWSC Landlord Number (if available) | | | |
| A6 | Elevations (BCB): Does elevations reference the Boston City Base (Datum): [NGVD Datum + 5.65 or MTA-CA/T Datum +100] | | | |
| A7 | Stationing: Station all new service connections. Note: Station 0+00 shall begin at property line of nearest intersections. | | | |
| A8 | Limits-of-Construction: Applicants must delineate the Limits of Public Way Excavation for all connections (Length, ft x Width,ft) | | | |
| A9 | Utility Information: call out all existing and/or proposed utility in roadway (e.g. water, sewer, gas, phone, elect, steam, cable, ohw, etc..) | | | |
| Supporting Documentation | | | | |
| A10 | Project Narrative: A project narrative is required with all preliminary site plan submittals. Provide synopsis of proposed utility(ies). | | | |
| A11 | Site Plan Check List: Applicant must completed and submit a checklist with all new/preliminary site plans. This is MANDATORY . | | | |
| A12 | Site Plan Form: A completed Site Plan Form must accompany all new/preliminary site plan submittals. | | | |
| A13 | Research Documents: Copies of all research documents shall accompany all new/preliminary site plan submittal(s). | | | |
| A14 | Street Numbering Form: A Certified Street numbering form from ISD must accompany all preliminary site plan(s). | | | |
| A15 | As-built Plan & Checkout List: As-built plans must be certified by the engineer-of-record or a Professional Land Surveyor (PLS). | | | |
| A16 | Rough Construction Sign-off: Note: the rough construction sign-off is a Prerequisite for filing a GSA with BWSC | | | |
| A17 | NOI/NPDES Tracking No/SWPPP/Erosion Control Plans: must be submitted prior to plan approval for sites > 1 acre | | | |
| Administrative | | | | |
| A18 | Approvals: A 5"x5" Box must be provided on the site, and shall be labeled as follows - "FOR BWSC USE ONLY" | | | |
| A19 | GSA Inspection Schedule: A GSA Inspection Schedule in required - Note: use tabular format and list applicable GSA item(s) only. | | | |
| A20 | Site Plan Certification: Professional Engineer (P.E.) & Professional Land Surveyor (P.L.S.) Certification Stamps. | | | |
| A21 | BPWD Notifications & COBUCS Coordination: Note: Applicants and/or Homeowners are required to notify BPWD regarding all proposed new construction. Information will be entered into the City of Boston Utility Coordination Software (COBUCS) for tracking purposes. Please provide copy of COBUCS Approval Reference number | | | |
| SECTION B: Water (Mains & Services) - Fire and/or Domestic | | | | |
| B21 | Water - Main (Specify size, material & year installed. Mains must be identified as either public or private) | | | |
| B22 | Water - Domestic Water Service (size, material type and connection detail.) | | | |
| B23 | Water - Fire Protection Line (specify size, material, backflow device size, mfg and location of proposed and/or relocated meter) | | | |
| B24 | Water - On-Demand fire Flow - Please down-load and complete the Commission's "Fire Flow Request Form" available on-line. | | | |
| B25 | Water - On-Demand Fire Flow - Please down-load and complete the Commission's "Fire Flow Request Form" available on line. Applicants must indicate the hydrant and pressure system(s) to be tested. A Check in the amount of \$250.00 must accompany each new fire flow request Please note that the Commission also maintains a database of fire flow data and information from previous flow test-the information on file is available at no charge. | | | |
| B26 | Water - Back-Flow Preventer Applicants are required to down-load and fill out a Backflow Preventer design data sheet accompanied by a sketch showing the minimum distances from the nearest existing wall and floor. | | | |
| B27 | Water - Hydrants (Indicate public or private). Provide details for new hydrant installations and/or relocations. | | | |
| B28 | Water - Water Meter. Note: sizing calcs required for meters greater than 5/8". Call out meter size and location. | | | |
| B29 | Water - Meter Testing Requirements. Note: show location of new or existing valves for testing and/or maintenance purposes. | | | |
| B30 | Water - Called out Cut & Cap of existing services. Show location, specify pipe size, and station when necessary. | | | |
| B31 | Water - Called out size and location of mechanical fittings & appurtenances (i.e. pipe bends, pito-taps, thrust restraints, air cock,etc..) | | | |

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| SECTION C: Sewer (Mains & Services) | | | |
| C32 | Sewer - Main(s): 20-scale Plan & Profile required. All mains must be labeled as either "Public" or "Private" | | |
| C33 | Sewer - Service(s) - Call out slope (1/4" per foot), size, est. sewerage flow, material type, stationing, inverts] | | |
| C34 | Sewer - Grease Trap Requirements: Note: Grease traps are required in Restaurants and food establishments, where significant amounts of grease may be discharged. | | |
| C35 | Sewer - Grease Trap Sizing Calculations: Note: where applicable, grease trap sizing calculations must accompany the preliminary site plan submittal. Note: all Point-of-Use Grease traps are sized based on the size of the pot sink it serves. Large external (below ground) grease traps are required to serve the entire kitchen, when other appliances and fixtures such as dish washers, rinse sinks, pot sinks and floor drains are required and must be tributary to the sanitary sewer system only. These large external units shall have a minimum effective storage capacity of 1,500 gallons. Dishwashers shall not be tributary to point-of-use grease trap in side the building. See BWSC Standard Detail No.G-02a through G-02d. | | |
| C36 | Sewer - MWRA Oil-Water Separator (in-door covered areas only). See BWSC Detail No. G-01. | | |
| C37 | Sewer - Called out location of existing services to be cut and capped. Specify pipe size and station when necessary. | | |
| C38 | Sewer - Provided Invert Elevation @ Bldg & Main (Boston City Base only). | | |
| C39 | Sewer - Called out Back Water Valves (BWV). Note: Back-water valves are required for all sewers and drain systems liable to backflow | | |
| C40 | Sewer - Called out Connection Details (Strap-on saddle or chimney detail). Note: Provide detail on Detail Sheet. | | |
| C41 | Sewer - Clean-Out (CO) Detail: Note: applicant must show location of PVC clean-out at property line on private property. Note: Where practicable, clean-outs are required on drain lines. | | |
| C42 | Sewer - Dye Test Sign-off required for all new drain and/or sewer connections to BWSC System. | | |
| C43 | Sewer - Video Inspection required? Note: Existing sewers slated for re-use must be televised prior to site plan approval (DVDs Only). | | |
| SECTION D: Drain (Mains & Services) | | | |
| D44 | Drain - Stormwater Retention/Calculations: Must infiltrate the first inch of stormwater times the impervious areas on site. | | |
| D45 | Drain - Main(s): [provide 20 scale plan & profile. All mains must be identified as either public or private] | | |
| D46 | Drain - Provide Pre & Post Construction Drainage Calculations [Increase in net impervious cover] | | |
| D47 | Drain - Drain laterals: [Call out slope (1/8" per foot), pipe size, material type, inverts at building & main and stationing] | | |
| D48 | Drain - Calculations: Calculations for Article 32 Compliance: Note: Applicants must provide supporting calcs and documentation stamped and certified by a Professional Engineer registered in Massachusetts | | |
| D49 | Drain - Provided Storm-water Management system (i.e. BMPs,Catch Basin with oil trap, particle sep, infil. Systems & Low Impact Designs [L.I.Ds]) and Phosphorus Reduction and control) | | |
| D50 | Drain - Showed Catch Basins with Oil Trap [Use for external paved areas less than 7,500 sq ft. Note: Rim & Invert elev req'd] | | |
| D51 | Drain - Showed location of proposed Infiltration Systems. Call out type, size and storage capacity. Rims & invert elevation required. | | |
| D52 | Drain - Showed location of Particle Separator(s). Note: required for paved areas greater than 7,500 sq ft). Rim & inverts req'd. | | |
| D53 | Drain - Called out location and quantity of "DO NOT DUMP" Plaques (Fish Plates). Plaques must be purchased at E.C.S Dept. | | |
| D54 | Drain - Called out location of all storm drain Cut & Caps. Note: call out pipe size and stationing when necessary. | | |
| D55 | Drain - Dye Test Sign-off (Dye test required for each new connection(s) to the drain and/or sewer mains) | | |
| D57 | Drain - Is a Rain Harvesting (storm water collection & storage) system proposed?, Note: If "Yes", all make-up water system(s) using potable water, must be evaluated for cross connection control. Note: Rain Harvesting systems that discharges (overflow) to the Commission's sanitary or Combined sewer system will be assessed current sewer rate charges. | | |
| D58 | Drain - Are you planning to install a Geo-Thermal Well(s)? If you answer "Yes", applicants are required to file an Application for a Well Permit with the Boston Public Health Commission (BPHC). A copy of the approved Well plan(s) must be submitted to the Commission for review . Note: Geo-thermal systems must be evaluated for cross connection control by the Commission. | | |
| SECTION E: Permits & Special Approvals [Permits & certain Special Approvals maybe required prior to final approval by BWSC] | | | |
| E57 | Permit Approval - Secured BWSC General Service Application (GSAs). Please list any new or existing GSA(s) associated with the project. Note: GSA(s) will only be issued to Contractors who are Bonded and Licensed with the Commission. A Bonded Contractor list is available upon request. | | |
| E58 | Permit Approval - Permit Approval - Secured Hydrant Permit. Note: \$750 deposit req'd for 90-day period for use of hydrant. A \$50 hydrant meter fee is also req'd. | | |
| E59 | Permit Approval - Secured D.E.P Sewer Ext. Permit (Sewerage flows greater than 50,000 gallons per Day (gpd)) | | |
| E60 | Permit Approval - Secured Copy of MWRA Sewer Use Discharge Permit (where applicable) | | |
| E61 | Permit Approval - Secured Copy of MWRA Direct Connect permit - for Direct Connections Only (Where applicable) | | |
| E62 | Permit Approval - Secured Copy of MWRA 8(m) Permit (for crossings and work within 10-ft of existing water and sewer main) | | |
| E63 | Permit Approval - Is an EPA NPDES construction Permit (CGP) related to construction activities required? Note: for projects disturbing one (1) acre or more, applicants are required to file a Notice-of-Intent (NOI) with the EPA when these permits triggers are exceeded. A copy of the project's Storm Water PollutionPrevention Plan [SWPPP] must be kept on-site at all times. | | |
| E64 | Approvals - Secured Public Improvement Commission (PIC) approval(s). | | |
| E65 | Approvals - Completed D.E.P One-Time Certification [Sewerage flows >=15,000 or <=50,000 gpd or Sewer Ext. less than 1,000 ft] | | |
| E66 | Approvals - Secured permits or approvals from the Department of Conservation & Recreation (DCR) (where applicable) | | |

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| E67 | Approvals - Reviewed Existing or prepared New Easement Request Document(s). Note: Forms available on-line at: www.bwsc.org | | |
| E68 | Approvals - Reviewed Existing or prepared New License Request Document(s). Note: Forms are available on-line at: www.bwsc.org | | |
| E69 | Demolition Plan - Demolition plans shall delineate all buildings and services to be discontinued, abandoned and cut and capped where necessary. Note: existing water meters are owned by the Commissions and must be returned to the Commission after removal from service. | | |
| E70 | Demolition Plan - Demolition - Provide a Dewatering Plan (If Applicable). Dewatering Permit Applications are available on-line. Note: existing water meters are owned by the Commissions and must be returned to the Commission after removal from service. | | |
| SECTION F: Special Conditions, Approvals & Supplemental Documentation [Please provide the following supplemental documentation where applicable] | | | |
| E71 | Special Condition - As-built Conditions letter (prepared by BWSC and must be signed by the property owner or designated Representative) | | |
| E72 | Special Condition - Secured "Article 32 Compliance Letter". Note: the Compliance letter will be prepared by the Commission and issued to the property owner or his/her designee. A copy of the compliance letter will be sent to the ZBA by the Commission) | | |
| E73 | Approvals - If Applicable, secured necessary approvals from the Boston Conservation Commission [i.e Determination of Applicability (DOA and Order of Conditions)]. | | |
| E74 | Approvals - Secured necessary approvals from the Boston Historical Society Approval (If Applicable) | | |
| E75 | Approvals - "Gray" Water or "Green" Recycled and/or Rain Harvesting Systems. Note: Submit piping schematics & applicable plumbing plans only. Proponents must also identify water system eligible for sewer abatement that do not discharge to the Commission's sewer system. Systems that discharge to the Commissions' sanitary sewer or combined sewer will be assessed current sewer rate charges. | | |
| E76 | Documentation - 4:1 Infiltration & Inflow Reduction Compliance Letter of Agreement & Understanding [LOAU]. Note: For Fee Calculations, a work sheet for 4:1 Fee Payment is available from the Commission upon request | | |
| E77 | Documentation - Provided Condo Agreement Letter and/or Notation on site plan (Required for Condominium Developments) | | |
| E78 | Documentation - Provided Access & Utility Easement Plan (Note: Plans required when filing new easements with Land Court) | | |
| E79 | Documentation - Geo-Technical Report. Note: BWSC may request report information based on site assessment (If warranted) | | |
| E80 | Documentation - Is a Storm-Water Pollution Plan [SWPPP] required? Note: A soil erosion and sediment control plan must be submitted as part of SWPPP. | | |
| SECTION G: Utility Research Requirements [All applicants must request the following documents and/or information while conducting utility research at BWSC] | | | |
| E81 | Index Card(s) - Requested copy(ies) of Connection Cards ("Distance Cards") for water service connections | | |
| E82 | Index Card(s) - Requested copy(ies) of Connection Cards ("Distance Cards") for sewer and/or drain connections | | |
| E83 | Maps - Reviewed 100 Scale GIS Map (Water) | | |
| E84 | Maps - Reviewed 100 Scale GIS Map (Sewer & Drain) | | |
| E85 | Maps - Reviewed Old Sewer Sections | | |
| E86 | Maps - Reviewed Old Bromley Map (Water only) | | |
| E87 | Plans - Reviewed Old Record Plans (Review Old Inspection & Survey Books) | | |
| E88 | Plans - Requested Capital Improvement Plans & Contract information. May include As-built plans and Design Drawings. | | |
| E89 | Plans - Requested Utility Site Plans (Pending review or approved) | | |
| E90 | Street Listing - Cross referenced Street/project address with BPWD Paving Program List (Consult Mark Cardarelli at (617) 635 - 4950) | | |
| E91 | Street Listing - Cross referenced other scheduled or planned roadway work (Boston Public Works Dept.) | | |
| E92 | Survey Plans - Secured and reviewed field Survey of adjacent property connections | | |
| E93 | Survey Plans - Locate existing Wye Connection(s) in roadway for future use. | | |
| E94 | Survey Plans - Secured and reviewed Utility information for abutting property and surrounding area of interest | | |
| SECTION H: As-built Requirements | | | |
| E95 | ACAD Drawings - ACAD Standards & Requirements - Provide electronic copy of proposed site plan in AutoCAD 2010. Note: Copies of electronic files must be submitted in .dwg format only | | |