

RESIDENTIAL SITE PLAN REVIEW CHECK LIST

Address: _____ Checked By: _____

Subdivision: _____ Date: _____

All site plans shall clearly show the following information at 40 scale or less (preferably 20 scale) on a 24"x36" plan:

Plan

- Title Block
- Property address and/or lot number
- Property owner's name
- Applicant and/or Engineer's name
- Name of Developer
- Scale of drawing
- Date
- Indicate if the plan is an original or revised submission
- Proposed house number
- North arrow
- Drawing scale
- Zoning District (identify if property is zoned as Open Space)
- Zoning table with "required vs. provided" requirements for front, side, and rear yard setbacks
- Dimension property line setbacks
- List all abutters
- Show all existing easements within 50 feet of property line-Identify any utility within the easement
- Plan shall be stamped by a Registered Professional Engineer
- The plan shall include 3"x3" approval block for water and sewer inspection sign offs
- The contractor is responsible for obtaining water and sewer inspection sign offs on the approved site plan
- The contractor/applicant shall submit the signed off, approved site plan as part of the as-built plan submittal
- **As-built plans will not be accepted without a copy of the signed off, approved site plan**
- **If the site plan is part of an approved subdivision, a copy of the subdivision plan shall be submitted with the site plan to verify that site conforms to the original design**

Utilities

- Proposed utilities shall be located entirely within the property boundaries
- Utilities shall not cross
- 10 feet horizontal separation shall be provided between water and sewer services
- At least 5 feet horizontal separation shall be provided between all other utilities
- In cases where a utility has to cross over a water or sewer service, that utility shall be encased in concrete 10 feet either side of the crossing
- Any utility that crosses the property boundary shall do so by way of an easement
- For utilities requiring a public easement, the easement shall be a minimum of 30 feet wide and delineated on the plan with bearings and distances
- Public easements shall be bounded at all angle points and intersections with property lines
- For utilities requiring a private easement, the easement shall be a minimum of 20 feet wide and shown on plan
- Any changes to a proposed easement due to field changes requires approval from the City of Marlborough Planning Board
- Utilities shall be installed according to the approved site plan
- Any modification to the approved location of utilities shall be shown on a revised site plan and submitted to the City Engineer for approval prior to utility installation

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- **As-built plans will be rejected if the plan shows a utility that was not installed according to the approved site plan**

RESIDENTIAL SITE PLAN REVIEW CHECK LIST (cont'd)

Water

- Label water service
- Water service shall be copper
- Minimum service size shall be 3/4 inch
- Minimum cover over water service shall be 5 feet
- All water services shall have a curb stop installed on the owner's side of the property line
- Swing ties to curb stop will be required on as-built plan
- **The contractor is responsible for obtaining the sign off for the water inspection on the approved site plan**

Sewer

- Label sewer service
- Minimum sewer service size shall be 6" PVC
- Show all pipe type, lengths, and slopes on plan
- Minimum pipe slope shall be 1%
- Maximum pipe slope shall be 9%
- Show all pipe inverts including but not limited to inverts at the house, cleanouts, manholes, and connection to stub or main
- Provide and label at least one cleanout at the house
- Maximum length of service without a cleanout or manhole structure shall be 100 feet
- Maximum vertical drop within a cleanout or manhole shall be 5 feet
- Show ground or rim elevation at all structures including cleanouts.
- Show manhole rim and invert information upstream and downstream of proposed connection
- Show the pipe type, length, slope, and invert elevation of the existing main being connected to

EXPAND FORCE MAIN SECTION

- **The contractor is responsible for obtaining the sign off for the sewer inspection on the approved site plan**

Foundation Drain

- Minimum drain size shall be 6" PVC
- Preferred discharge is to a dry well with a daylighted discharge
- Discharge to wetland or detention basin must be above 100-yr storm
- Discharge to the City drainage system must be accompanied by a Drain Release form

Gas

- Gas service (or at least a stub to the property line) must be provided if available in the street

Electric

- Electric service shall be underground unless there is an existing pole from which the service can be made-No additional poles can be installed
- If underground electric crosses any utility, that crossing must take place within the limits of the sidewalk

Existing and Proposed Features

- Label all roads
- Label and show sidewalks
- Show all major features on the property such as, but not limited to, buildings, walls, existing utilities, trees, structures, etc...
- Show existing contours for the entire property.
- Show existing wetlands, floodplains, buffer zones etc and appropriate setbacks...
- Show proposed contours (not exceed 2:1) at 2 foot intervals
- Areas in 2:1 cut areas shall conform to the City's subdrain requirements

RESIDENTIAL SITE PLAN REVIEW CHECK LIST (cont'd)

Driveways

- All driveways shall be paved and labeled as "proposed bituminous concrete driveway" on plan
- All sidewalks at driveways shall conform to AAB requirements
- Driveways shall be perpendicular to street for a distance equal to front yard setback
- Driveways shall be at least 15 feet away from hydrant
- Driveways shall be at least 75 feet from the centerline of an intersection
- Driveways shall be at least 5 feet away from property line
- Show elevation at centerline of street
- Show driveway elevation at gutter line
- Show driveway elevation at back of walk
- Show driveway elevation at layout line
- Show driveway elevation at a point 15 feet behind layout line
- Show driveway elevation at a point 40 back from layout line
- Show driveway elevation at end of driveway
- Proposed grade between gutter line and back of walk shall be +3/16"/ft (+1.56%)
- Proposed grade between back of walk and layout line shall be +3%
- Proposed grade between layout line to a point 15 feet behind layout line shall not exceed 3% (+ or -)
- Proposed grade between 15 feet behind the layout line and 40 feet behind the layout line shall not exceed 12% (+ or -)
- Proposed grade beyond 40 feet shall not exceed 15% (+ or -)
- Driveways shall be paved to the elevations shown on the approved site plan prior to the submittal of as-built plans
- **As-built plans showing driveway grades that differ from the grades shown on the approved site plan (or show driveway grades constructed to binder elevations) will not be approved**

Review Comments: _____
