**Site Plan Review Checklist**

Development: Submittal Date:

Address: Checked By:

**General**

* 6 sets of plans shall be submitted
* Plans should be in AutoCAD format
* Minimum sheet size shall be 24" x 36" unless otherwise approved prior to submission
* Set shall be comprised of separate sheets as listed below unless otherwise approved by the Site Plan Review Committee at the pre-application scoping session
* All plans shall be stamped by Commonwealth of Massachusetts-registered Professional Engineer, Professional Land Surveyor, and/or Professional Landscape Architect
* All plans oriented, so that north arrow points to top of sheet
* All plans shall be shown at 1" = 40' or less and shall show a graphical scale
* All plans shall have a title block comprised of the following:
  + Project Title
  + Sheet Title
  + Sheet Number
  + Registrant Stamp (PE, PLS, LA)
  + Engineers name and address
  + Scale
  + Plan issued date
  + Plan revision date(s)
* Traffic Impact and Access Study (TIAS) to be submitted with application
* Storm Water Management Report to be submitted with application

**Cover Sheet**

* Title Block
  + Project name/title
  + Street number and/or lot number (for new buildings, engineering will assign a street number prior to approval)
  + Assessor’s map and parcel number(s)
  + Name and address of property owner
  + Name and address of engineer
  + Name and address of developer
  + Name and address of architect
  + Name and address of landscape architect
  + Revision Date Block
* Zoning District

**Cover Sheet - Continued**

* Zoning Requirements Table – “Required vs. Provided”
  + Lot size
  + Lot frontage
  + Side yard setback
  + Front yard setback
  + Rear year setback
  + Building height
  + Lot coverage
  + Distance from Residential District
  + Parking spaces
    - Compact parking spaces
    - Handicap parking spaces
  + Parking lot setback
  + Parking lot perimeter planting
  + Parking lot interior planting
  + Landscaping Requirements
* Locus map (show all roads and available building information within 1,000 ft.)
* Site Plan Review Committee signature block (6 Lines)
* Plan index with latest revision date of each plan

**Existing Conditions Plan**

* Name of surveyor
* Date of survey
* Property lines with bearings and distances
* Monuments
* Easements with bearings and distances
* Name of all abutters
* Street names
* Benchmark locations (based on NGVD – show year)
* Existing buildings and structures
  + Area of building
  + Number of stories
  + Principal use
  + Setbacks from property lines
  + Floor elevations
  + Door locations with sill elevations
* Existing Topography
  + Contours at 2' intervals (1' contours or additional spot grades if site is flat)
  + Overhead and underground utilities including, but not limited to water, sewer, drainage, electric, telephone, cable t.v., gas, septic systems, detention structures, wells
* Existing Topography - Continued
  + Existing parking/paved areas including pavement type (parking, walkways, etc.)
  + Adequate utility information outside the site to verify proposed utility connections
  + All utility pipe types, sizes, lengths and slopes
  + All utility structure information including rim and invert elevations
  + All existing easements within 50 ft. of property line-identify any utility within the easement
  + All exiting utility easements with bearings and distances
  + Existing pavement markings within site and on connecting roads
  + Existing features such as walls, curbing, landscaping, trees, walks, fences, trees over 12" caliper, lighting, signs, loading areas, dumpster locations, etc….
* Wetlands, Floodplain, Water Protection District delineation including offsets and buffer zones
* Test pit locations including groundwater depths
* Historic buildings within 250 ft.

**Construction/Layout Plan (show appropriate information from Existing Conditions Plan)**

* Proposed buildings and structures
  + Area of buildings or additions
  + Number of stories
  + Principal use
  + Floor elevations
  + Door locations with sill elevations
  + Setback dimensions from property lines
* Proposed Topography including, but not limited to:
  + Proposed contours at 2' intervals
  + Parking lot setbacks to property line
  + Parking lot grades shall not exceed 5% or be less than 0.5%
  + Parking spaces (delineated and dimensioned)
  + Handicap parking
  + Handicap access
  + Wheelchair ramps
  + Sidewalks
  + Pavement type(s)
  + Curb type(s) and limits
  + Granite curb at entrance to layout line
  + Lighting
  + Signs (include sign schedule)
  + Pavement markings
  + Loading areas
* Proposed Topography including, but not limited to: - Continued
  + Walls
  + Fences
  + Landscape areas
  + Dumpster(s)
* Critical dimensions including aisle widths, parking stall dimensions, curb radius, etc…
* Grading at entrance - show spot grades if required
* Emergency vehicle access
* Truck access (WB-50 unless otherwise approved by City Engineer)
* Snow storage area(s)
* Refer to Street Opening Permit
* Construction notes including the following notes:
  + Any minor modifications (as determined by the City Engineer) to the information shown on the approved site plans shall be submitted to the City Engineer as a Minor Plan Revision for approval prior to the work being performed
  + Any work and material within the city right-of-way shall conform to the City of Marlborough requirements
  + All handicap parking, ramps, and access shall conform to AAB requirements
  + All erosion control measures shall be in place prior to construction. Erosion control shall conform to the City of Marlborough Conservation Commission requirements a stated in the Order of Conditions. (refer to Erosion Control Plan if part of submission)
  + All pavement markings and signs shall conform to MUTCD requirements

**Utility and Grading Plan (show appropriate information from exiting conditions and construction plan)**

* All proposed utilities including, but not limited to water, sewer, drainage, electric, telephone, cable t.v., gas lighting, septic systems, detention structures:
  + Adequate utility information outside the site to verify proposed utility connections
  + All utility pipe types, sizes, lengths and slopes
  + All utility structure information including rim and invert elevations
  + All water services, hydrants, gates, shutoffs, tees
  + Utilities shall be underground if possible
  + All transformer locations
  + Required utility easements with bearings and distances
* See Force Main requirements if force main is proposed
* Water main loop
* Sewer profile showing all utility crossings
* Sections through detention basin(s)
* Include the following notes:
  + The contractor shall obtain a Street Opening Permit prior to any construction within the city right-of-way
* Include the following notes: - Continued
  + All water and sewer material and construction shall conform to the City of Marlborough requirements (see Street Opening Permit)
  + All water and sewer construction shall be inspected by the City of Marlborough before being backfilled
  + The city shall be notified at least 24 hrs. prior to the required inspections
* See Drainage Checklist if detention basin is proposed

**Landscape Plan (show appropriate information from existing conditions and construction plan)**

* Proposed landscaping per Buffer and Parking Lot Planting Zoning Requirements
* Plan and tree legend
* Indicate areas to be loamed and seeded
* Proposed irrigation (on-site wells to be used unless otherwise approved)
* Verify sight distances at entrances

**Erosion Control Plan (show appropriate information from existing conditions and construction plan)**

* Haybales or haybale/silt fence combination
* Anti-tracking area at all construction entrances
* Protect existing and proposed drainage structures with haybales and or silt sacks
* Include the following notes:
  + All erosion control measures shall be in place prior to construction. Erosion control shall conform to the City of Marlborough Conservation Commission requirements as stated in the Order of Conditions.
* Delineate all stockpile areas
* Provide safety fencing around stockpiles over 10' in height or otherwise restrict site access

**Detail Sheets (typical details)**

* Pavement section detail
* Sidewalk detail
* Curb detail
* Driveway detail
* Wheel chair ramp detail
* Concrete pad detail
* Catch basin detail
* Drainage Manhole detail
* Water/sewer trench details (12" envelope)
* Sewer manhole detail (21" cover)
* Detention basin sections (from plan)
* Detention basin outlet structure detail
* Miscellaneous detention basin details

**Detail Sheets (typical details) - Continued**

* Water and sewer trench sections
* Anti seepage collar detail
* Flared end detail
* Rip rap detail
* Haybale/silt fence detail
* Light pole foundation detail
* Retaining wall details
* Tree/shrub planting detail
* Sign detail
* Fence detail
* Flowable fill trench
* Pavement marking details
* Handicap parking/compact parking signs
* Hydrant detail (Mueller)
* Thrust block detail
* Light pole foundation detail