

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: Elevations shall be in the Boston City Base (BCB) 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 (i.e. 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: 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 (PLS) 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 download and complete the Commission's "Fire Flow Request Form" available on line. Applicants must indicate the hydrant and pressure system(s) to be tested. (Note: 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).			
B25	Water - Back-Flow Preventer: Applicants are required to download and fill out a Backflow Preventer design data sheet accompanied by a sketch showing the minimum distances from the nearest existing wall and floor.			
B26	Water - Hydrants: Indicate public or private. Provide details for new hydrant installations and/or relocations.			
B27	Water - Water Meter (Note: sizing calcs required for meters greater than 5/8". Call out meter size and location).			
B28	Water - Meter Testing Requirements (Note: show location of new or existing valves for testing and/or maintenance purposes).			
B29	Water - Called out Cut & Cap of existing services: Show location, specify pipe size, and station when necessary.			
B30	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: (Notes: 1. Where applicable, grease trap sizing calculations must accompany the preliminary site plan submittal; 2. 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 and 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 (Notes: 1. Applicant must show location of PVC clean-out at property line on private property; 2. 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 Stormwater Management System (i.e. BMPs, Catch Basin with oil trap, Particle Sep, Infil. Systems & Low Impact Designs). (L.I.D.s) 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).		
D56	Drain - Is a Rain Harvesting (storm water collection & storage) system proposed? (Notes: 1. If "Yes", all make-up water system(s) using potable water, must be evaluated for cross connection control; 2. Rain Harvesting systems that discharges (overflow) to the Commission's sanitary or Combined sewer system will be assessed current sewer rate charges).		
D57	Drain - Are you planning to install a Geo-Thermal Well(s)? (Notes: 1. If you answer "Yes", applicants are required to file an Application for a Well Permit with the <u>Boston Public Health Commission (BPHC)</u> . A copy of the approved Well plan(s) must be submitted to the Commission for review; 2. 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]			
E58	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).		
E59	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.).		
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 - Secured permits or approvals from the Department of Conservation & Recreation (DCR) (where applicable).		

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E66	Approvals - Reviewed Existing or prepared New Easement Request Document(s). (Note: Forms available on-line at: www.bwsc.org).		
E67	Approvals - Reviewed Existing or prepared New License Request Document(s). (Note: Forms are available on-line at: www.bwsc.org).		
E68	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).		
E69	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]			
E70	Special Condition - As-built Conditions letter (prepared by BWSC and must be signed by the property owner or designated Representative).		
E71	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).		
E72	Approvals - If Applicable, secured necessary approvals from the Boston Conservation Commission (i.e Determination of Applicability (DOA) and Order of Conditions).		
E73	Approvals - Secured necessary approvals from the Boston Historical Society Approval (If Applicable).		
E74	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).		
E75	Documentation - 4:1 Infiltration & Inflow Reduction Compliance Letter of Agreement & Understanding (LOAU) for new sewer connections with estimated flows > 15,000 GPD. (Note: For fee calculations, a work sheet for 4:1 Fee Payment is available from the Commission upon request).		
E76	Documentation - Provided Condo Agreement Letter and/or Notation on site plan (Required for Condominium Developments)		
E77	Documentation - Provided Access & Utility Easement Plan (Note: Plans required when filing new easements with Land Court).		
E78	Documentation - Geo-Technical Report (Note: BWSC may request report information based on site assessment (if warranted)).		
E79	Documentation - Is a Stormwater Pollution Prevention 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]			
E80	Index Card(s) - Requested copy(ies) of Connection Cards ("Distance Cards") for water service connections.		
E81	Index Card(s) - Requested copy(ies) of Connection Cards ("Distance Cards") for sewer and/or drain connections.		
E82	Maps - Reviewed 100 Scale GIS Map (Water).		
E83	Maps - Reviewed 100 Scale GIS Map (Sewer & Drain).		
E84	Maps - Reviewed Old Sewer Sections.		
E85	Maps - Reviewed Old Bromley Map (Water only).		
E86	Plans - Reviewed Old Record Plans (Review Old Inspection & Survey Books).		
E87	Plans - Requested Capital Improvement Plans & Contract information. May include As-built plans and Design Drawings.		
E88	Plans - Requested Utility Site Plans (Pending review or approved).		
E89	Street Listing - Cross referenced street/project address with BPWD Paving Program List (Consult Mark Cardarelli at (617) 635-4950).		
E90	Street Listing - Cross referenced other scheduled or planned roadway work (Boston Public Works Dept.).		
E91	Survey Plans - Secured and reviewed field Survey of adjacent property connections.		
E92	Survey Plans - Locate existing Wye Connection(s) in roadway for future use.		
E93	Survey Plans - Secured and reviewed Utility information for abutting property and surrounding area of interest.		
SECTION H: As-built Requirements			
E94	ACAD Drawings - ACAD Standards & Requirements - Provide electronic copy of proposed site plan in AutoCAD. (Note: Copies of electronic files must be submitted in .dwg format only).		