

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 complete 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). For subdivisions of an existing parcel, a letter from the assessing department indicating the new parcel numbers must be submitted.			
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"x8" Box must be provided on the site plan, and shall be labeled as follows - "FOR BWSC USE ONLY." Appropriate BWSC standard stamps (provided in the Site Plan Requirements website) must be included with the Box			
A19	GSA Inspection Schedule: A GSA Inspection Schedule is 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 in the plan set.			
A22	Paper Size: Hard copy plans for final approval must be no smaller than 11x17 and no larger than 24x36.			
SECTION B: Water (Mains & Services) - Fire and/or Domestic				
B1	Water - Main (Specify size, material & year installed. Mains must be identified as either public or private and shall be Class 56 zinc coated DICTL).			
B2	Water - Domestic Water Service (size, material type and connection detail). Accepted materials: Type K Copper and Class 56 zinc coated DICTL.			
B3	Water - Fire Protection Line (specify size, material, backflow device size, mfg and location of proposed and/or relocated meter). Accepted materials: Type K Copper and Class 56 zinc coated DICTL.			
B4	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).			
B5	Water - Back-Flow: 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.			
B6	Water - Hydrants: Indicate public or private. Provide details for new hydrant installations and/or relocations.			
B7	Water - Water Meter (Note: sizing calcs required for all meter sizes. Call out meter size and location. Provide standard BWSC meter detail).			
B8	Water - Call out Cut & Cap of existing services: Show location, specify pipe size, and station when necessary. Remove sidewalk control valve.			
B9	Water - Call 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)			
C1	Sewer - Main(s) - 20-scale Plan & Profile required on separate sheet. All mains must be labeled as either "Public" or "Private."		
C2	Sewer - Service(s) - Call out slope (1/4" per foot), size, est. sewerage flow, material type, stationing, inverts.		
C3	Sewer - Grease Trap Requirements (Note: Grease traps are required in Restaurants and food establishments, where significant amounts of grease may be discharged).		
C4	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.		
C5	Sewer - MWRA Oil-Water Separator (in-door covered areas only). See BWSC Detail No. G-01.		
C6	Sewer - Call out location of existing services to be cut and capped. Specify pipe size and station when necessary.		
C7	Sewer - Provide Invert Elevation @ Bldg & Main (Boston City Base only).		
C8	Sewer - Call out Back Water Valves (BWV) (Note: Back-water valves are required for all sewers and drain systems liable to backflow).		
C9	Sewer - Call out Connection Details (Strap-on saddle or chimney detail). (Note: Provide detail on Detail Sheet).		
C10	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).		
C11	Sewer - Dye Test Sign-off required for all new drain and/or sewer connections to BWSC System.		
C12	Sewer Service - Video Inspection required? (Note: Existing sewer services slated for re-use must be televised prior to site plan approval.		
C13	Sewer Mains - Video Inspection required? (Note: Any construction in proximity to existing BWSC sewer infrastructure must be televised before and after construction)		
SECTION D: Drain (Mains & Services)			
D1	Drain - Stormwater Retention/Calculations: Must infiltrate the first inch of stormwater times the impervious areas on site.		
D2	Drain - Main(s): Provide 20 scale plan & profile. All mains must be identified as either public or private.		
D3	Drain - Provide Pre & Post Construction Drainage Calculations (Increase in net impervious cover).		
D4	Drain - Drain laterals: Call out slope (1/8" per foot), pipe size, material type, inverts at building & main and stationing.		
D5	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).		
D6	Drain - Provide Stormwater 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)		
D7	Drain - Show Catch Basins with Oil Trap: Use for external paved areas less than 7,500 sq ft. (Note: Rim & Invert elev req'd).		
D8	Drain - Show location of proposed Infiltration Systems. Call out type, size and storage capacity. Rims & invert elevation required.		
D9	Drain - Show location of Particle Separator(s): (Note: required for paved areas greater than 7,500 sq ft). Rim & inverts req'd.		
D10	Drain - Call out location and quantity of "DO NOT DUMP" Plaques (Fish Plates). Plaques must be purchased at E.C.S Dept.		
D11	Drain - Call out location of all storm drain Cut & Caps. (Note: call out pipe size and stationing when necessary).		
D12	Drain - Dye Test Sign-off (Dye test required for each new connection(s) to the drain and/or sewer mains).		
D13	Drain - Is a Water Re-use (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. Water Re-use systems that discharges (overflow) to the Commission's sanitary or Combined sewer system will be assessed current sewer rate charges).		
D14	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.		
D15	Drain Service - Video Inspection required? (Note: Existing drain services slated for re-use must be televised prior to site plan approval.		
D16	Drain Mains - Video Inspection required? (Note: Any construction in proximity to existing BWSC drain infrastructure must be televised before and after construction)		
SECTION E: Permits & Special Approvals [Permits & certain Special Approvals maybe required prior to final approval by BWSC]			
E1	Permit Approval – Secure a Copy of MWRA Sewer Use Discharge Permit (where applicable).		
E2	Permit Approval – Secure a Copy of MWRA Direct Connect permit - for Direct Connections Only (where applicable).		
E3	Permit Approval – Secure a Copy of MWRA 8(m) Permit (for crossings and work within 10-ft of existing water and sewer main).		
E4	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 Pollution Prevention Plan [SWPPP] must be kept on-site at all times.		
E5	Approvals – Secure Public Improvement Commission (PIC) approval(s).		
E6	Approvals – Secure permits or approvals from the Department of Conservation & Recreation (DCR) (where applicable).		

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E8	Approvals - Review Existing or prepared New Easement Request Document(s). (Note: Forms available on-line at: www.bwsc.org). New or modified easements must be completed prior to site plan approval.			
E9	Approvals - Review Existing or prepared New License Request Document(s). (Note: Forms are available on-line at: www.bwsc.org). New or modified license agreements must be completed prior to site plan approval.			
E10	Demolition Plan - Demolition plans shall provide existing account numbers, 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).			
E11	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]				
F1	Special Condition - As-built Conditions letter (prepared by BWSC and must be signed by the property owner or designated Representative).			
F2	Special Condition - Secure "Article 32 Compliance Letter" prior to site plan approval (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).			
F3	Approvals - If Applicable, secure necessary approvals from the Boston Conservation Commission (i.e Determination of Applicability (DOA) and Order of Conditions).			
F4	Approvals - Secure necessary approvals from the Boston Historical Society Approval (If Applicable).			
F5	Approvals - "Gray" Water or "Green" Recycled and/or Water Re-use Systems. (Note: Submit piping schematics & applicable plumbing plans only and meet with Engineering Customer Services/Meter Department. 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).			
F6	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).			
F7	Documentation - Provide Condo Maintenance Agreement Letter and/or Notation on site plan (Required for Condominium Developments)			
F8	Documentation - Provide Access & Utility Easement Plan (Note: Plans required when filing new easements with Land Court).			
F9	Documentation - Geo-Technical Report (Note: BWSC may request report information based on site assessment (if warranted)).			
F10	Documentation - Is a Stormwater Pollution Prevention Plan (SWPPP) required? (Note: A soil erosion and sediment control plan must be submitted as part of SWPPP).			
F11	Documentation - One directed by the Commission, Applicant must electronically fill out and submit a Green Infrastructure Worksheet, upon plan approval, utilizing the Commissions templet. The worksheet and instructions can be found in the BWSC Site Plan Requirements website.			
SECTION G: Utility Research Requirements [All applicants must request the following documents and/or information while conducting utility research at BWSC]				
G1	Index Card(s) - Request copy(ies) of Connection Cards ("Distance Cards") for water service connections.			
G2	Index Card(s) - Request copy(ies) of Connection Cards ("Distance Cards") for sewer and/or drain connections.			
G3	Maps - Review 100 Scale GIS Map (Water).			
G4	Maps - Review 100 Scale GIS Map (Sewer & Drain).			
G5	Maps - Review Old Sewer Sections.			
G6	Maps - Review Old Bromley Map (Water only).			
G7	Plans - Review Old Record Plans (Review Old Inspection & Survey Books).			
G8	Plans - Request Capital Improvement Plans & Contract information. May include As-built plans and Design Drawings.			
G9	Plans - Request Utility Site Plans (Pending review or approved).			
G10	Survey Plans - Secure and review field Survey of adjacent property connections.			
G11	Survey Plans - Locate existing Wye Connection(s) in roadway for future use.			
G12	Survey Plans - Secure and review Utility information for abutting property and surrounding area of interest.			
SECTION H: GSA Permit				
H1	Permit Approval - Secure 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).			
SECTION I: As-built Requirements				
I1	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).			