



SITE PLAN REVIEW CHECKLIST
for Residential Additions or Structures with >250 sf footprint
& all commercial additions or structures

CITY OF SOMERVILLE
 Joseph A. Curtatone, Mayor

Office of Strategic Planning and Community Development (OSPCD)
 City Hall 3rd Floor . 93 Highland Avenue . Somerville, MA 02143
 617-625-6600 ext. 2500

Department of Public Works
 1 Franey Road Somerville, MA 02143
 617-625-6600

| Description | Yes | No | N/A |
|--|-----|----|-----|
| General | | | |
| For by-right projects: Cover letter describing project in detail | | | |
| For by-right projects submit one (1) copy the plan to each of the following depts: ISD, Fire Prevention, Engineering. If proposing a new curb cut also submit to Highway Dept. | | | |
| For projects requiring a Special Permit submit three (3) copies of plan to Planning. | | | |
| Plans shall be submitted on CD in AutoCAD and PDF format | | | |
| All plans shall be stamped by Commonwealth of MA Registered Professional Engineer, Professional Land Surveyor and/or Professional Landscape Architect | | | |
| All plans shall be shown at a 1"=40' scale or less and shall show a graphical scale | | | |
| Minimum Sheet Size: 24"x36" (unless otherwise previously approved) | | | |
| Coordination with City Traffic Engineer for Traffic Mitigation and Management Planning | | | |
| Confirm existing/proposed address(es) with Engineering Department | | | |
| Submit a Stormwater Management Report | | | |
| Cover Sheet | | | |
| Title Block: | | | |
| Project title | | | |
| Plan Issue Date | | | |
| Plan Revision Number and Date | | | |
| Sheet Number | | | |
| Sheet Title | | | |
| Street number | | | |
| Assessor's Map/Block/Lot | | | |
| Name and address of property owner | | | |
| Name, address and phone number of engineer | | | |
| Name, address and phone number of developer | | | |
| Name, address and phone number of architect | | | |
| Name, address and phone number of landscape architect | | | |
| Registrant Stamp (PE, PLS and/or LA) | | | |
| Registrants name, address, phone number | | | |
| Scale | | | |
| Locus map | | | |
| 2"x2" Block for City stamp | | | |
| Zoning district | | | |
| Zoning Requirements Table - Required vs Provided: | | | |
| Use | | | |

| Description | Yes | No | N/A |
|---|-----|----|-----|
| No. of Dwelling Units | | | |
| Lot Area | | | |
| Lot size | | | |
| Lot Area per Dwelling Unit | | | |
| Gross Floor Area of Footprints of All Buildings | | | |
| Ground Coverage | | | |
| Landscaped Area | | | |
| Pervious Area | | | |
| Net Floor Area | | | |
| Floor Area Ratio (FAR) | | | |
| Building height | | | |
| Front yard setback | | | |
| Rear yard setback | | | |
| Side yard setback (left when you face property) | | | |
| Side yard setback (right when you face property) | | | |
| Street Frontage | | | |
| No. of parking spaces | | | |
| No. of bicycle parking spaces | | | |
| No. of loading spaces | | | |
| Legend, Abbreviations and General Notes: | | | |
| Symbols | | | |
| Abbreviations | | | |
| General Notes | | | |
| Construction Notes | | | |
| Utility Notes | | | |
| Existing Conditions Plan (Survey done in conformance with 250 CMR 6.00) | | | |
| Name of surveyor | | | |
| Date of survey | | | |
| Property lines with bearings and distances suitable for registry filing | | | |
| Easements with bearings and distances suitable for registry filing | | | |
| Monuments | | | |
| Street names | | | |
| Benchmark locations | | | |
| Existing Buildings and Structures: | | | |
| Area of building | | | |
| Number of stories | | | |
| Principal use | | | |
| Setback from property lines | | | |
| Finished Floor elevations | | | |
| Existing Topography: | | | |
| Contours at 2' intervals (1' contours or spot grades if flat site) | | | |
| Pavement markings within site including parking and loading areas, driveways and circulation, and pavement type | | | |
| Pavement markings on abutting roadways including parking and loading areas and all other existing traffic control devices i.e. signs, traffic signals, pedestrian impact recovery systems | | | |
| Wetlands, floodplains, ponds, surface water bodies, as defined under the Wetlands Protection Act, MGL Chapter 131 including offsets and buffer zones | | | |
| Landscaping and screening including location of trees (note which 8 inch+ caliper will be removed), quantity, location, size, and species of all planting materials | | | |
| Features such as walls, curbing, stones, walks, fences, signs | | | |

| Description | Yes | No | N/A |
|--|-----|----|-----|
| Overhead and underground utilities including but not limited to: water, sewer, drainage, electric, transformer, telephone, cable, gas, lighting, detention structures, satellite dish, etc | | | |
| All utility pipe types, sizes, lengths and slopes | | | |
| All utility structure information including rim and invert elevations | | | |
| Adequate utility information outside site limits to verify proposed utility connections | | | |
| All existing easements within 50 feet of property line (identified) | | | |
| Utility easements with bearings and distances suitable for registry filing | | | |
| Test pit (numbered) locations including depth to groundwater and name, address and phone number of licensed soil evaluator or engineer present, date, time, etc | | | |
| Demolition and Erosion Control Plan | | | |
| (show appropriate information from Existing Conditions Plan) | | | |
| Existing buildings and structures to be removed/demolished | | | |
| Overhead and/or underground utilities to be removed/demolished | | | |
| Existing parking/paved areas to be removed/demolished | | | |
| Existing features to be removed including but not limited to: walls, curbing, fences, signs, etc. | | | |
| Anti-tracking areas at all construction entrances | | | |
| Protection of existing and proposed drainage structure with hay bales or silt sacks | | | |
| Delineate all stockpile areas | | | |
| Safety fencing around stockpiles over 10' in height | | | |
| Erosion control plan | | | |
| Construction/Layout Plan | | | |
| (show appropriate information from Existing Conditions Plan) | | | |
| Proposed Building/Structures: | | | |
| Square foot area of building/addition | | | |
| Number of stories | | | |
| Principal use | | | |
| Setback dimensions from property lines | | | |
| Door locations | | | |
| Finish floor elevations | | | |
| Proposed Topography including but not limited to: | | | |
| Proposed contours at 2' elevations (1' contours or spot grades if flat site) | | | |
| Parking lot grades shall not exceed 5% or be less than 0.5% | | | |
| Parking spaces (delineated and dimensioned) | | | |
| Handicap parking (shall conform with ADA requirements) | | | |
| Handicap access (shall conform with ADA requirements) | | | |
| Wheelchair ramps (shall conform with ADA requirements) | | | |
| Sidewalks | | | |
| Pavement type(s) | | | |
| Curb type(s) and extent | | | |
| Site lighting | | | |
| Signs (include sign schedule) | | | |
| Pavement markings (shall conform with MUTCD requirements) | | | |
| Loading areas | | | |
| Walls | | | |
| Fences | | | |
| Landscape areas | | | |
| Dumpster(s) | | | |
| Critical dimensions including aisle width, parking stall dimension, curb radius, etc | | | |
| Grading at entrance (show spot grades if required) | | | |

| Description | Yes | No | N/A |
|--|-----|----|-----|
| Emergency vehicle access | | | |
| Truck Access (WB-50 unless otherwise approved by City Engineer) | | | |
| Snow Storage Area | | | |
| Construction Notes | | | |
| Grading and Drainage Plan (show appropriate information from Existing Conditions and Construction/Layout Plan) | | | |
| Existing and proposed site grading/topography - Contours at 2' intervals (1' contours or additional spot grades if site is flat) | | | |
| Proposed parking lots, sidewalks, islands, etc. | | | |
| Parking lot grades shall not exceed 5% or be less than 0.5% | | | |
| Finished floor elevations | | | |
| Door elevations | | | |
| Proposed drainage infrastructure plan including but not limited to: piping, infiltration/retention/detention structures, drain manholes, headwalls, roof recharge systems, flow direction, etc | | | |
| Detention basin section showing bottom elevation, invert elevations, 100-year storm event elevation, 1' freeboard, top of basin elevation, outlet structure elevations, etc. | | | |
| Adequate information off site to verify proposed drain connections | | | |
| Drainage system profiles including rim and invert elevations, material, types, sizes, lengths, utility crossings and slopes | | | |
| Utility easements with bearings and distances suitable for registry filing | | | |
| Delineate all stockpile areas | | | |
| Show underlying on-site soils (test pits and/or borings may be required) | | | |
| Percolation rate of existing soils | | | |
| Percolation rate test done per City policy | | | |
| Was a licensed soil evaluator present for soil examination at the site? | | | |
| Request drainage waiver | | | |
| Utility (show appropriate information from Existing Conditions Plan) | | | |
| All proposed utilities including but not limited to water, sewer, drainage, electric, telephone, cable, gas, lighting, detention structures, etc | | | |
| Adequate utility information outside site limits to verify proposed utility connections | | | |
| All utility pipe types, sizes, lengths and slopes (stormwater and sewer shall be separate) | | | |
| All utility structure information including rim and invert elevations | | | |
| All water services, hydrants, gates, shutoff, tees, etc | | | |
| All transformer locations | | | |
| Required easements with bearings and distances | | | |
| Water main loop | | | |
| Sewer profiles showing all utility crossings | | | |
| Cross sections through detention basin(s) | | | |
| Landscape Plan | | | |
| Plant and tree legend | | | |
| Landscaping and screening including location of trees (note which 8 inch+ caliper will be removed), quantity, location, size, and species of all planting materials | | | |
| Verify site distances at entrances | | | |
| Detail Sheets (typical details) | | | |
| Pavement section detail | | | |
| Sidewalk detail | | | |
| Curb detail | | | |
| Driveway detail | | | |
| Wheel chair ramp detail | | | |

| Description | Yes | No | N/A |
|---|-----|----|-----|
| Concrete pad detail | | | |
| Catch basin detail | | | |
| Drainage manhole detail | | | |
| Water/sewer trench detail | | | |
| Sewer manhole detail | | | |
| Detention basin sections | | | |
| Detention basin outlet structure detail | | | |
| Infiltration Device detail | | | |
| Miscellaneous detention basin details | | | |
| Water and sewer trench sections | | | |
| Rip rap detail | | | |
| Haybale/silt fence detail | | | |
| Light pole foundation detail | | | |
| Retaining wall detail | | | |
| Tree/shrub planting detail | | | |
| Sign detail | | | |
| Fence detail | | | |
| Pavement marking details | | | |
| Handicap parking/Compact parking signs | | | |
| Hydrant detail | | | |
| Thrust block detail | | | |
| Stormwater BMPs | | | |

