



**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 3<sup>rd</sup> Floor . 93 Highland Avenue . Somerville, MA 02143  
 617-625-6600 ext. 2500

Department of Public Works (DPW)  
 1 Franey Road Somerville, MA 02145  
 617-625-6600 ext. 5400

Description	Yes	No	N/A	Notes:
<b>General</b>				
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				
<b>Cover Sheet</b>				
<b>Title Block:</b>				
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				

Description	Yes	No	N/A	Notes:
Zoning district				
<b>Zoning Requirements Table - Required vs Provided:</b>				
Use				
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				
<b>Legend, Abbreviations and General Notes:</b>				
Symbols				
Abbreviations				
General Notes				
Construction Notes				
Utility Notes				
<b>Existing Conditions Plan</b> (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				
<b>Existing Buildings and Structures:</b>				
Area of building				
Number of stories				
Principal use				
Setback from property lines				
Finished Floor elevations				
<b>Existing Topography:</b>				
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				

Description	Yes	No	N/A	Notes:
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				
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				
<b>Demolition and Erosion Control Plan</b> (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				
<b>Construction/Layout Plan</b> (show appropriate information from Existing Conditions Plan)				
<b>Proposed Building/Structures:</b>				
Square foot area of building/addition				
Number of stories				
Principal use				
Setback dimensions from property lines				
Door locations				
Finish floor elevations				
<b>Proposed Topography including but not limited to:</b>				
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				

Description	Yes	No	N/A	Notes:
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)				
Emergency vehicle access				
Truck Access (WB-50 unless otherwise approved by City Engineer)				
Snow Storage Area				
Construction Notes				
<b>Grading and Drainage Plan</b> (show appropriate information from Existing Conditions and Construction/Layout Plan)				
Existing and proposed site grading/topography - Contours at 2' interals (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				
<b>Utility</b> (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				

Description	Yes	No	N/A	Notes:
Sewer profiles showing all utility crossings				
Cross sections through detention basin(s)				
<b>Landscape Plan</b>				
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				
<b>Detail Sheets</b> (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 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				