



**SITE PLAN REVIEW CHECKLIST**  
**for Residential Additions or Structures with <250 SF footprint**

**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 graphic scale				
North Arrow				
Plan Issue Date				
Assessor's Map/Block/Lot (available online in Assessor's Database)				
Zoning district (available online on Assessor's Database)				
Name and address of property owner and applicant				
Property lines with bearings and distances suitable for registry filing				
Easements with bearings and distances suitable for registry filing				
Monuments				
Street names				
Benchmark locations				
Request Drainage Waiver				
<b>Zoning Data 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				

<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Notes:</b>
Side yard setback (left when you face property)				
Side yard setback (right when you face property)				
Street Frontage				
No. of parking spaces				
<b>Existing/Proposed Topography:</b>				
Contours at 2' intervals (1' contours or spot grades if flat site)				
<b>Existing/Proposed Buildings and Structures:</b>				
Area of existing structure(s) and proposed addition				
Pavement markings within site including parking, driveways and circulation, and pavement type				
Pavement markings on abutting roadways including parking 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				
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				
Utility easements with bearings and distances suitable for registry filing				
Drainage infrastructure plan including but not limited to: piping, infiltration/retention/detention structures, drain manholes, headwalls, roof recharge systems, flow direction, impacts of development on affected drainage basins, etc				
Drainage system profiles including rim and invert elevations, material, types, sizes, lengths, utility crossings and slopes				
Adequate information off site to verify proposed drain connections				
All water services, hydrants, gates, shutoff, tees, etc				
Cross sections through detention basin(s)				
<b>Soils Data</b>				
Test pit locations including depth to groundwater and name, address and phone number of licensed soil evaluator or engineer present, date, time, etc				
Test Pit/Boring Log show underlying on-site soils				
Percolation rate of existing soils & how rate was determined				
Was a licensed soil evaluator present for soil examination at the site?				
<b>Construction Notes</b>				
<b>Details:</b>				
Detention basin sections				
Detention basin outlet structure detail				

Description	Yes	No	N/A	Notes:
Infiltration device detail				
Miscellaneous detention basin details				
Water and sewer trench sections				
Retaining wall detail				
Fence detail				
Stormwater BMPs				