

How to Submit a DPW Plan Review Online:

1. Either Login or Register for an Account:



Welcome to
Brookline
MASSACHUSETTS

Accessibility Support [Register for an Account](#) [Login](#)

[Back to Town of Brookline's Online Payments Page](#)

[Home](#) [Building](#) [Board Of Health](#) [Licenses](#) [Planning](#) [Parking](#)

[Advanced Search](#)

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now](#)

Login

User Name or E-mail:

Password:

[Login](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

2. Once you are logged in, click Create an Application from the Public Works section of the Home page:

The screenshot shows the top navigation bar with 'Home' highlighted in a red box. Below it is a secondary navigation bar with 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. The main content area features a welcome message for Tom Richards and a section titled 'What would you like to do today?'. There are four service tiles: 'Building', 'Board Of Health', 'Parking', and 'Public Works'. The 'Public Works' tile has 'Create an Application' highlighted in a red box.

3. You must accept the terms before clicking the Continue Application button:

The screenshot shows the 'Public Works' section of the navigation menu. Below it is a light blue bar with 'Create an Application' and 'Search Applications'. The main content area is titled 'Online Application' and contains a welcome message. Below the welcome message is a 'General Disclaimer' section with a scrollable text area. At the bottom, there is a checkbox labeled 'I have read and accepted the above terms.' which is checked and highlighted in a red box. Below the checkbox is a blue button labeled 'Continue Application »' also highlighted in a red box.

- Expand the Record Type list by clicking the triangle next to Public Works and select DPW Site Plan Review from the list – then click Continue Application:

Home Building Board Of Health Licenses Fire Planning **Public Works** more ▾

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- PublicWorks**
 - Commercial Landscaping Application
 - Commercial Recycling Plan
 - DPW Site Plan Review**

- Enter the Street Number and Street Name to select the location. NOTE: do not enter the street type (road, street, avenue, etc.) For example, for Washington Street, just enter Washington. Then click the Search button.

Home Building Board Of Health Licenses Fire Planning **Public Works** more ▾

Create an Application Search Applications

DPW Site Plan Review

1 Location	2 Scope	3 Review	4 Pay Fees	5 Record Issuance
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Step 1: Location > and Applicant * indicates a required field.

Address

Street No.: Street Name: Unit No.:

(The system will fill in the Address, Parcel, and Owner information.)

- Next, enter the Applicant information. You may use the Select from Account button to use the information that you provided when you registered for an account or to use the Property Owner information – then click Continue Application:

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.
Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Tom Richards
<input type="radio"/> Associated Owner		TOWN OF BROOKLINE, 6 TOWN HALL.

7. Enter the Application Information:

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Create an Application Search Applications

DPW Site Plan Review

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Step 2: Scope > and Attachments

All fields with a red asterisk are required. You must select at least one checkbox under Scope of Project.

* indicates a required field.

Custom Fields

SCOPE OF PROJECT

Water:

Sewer:

Drain:

* Property Type: Commercial ▾

* Description of Work: new service

8. Attach required Documents using the Add button. Click Save, then click the Continue Application button:

Attachment

Please add the following documents:

- Completed, Signed Application
- Completed Site Plan Review Checklist
- Copy of Proposed Plans

PDF FORMAT PREFERRED

The maximum file size allowed is 50 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;heic;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;p
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application »

Save and resume later

File Upload

The maximum file size allowed is 100 MB.

Continue Add Remove All Cancel

9. Review your application, agree to the certification, and click Continue Application:

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: 10/16/2017

[Continue Application »](#) [Save and resume later](#)

10. The system will automatically assess the appropriate fee - click Continue Application then click Submit Payment:

Home Building Board Of Health Licenses Fire Planning **Public Works** more ▾

Create an Application Search Applications

DPW Site Plan Review

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Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Commercial Plan Review	1	\$1,000.00

TOTAL FEES: \$1,000.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#) [Continue Shopping »](#)

11. Follow the prompts to complete your application:

Payment Options Payment Information Review Payment

How would you like to pay?

Available Payment Methods
Credit/Debit Card

Pay Full Invoice \$1,000.00

[Continue to Payment Information »](#)

Payment Summary

Invoice #	Amount
ACCELA-2027054	\$1,000.00
SUBTOTAL	\$1,000.00
GRAND TOTAL	\$1,000.00

Any applicable service fees and/or discounts will be displayed before processing your payment

Powered by InvoiceCloud | Privacy Policy | Trustwave Secure Site

Payment Options Payment Information **Review Payment**

Review your Information

Your Credit/Debit Card [Edit](#) Billing Address

Payment Summary

Invoice #	Amount
ACCELA-2027064	\$1,000.00
SUBTOTAL	\$1,000.00
SERVICE FEE *	+ \$29.50
GRAND TOTAL	\$1,029.50

Process Payment \$1,029.50

Payer agrees to the Invoice Cloud Payer Terms and Conditions [↗](#)

* If you have a question on the bill, please contact us at () - . Service fees are non-refundable. If you think there is an error on the Credit/Debit Card, ACH or Service Fee charge, please contact Invoice Cloud Customer Service at 877-256-8330, Option 2.

You MUST click the Process Payment button for your payment to be applied. Click Return to Home Page

Create an Application Search Applications

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Step 5: Record Issuance



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is SPR-2021-000002.

You will need this number to check the status of your application. Please print a copy of your record.

Choose "View Record Details" to check status.

[View Record Details »](#)