

## TOWN OF BROOKLINE, MASSACHUSETTS DEPARTMENT OF PUBLIC WORKS

### SITE PLAN REVIEW CHECKLIST

Property located at: 217 Kent Street Map 27 Lot 10  
(Number) (Street) (Block & Lot)  
 Owner's Information: New Kent Street, LLC  
 Applicant's Information: same  
 Engineer/Surveyors's Information: Hancock Associates  
 Person(s) responsible for completing che Anthony Donato, PE Hancock Associates

**Instructions:** This Site Plan Review Checklist shall be completed and submitted with each new water, sewer, and drain permit application. Applicants shall provide all supporting documentation with each submittal. Please select all applicable items by checking "Yes" or "No". If item is "Not Required (NR)" or "Not Applicable (NA)" record in comment section with explanation. Explanations may be submitted on separate sheets if needed.

Item No.	Description of Site Plan Requirement	"Yes"	"No"	Comments
<b>General:</b>				
1	Original signed, dated, and stamped site plan by PE and PLS	X		
2	Use 24"x36" sheet at scale 1"=10' or 1"=20' with North Arrow	X		
3	4"x4" Approval Box, Inspection Sign-off Schedule, As-built/Dye Test Certification (see DPW template for approved site plan format)	X		
4	Elevations (Brookline Datum) and reference to Town Benchmark	X		
5	Provide complete survey (entire Right of Way) along frontage and/or Limit(s) of Work	X		
6	Property lines (Bearings and Distances) certified by PLS	X		
7	Owner and Abutter's information (Now or Formerly)	X		
8	Lot size (square feet) and Assessor's Block and Lot information	X		
9	Proposed Street Sideline, curb and gutter grades.	X		
10	Existing and finish grades of the site (incl. spot grades at foundation and match existing to proposed grades for roadway, curb, & sidewalks)	X		
11	Location and dimension of driveway(s), curb cuts, parking areas	X		
12	Name and widths of abutting streets and ways (public and private)	X		
13	All easements (public and/or private) with desc. of restrictions if any	X		
14	All public sidewalks and curbing (label width and type)	X		
15	2' granite returns and 6' either side VGC Type VA-4 at driveway	X		
16	Location and size of public street trees or statement of none	X		Canopies shown
17	Location and type of Erosion and Sediment Control	X		
18	Building foundation location, dimensions, and elevations	X		
19	House number (if new house Engineering will assign number)	X		Same number
<b>Water, Sewer, and Drain Mains and Services:</b>				
1	Location, size, and type of existing mains, services, and structures	X		
2	Location, size, and type of proposed mains, services, and structures	X		
3	Location of cut and caps of existing services at the corresponding mains	X		
4	10' horizontal offset water (domestic and fire) from sanitary sewer	X		
5	Distance from existing manhole for new sewer and drain connections	X		
6a	Stormwater Calculations by PE must demonstrate that peak rates of flow and volume do not exceed existing rates for post-development conditions for the 2-, 10-, 25- and 100-year design storms.	X		
6b	Onsite infiltration structures shall be designed to retain the 25-Year; 24-Hour event (5.5" of rain), in accordance with MADEP Stormwater	X		

	Management Regulations. The system must also be modeled to show that peak rates of flow and volume for the 100-year design storm.			
6c	Soil infiltration rates may be based on field permeability tests or Rawl's Infiltration Rates in accordance with the USDA Natural Resources Conservation Service (NRCS) soils classification.	x		Based on Geotech report Borings in stormwater report Appendix
6d	Soils investigations to determine the depth of the seasonal estimated high water table based on soil mottling must be performed in the vicinity of proposed infiltration systems.	x		Based on Geotech report
6e	Provide a Stormwater Operations and Maintenance Plan listing erosion control measures and stormwater maintenance during construction and best practical measures to be implemented to conduct annual maintenance activities in a manner that avoids, minimizes and mitigates adverse impacts to proposed stormwater structures.	x		
7	Include note: New sewer and drain connections must be cored and attached with an insert-a-tee or approved equal if factory wye is not available or damaged	x		Drain line extension
8	Include profile of proposed sewer and drain services (show length, slope, invert elevation at both ends, and utility crossings)		x	
9	Sanitary flow calculations (based on 314 CMR 7.15 prepared by PE)	x		
10	Domestic and Fire flow calculations by a PE			To be provided by plumbing eng
11	Location of hydrants	x		

12	Location and type of fittings, bends, restraints, backflow devices, and meters (show location of meter at "point of entry" in the building)			To be provided by plumbing eng
13	Location and type of grease traps and MWRA Oil-Water separators		x	n/a
14	Video inspection of existing sewer and drain services to remain		x	n/a
15	Location, size, and type of stormwater management structures	x		
16	Overflow to Town's Storm Drain System (approved on case by case basis) must have manhole or catch basin with 4' sump and hood	x		
17	Town Standard Details (see DPW for approved details)	x		

**Other approvals and Permits:**

1	MWRA Crossing, Discharge, Connection Permit(s)		x	n/a
2	DEP Sewer Extension and/or Discharge Permit		x	n/a
3	EPA NPDES Construction General Permit (sites over 1 acre)		x	n/a
4	EPA NPDES Construction Site Dewatering Permit		x	
5	Other local approvals (building, planning, health, preservation...)			

**Utility Research Requirements**

1	Obtained/reviewed water, sewer, and drain house service cards	x		
2	Obtained/reviewed water, sewer, and drain 50 scale range plans	x		
3	Obtained/reviewed water, sewer, and drain record construction dwgs	x		
4	Obtained/reviewed street layout cards	x		
5	Obtained/reviewed other utility information (gas, steam, power, com)	x		
6	Obtained/reviewed any other pertinent survey data for the area of interest	x		

**Other Information and Requirements:**

Information on record street lines and grades; size, locations, and elevations of sanitary sewers and surface water drains; locations of sewer Y's or T's; size and locations of water mains; and benchmarks is available at the office of the DPW/Engineering Division. The Town of Brookline cannot verify accuracy of this information. It is the responsibility of the engineer and surveyor to confirm the information is accurate.

If the size of the lot or complexity of the proposed construction requires using either more than one sheet or larger size sheet, then a waiver of one or both conditions shall be applied for from the Division **before** the plan is submitted. Plans not meeting these requirements may be returned for correction and resubmission.

A boundary line survey made by the surveyor shall certify that the lot corners, lengths and bearings of the lot lines and elevations, as shown on the plan, are from an actual survey on the ground performed by him. This certification may be on a separately submitted plan, but all the lot information must be shown on the site plan with reference being made to the Professional Surveyor's plan.

The elevation of the basement and all below grade parking levels (the lowest level of which shall not be less than 17.47' without approval of the Board of Selectmen) shall be shown.

An Erosion and Sediment Control and Stormwater Management Plan shall be prepared in accordance with Town of Brookline By-Law 8.26 and MADEP Stormwater Management Regulations.

The "As-built" drawing must be prepared by an Engineer or Land Surveyor and shall be submitted to the Division in both hard copy and digital format (AutoCAD 2004). Since much of the information required to be on this plan will be the location of buried pipes and structures, the plan should contain a note informing the contractor that he should notify the Engineer/Surveyor whenever such underground work is being done so it can be properly documented. It shall show the locations and dimensions of the building foundation(s), sanitary sewer and storm drain connections and water service(s). The location(s) of the building foundation(s) shall be shown with offsets to the lot lines. The locations of the sewer and/or drain connections and the on-site storm water disposal system shall include the elevation, size and material of the connections; the distance from the points where the services leave the foundation to the nearest foundation corner; swing ties from at least two foundation corners to any sewer or drain structure or change in horizontal or vertical line of the services and the distances from the nearest Town manhole to the points of connection to the Town mains. The location of the water service(s) shall include the size and material of the service, the distance from the point where the service enters the foundation to the nearest foundation corner and swing ties from at least two foundation corners to any bends, valves, fittings, curb stop and the corporation stop or tapping sleeve and valve. The distance between the water main and the curb stop or shutoff valve shall also be shown.

The Engineer shall certify that the construction substantially conformed to the approved site plan or approved modifications thereto. He shall further certify that a dyed water test of the sewer and drain lines has been performed and that they are each connected to the correct Town main. This certification shall be on the Engineer's letterhead or As-built and include the date tested, the name of the tester and the Engineer's stamp.

**The As-built Plan, Dye Test Certification, and completed inspection schedule must be received and approved by the Division prior to DPW sign off of the Certificate of Occupancy.**

Approved:

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Erin Chute Gallentine  
Commissioner of Public Works