

**Town of Tewksbury
Department of Public Works
Site Plan Review Checklist**

Property Address	
Owner	
Applicant	
Eng/ Surveyor	
Primary Contact	

Item	Description of Site Plan Requirement	Yes	No	Comments
	General Site Plan			
1	Orig. signed, dated and stamped by PE and PLS			
2	Use 24"x36" sheet at scale 1"=10' or 1"=20' w/north arrow			
3	Registry Block and Planning Board signature lines			
4	Property lines (berings and distances) certified by PLS			
5	Owner and abutter information (now or formerly)			
6	Driveway indust. 24' min. (Zoning Regs.) Res. 10' max (Phy Alt. regs)			
7	Lot size (square feet) and assessor's map and lot info			
8	Proposed street sideline, curb and gutter grades			
9	Existing and finish grades of the site, incl spot grades			
10	Location and dimensions of driveway(s), curb cuts and parking areas			
11	Names and widths of abutting streets - public or private noted			
12	Location and size of public trees or statement of none			
13	List all easements (public/private) with desc. of restriction, if any			
14	All public sidewalks and curbing (exist and prop)			
15	Building foundation location and elevations (top of concrete and slab)			
16	Reference to flood zone elevation			
	Water and Sewer			
1	Location, size and type of existing mains, services and structures w&s			
2	Location, size and type of proposed mains, services and structures w&s			
3	Elevations; rim, inverts, profile, slopes, crossing conflicts-sewer			
4	10' horiz offset from water to sewer (domestic and fire)			
5	Curb stops in ROW - is easement req's to access			
6	Is a licensed Drainlayer requirement noted			
7	Is the water service at least 5' deep and 5' from any structure			
8	Is nearest hydrant shown			
9	Note: Design to Town Standards			
10	Note: Give Inspector's proper notice			
11	Note: Testing requirements			

Item	Description of Site Plan Requirement	Yes	No	Comments
	Drainage and Stormwater Management			
1	Stormwater calcs submitted and PE stamped			
2	Infiltration rate based on NCRS Rawl's or Field permeability tests			
3	Test pits in recharge area and witnessed by Town Rep.			
4	System separation to GW 4' or 2' with mounding analysis			
5	Existing and proposed impervious areas			
6	O&M required/submitted			
7	Erosion control shown and detailed			
8	Construction entrance shown and detailed			
9	SWPPP Req'd			
	Roadway			
1	VGC listed			
2	5' concrete sidewalks			
3	ADA compliant			
4	Temp and permanant patch details/notation			
5	Any connecting streets under moratorium			
6	Is there proper sight distance			
7	Is there going to be any negitive traffic impacts			
8	Are cross walks required			
9	Proper parking spaces and size - ample handicapped spots			
	Potential Permits			
1	Street and Sidewalk Opening Permit			
2	Physical Alteration Permit			
3	Sewer Main Application			
4	Sewer Modification Permit			
5	Sewer Permit (connection)			
6	Water Application (main and/or service)			
7	Trench Permit			
8	NPDES Permit (EPA)			
9	Land Disturbance Permit (PB issues)			