

# CHECKLIST FOR PRELIMINARY PLAN

## PREPARATION AND REVIEW

The following shall be submitted to the Planning Board with every preliminary plan application. Please check each box to indicate that you have included the information with your application, detailed where in the plans or reports the information can be found, and sign the statement on page B-3. The application will not be accepted by this department for processing unless: (a) the engineer signs and stamps the certification on page B-3 and (b) all portions of this checklist are filled out and accompany the application at the time of submittal.

- Seventeen (17) prints of the Preliminary Site Plan
- Plans at a scale not greater than 1"= 80'. Size shall not exceed 24"x36". If multiple sheets are used, an index showing the entire subdivision must be provided.
- Name, legal address, and telephone number of record owner, subdivider and registered engineer and/or registered land surveyor
- Property identification, including names of abutters from the most recent tax list and Assessor's map numbers of the abutting properties
- Subdivision name, true north point, date, and scale
- Lot Information, including approximate dimensions and areas
- Ways, Easements, and Right-of-Ways
- Proposed Street Names
- Approximate location of existing underground structures
- Key sketch at a scale of 1"=1,000'
- Zoning District(s)
- General Project Narrative
- Concept Stormwater Plan which conceptually illustrates at a minimum:
  - Existing topography (2-foot contours) (**see sheet(s) # \_\_\_\_\_**)
  - Perennial and intermittent streams (**see sheet(s) # \_\_\_\_\_**)
  - Mapping of predominant soils from USDA soil surveys (**see sheet(s) # \_\_\_\_\_**)
  - Boundaries of existing predominant vegetation and proposed limits of clearing (**see sheet(s) # \_\_\_\_\_**)
  - Location and boundaries of resource protection areas such as wetlands, lakes, ponds, and setbacks (e.g., buffers, water supply wells, septic systems) (**see sheet(s) # \_\_\_\_\_**)
  - Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainages (**see sheet(s) # \_\_\_\_\_ or indicate N/A**)
  - Location of existing and proposed roads, buildings, and other structures (**see sheet(s) # \_\_\_\_\_**)
  - Existing and proposed utilities (e.g., water, sewer, gas, electric) and easements (**see sheet(s) # \_\_\_\_\_**)

- Location of existing and proposed conveyance systems such as grass channels, swales, and storm drains (**see sheet(s) # \_\_\_\_\_**)
- Existing and proposed catchment areas and drainage flow paths (**see sheet(s) # \_\_\_\_\_**)
- Preliminary location and dimensions of channel modifications, such as bridge or culvert crossings (**see sheet(s) # \_\_\_\_\_ or indicate N/A**)
- Preliminary location, size, and limits of disturbance of proposed stormwater treatment practices (type of practice, depth, area) (**see sheet(s) # \_\_\_\_\_**)
- Site Design Features that document the following:
  - Mapped steep slopes greater than 15% and forest stands exceeding 10,000 square feet in area (**see sheet(s) # \_\_\_\_\_ or indicate N/A**)
  - Delineated building envelopes that avoid steep slopes, forest stands and floodplains, and provide applicable buffers from wetland resource areas (**see sheet(s) # \_\_\_\_\_**)
  - Identification of natural open space provided on-site, and calculation of percent natural open space provided (**see sheet(s) # \_\_\_\_\_**)
  - Methods used to minimize impervious area and calculated total percent impervious onsite (refer to the latest edition of the MASWMS for more information on available methods) (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
  - Methods used to disconnect impervious surfaces and calculated percent of “effective” impervious area (refer to the latest edition of the MASWMS for more information on available methods) (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Preliminary selection and rationale for structural stormwater management practices (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Preliminary sizing calculations for proposed stormwater treatment practices, including contributing drainage areas and storage (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Preliminary landscaping narrative or stormwater report for stormwater treatment practices and any site reforestation or revegetation (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Preliminary erosion and sediment control narrative or stormwater report that at a minimum meets the requirements outlined in these regulations and the Massachusetts Stormwater Standard #8. (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Identification of all anticipated applicable local, state and federal permits (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)
- Identification of all anticipated legal agreements (e.g., off-site easements, covenants, land trusts) (**see page(s) # \_\_\_\_\_ of narrative or stormwater report**)

I attest, as the project engineer, that to the best of my knowledge, all items required above are included as part of this stormwater management Preliminary Plan application filing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

STAMP: