

## APPENDIX I

### Sample Site Plan Review Checklist

#### BASIC PLAN INFORMATION REQUIREMENTS

YES NO N/A

- \_\_\_ \_\_\_ \_\_\_ Project title.
- \_\_\_ \_\_\_ \_\_\_ Legible vicinity map at appropriate scale.
- \_\_\_ \_\_\_ \_\_\_ Plan creation and revision dates.
- \_\_\_ \_\_\_ \_\_\_ Sequence of construction.
- \_\_\_ \_\_\_ \_\_\_ Site Plan approval block for City of Newton Engineering Department.
- \_\_\_ \_\_\_ \_\_\_ SWM/SEC approval block for Middlesex County Soil Conservation District, and Natural Resources Conservation Service.
- \_\_\_ \_\_\_ \_\_\_ Owner/Developer signature block.
- \_\_\_ \_\_\_ \_\_\_ Consultant signature block .
- \_\_\_ \_\_\_ \_\_\_ Consultant "As-built" certification signature block.
- \_\_\_ \_\_\_ \_\_\_ Owner/Developer signature, title, address, and phone number.
- \_\_\_ \_\_\_ \_\_\_ Consultant signature, title, address, and phone number.
- \_\_\_ \_\_\_ \_\_\_ One (1) set of plan drawings, and one (1) copy of site plan design calculations and narrative for each review submittal.
- \_\_\_ \_\_\_ \_\_\_ Stormwater management (SWM) checklist requirements (see SWM checklist).
- \_\_\_ \_\_\_ \_\_\_ Verification of payment of SWM performance bond.

#### MINIMAL SITE PLAN REQUIREMENTS

- \_\_\_ \_\_\_ \_\_\_ Appropriate scale and contour intervals.
- \_\_\_ \_\_\_ \_\_\_ Property line bearings, distances, and corners. Property corners should be marked in the field and shown on the plan. Indicate area of property, and Liber/Folio number.
- \_\_\_ \_\_\_ \_\_\_ Show adjoining property lines and corners, and indicate Liber/Folio number, and adjoining property owner's name.
- \_\_\_ \_\_\_ \_\_\_ Legend and north arrow.
- \_\_\_ \_\_\_ \_\_\_ Pre-development and post-development contours.
- \_\_\_ \_\_\_ \_\_\_ Show areas where grades are greater than or equal to 25 percent (4:1).
- \_\_\_ \_\_\_ \_\_\_ Show all existing features.

- \_\_\_ \_\_\_ \_\_\_ City boundaries, public right-of-ways, utility easements, and 100-year floodplain if applicable.
- \_\_\_ \_\_\_ \_\_\_ Building foot print with roof drain, and sewer and water service line locations.
- \_\_\_ \_\_\_ \_\_\_ Contours and spot elevations at appropriate contour interval.
- \_\_\_ \_\_\_ \_\_\_ Streets and roads (labeled).
- \_\_\_ \_\_\_ \_\_\_ Storm drain systems: pipe size and type, inlets and manholes with inverts. Include profile view if grading is to occur within the storm drain easement.
- \_\_\_ \_\_\_ \_\_\_ Culverts: pipe size and type, headwalls and end sections, and inverts.
- \_\_\_ \_\_\_ \_\_\_ Sanitary sewer systems: pipe size and type, and manholes with inverts. Include profile view if grading is to occur within the sanitary sewer easement.
- \_\_\_ \_\_\_ \_\_\_ Water lines: valves and meters, elbow and T-sections, and fittings. Include profile view if grading is to occur within the water line easement.
- \_\_\_ \_\_\_ \_\_\_ Curb and gutter, and sidewalks.
- \_\_\_ \_\_\_ \_\_\_ Ditches and drainage channels.
  
- \_\_\_ \_\_\_ \_\_\_ Electric, telephone, cable, and gas lines.
  
- \_\_\_ \_\_\_ \_\_\_ Show all wetland boundaries.
- \_\_\_ \_\_\_ \_\_\_ Show wooded areas and tree lines.
- \_\_\_ \_\_\_ \_\_\_ Show rock outcroppings.
- \_\_\_ \_\_\_ \_\_\_ Show location of all erosion problems: rills, gullies, and sediment deposits.
- \_\_\_ \_\_\_ \_\_\_ Delineate soil symbol boundaries according to the USDA SCS Middlesex County Soil Survey.
- \_\_\_ \_\_\_ \_\_\_ Show and describe all bench marks and survey monumentation.
- \_\_\_ \_\_\_ \_\_\_ Other features: utility poles, traffic signals, street signs, mail boxes, trees and shrubs, and others as required.
- \_\_\_ \_\_\_ \_\_\_ Show all proposed construction. Include standards and details and any special or unusual construction methodology.  
Provide applicable site design calculations with narrative.
- \_\_\_ \_\_\_ \_\_\_ Building foot print with roof drain, and sewer and water service line locations. Provide appropriate details and specifications for tie-in to existing utilities.
- \_\_\_ \_\_\_ \_\_\_ Contours and spot elevations at appropriate contour interval.
- \_\_\_ \_\_\_ \_\_\_ Streets and roads (labeled). Include a street centerline profile.  
Provide appropriate typical road sections and paving details.

- \_\_\_ \_\_\_ \_\_\_ Storm drain systems: pipe size and type, inlets and manholes with inverts. Include profile view. Provide appropriate structural details and specifications.
- \_\_\_ \_\_\_ \_\_\_ Culverts: pipe size and type, headwalls and end sections, and inverts. Provide appropriate headwall and end section details and specifications.
- \_\_\_ \_\_\_ \_\_\_ Sanitary sewer systems: pipe size and type, and manholes with inverts. Include profile view. Provide appropriate structural details and specifications.
- \_\_\_ \_\_\_ \_\_\_ Water lines: valves and meters, fire hydrants, elbow and T-sections, and fittings. Provide appropriate details and specifications.
- \_\_\_ \_\_\_ \_\_\_ Curb and gutter, and sidewalks. Provide appropriate details and specifications.
- \_\_\_ \_\_\_ \_\_\_ Show location of soil borings, test pits, and perc holes.
- \_\_\_ \_\_\_ \_\_\_ Ditches and drainage channels. Provide appropriate details and specifications.
- \_\_\_ \_\_\_ \_\_\_ Other features: utility poles, street signs, mail boxes, trees and landscaping, and others as required.

#### POST-CONSTRUCTION REQUIREMENTS

- \_\_\_ \_\_\_ \_\_\_ Two (2) sets of "As-built" plan drawings with consultant "As-built" certification signature.
- \_\_\_ \_\_\_ \_\_\_ One (1) copy of final site plan design calculations and narrative marked as "Final".
- \_\_\_ \_\_\_ \_\_\_ Plan drawings on disk in latest version of Autocad.
- \_\_\_ \_\_\_ \_\_\_ Site plan design calculations and narrative on disc in latest version of MS-Word.
- \_\_\_ \_\_\_ \_\_\_ Owner/Developer signed operation and maintenance agreement.

Source: City of Cumberland, Maryland