CITY OF FALL RIVER
DEPARTMENT OF COMMUNITY UTILITIES
WATER/SEWER/DRAINAGE

# MAJOR/MINOR SITE PLAN REVIEW

**All items in this packet must be completed and approved prior to the Department of Community Utilities signing a building permit.**

**Any items within the packet that require compliance and/or as built plans of connection cards must be completed and approved prior to the Department of Community Utilities signing an occupancy permit.**

## SECTION 1 - APPLICABILITY

Check off all that apply:

- ☐ Is this project normal maintenance of stormwater management systems?
- ☐ Is this an emergency project necessary for the protection of public health or safety that has been ordered by any federal agency, agency of the Commonwealth of Massachusetts, or by the Mayor of the City of Fall River?

If this development meets any or all of above criteria the project is Exempt from Site Plan Review.

Check off all that apply:

- ☐ Is this project a residential development (subdivision) that is subject to approval under the Subdivision Control Law (M.G.L. Chapter 41, Section 81K-81GG
- ☐ Is this project a development, redevelopment or expansion of any primary or accessory structure that is utilized for commerical and/or industrial purposes that is located on a lot with an area of 10,000 square feet or more?
- ☐ Is this project a development (residential, commercial, industrial) that will result in the creation of thirty (30) or more off-street parking spaces?

If this development meets any or all of above criteria, it is a major project, go directly to Section 3.

If this development DOES NOT meet any or all of above criteria, it is a minor project, complete Section 2.

- ☐ This project is exempt from Site Plan Review
- ☐ This is a MINOR Project.
- ☐ This is a MAJOR Project.

Approvals

| | Check # | Date Obtained | By |
|---|---|---|---|
| Water | | | |
| Sewer | | | |
| Drainage | | | |

It is the applicant's responsibility to read and understand Chapter 10, Section 10-1 Site plan review of the Revised Ordinances of the city of Fall River 1999 as amended.

Project Name _____

## SECTION 2 MINOR DEVELOPMENT - SITE PLAN REVIEW

☐ Building Permit Attached

☐ PROPOSED Site/Locus Plan Attached

Locus plan shall contain the following elements: North Arrow, Scale, Parcel number, name & address of owner, name and address of the person preparing the plan, location and dimensions of lot boundaries, identification of zoning district(s) and setback requirements, location and dimensions of adjacent streets, location and dimensions of existing driveways or other means of access to and from the site, location of all structures on the site, location of all utilities (including on site location/size and connection to existing utility within the public way identifying size/type) and location and dimensions of any deeds of easement, rights-of-way,covenants and any other agreements connected with the site.

☐ PROPOSED Drainage Plan Attached

Drainage plan shall contain the following elements: North Arrow, Scale, Parcel number, name & address of owner, name and address of the person preparing the plan, location and dimensions of lot boundaries, location and dimensions of adjacent streets, location and dimensions of existing driveways or other means of access to and from the site, location, size & type of all drainage pipes and structures, contours at 2 foot intervals, direction of flow of all surface runoff, and location and dimensions of any deeds of easement or rights-of-way for the proposed drainage.

-- Identify all known existing Water/Sewer/Stormwater problems within the area.

_____

_____

_____

☐ AS-BUILT Site/Locus Plan DATED _____ Attached

☐ AS-BUILT Drainage Plan DATED _____ Attached

***AS-BUILT Plans shall accurately document the final locations of all utilities and structures installed during construction.***

Project Name _____

## SECTION 3 MAJOR DEVELOPMENT - SITE PLAN REVIEW

- [ ] Building Permit Attached
- [ ] 1 Original and 5 copies of the major site plan review application
- [ ] 1 original and 5 copies of the locus/site plan
- [ ] 1 original and 5 copies of the drainage
- [ ] 1 original and 5 copies of all supporting material
- [ ] PROPOSED Site/Locus Plan Attached

Shall be stamped by Engineer or Land Surveyor, licensed in the Commonwealth of Massachusetts.

Locus plan shall contain the following elements: North Arrow, Scale, Parcel number, name & address of owner, name and address of the person preparing the plan, location and dimensions of lot boundaries, identification of zoning district(s) and setback requirements, location and dimensions of adjacent streets, location and dimensions of existing driveways or other means of access to and from the site, location of all structures on the site, location of all utilities (including on site location/size and connection to existing utility within the public way identifying size/type) and location and dimensions of any deeds of easement, rights-of-way,covenants and any other agreements connected with the site.

- [ ] PROPOSED Drainage Plan Attached (signed & stamped by a Professional Engineer or Land Surveyor, licensed in the Commonwealth of Massachusetts.

Drainage plan shall contain the following elements: Design calculations documenting no increase in drainage from the site into surrounding parcels & detailing all measures used to mitigate off site drainage issues. The plan shall have a North Arrow, Scale, Parcel number, name & address of owner, name and address of the person preparing the plan, location and dimensions of lot boundaries, location of adjacent streets, location of existing driveways or other means of access to and from the site, location, size & type of all drainage pipes and structures, contours at 2 foot intervals, direction of flow of all surface runoff, and location and dimensions of any deeds of easement or rights-of-way for the proposed drainage.

-- Identify all known existing Water/Sewer/Stormwater problems within the area.

_____

_____

_____

- [ ] AS-BUILT Site/Locus Plan DATED _____ Attached
- [ ] AS-BUILT Drainage Plan DATED _____ Attached

***AS-BUILT Plans shall accurately document the final locations of all utilities and structures installed during construction.***

Project Name _____

# Summary Advisory Sheet

## Minor Development – Site Plan Review

The purpose of this advisory sheet is to assist individuals that qualify for a Minor Development Site Plan Review to prepare the plans required for City review of the project. This summary advisory is not intended for Major Developments which require professional engineering planning & design, nor does it mean that based upon specific site circumstances, additional requirements can't be added to enable the City to fully review the proposed project.

A developer of a Minor Site development shall submit two (2) drawings along with his application. The drawings shall be an overall Site/Location plan and a Drainage plan.

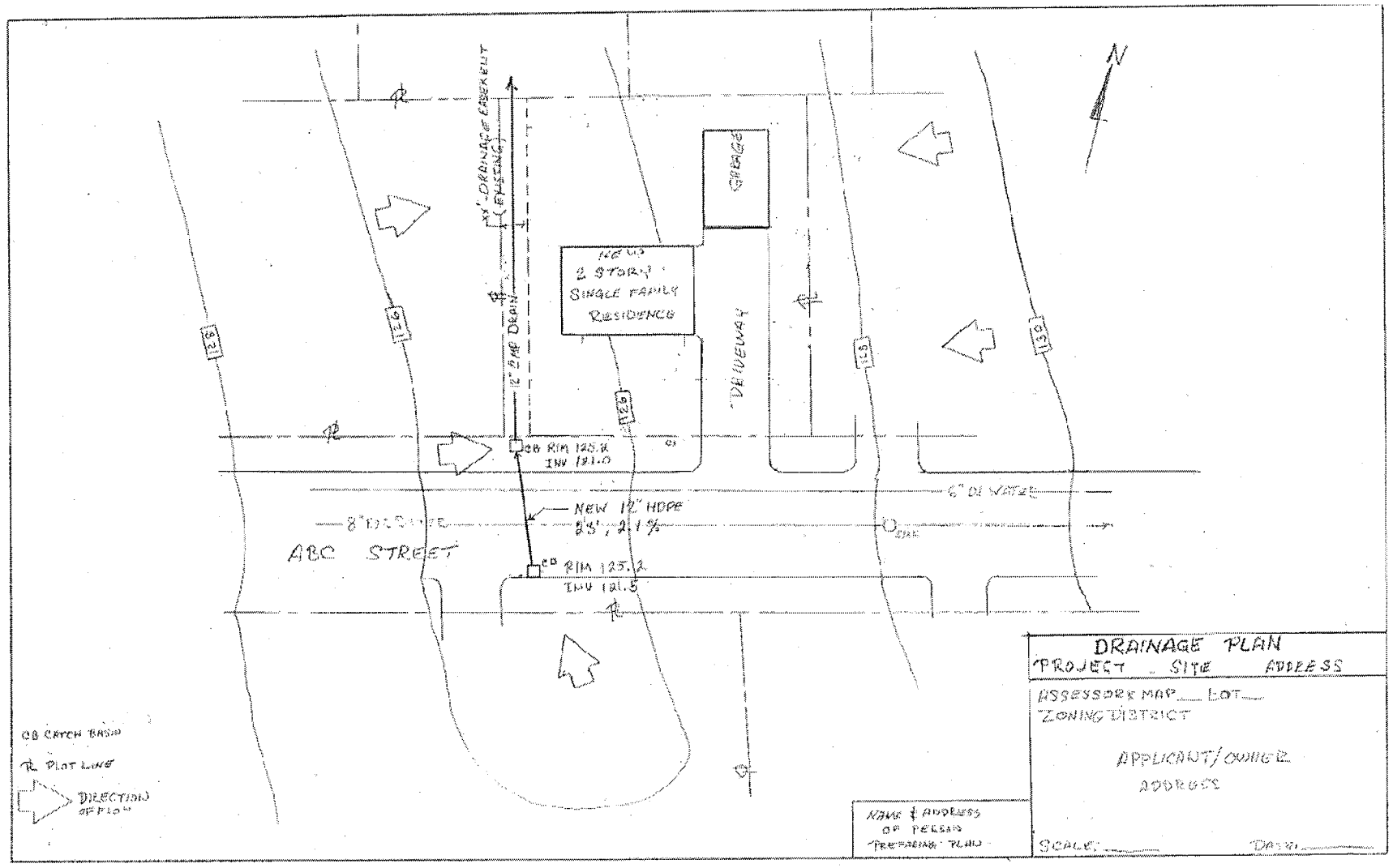
In addition, the developer of a Minor Site Development shall submit a Stormwater Management Plan to detail how stormwater from the project/site will be controlled and mitigated. See attached ***Stormwater Management Plan Worksheet.***

***Site/Locus Plan***: This plan is designed to show the reviewers what you plan to do with your property.

1. *The plan shall be clearly marked "SITE/LOCUS PLAN"*
2. *Size* – The plan submitted shall be drawn on a sheet no smaller than ISO "B" size (11"x17") and no larger than ISO "E" size (34"x44").
3. *North Arrow* – place an arrow with the capitol letter N above it pointing to true north on the plan.
4. *Scale* - The plan shall be drawn to scale. Typically site plans are drawn at a scale of 1"=40'. Our recommended minimum and maximum scale should be no less than 1" =60' nor be any larger than 1"=20'.
5. *Parcel ID* – this is the number the city has assigned to your lot. You can find it on your tax bill. You can also find it on the City's GIS site at this link http://host.cdmsmithgis.com/fallriverma/ just search for your address. The ID number should look something like this (N-06-0007).
6. *Name and address of owner* – This is the legal owner of the property. This information is registered at the Bristol County Registry of Deeds located at 441 North Main Street, Fall River, MA and may be found on line at https://www.fallriverdeeds.com, on your tax bill or on the City's GIS site http://host.cdmsmithgis.com/fallriverma/.
7. *Name and address of the person preparing the plan* – If you had someone prepare the plan for you, even if he's not a professional engineer, his name must be listed on the plan.
8. *Property lines* - Location and dimensions of all property lines for the project site and abutters
9. *Location and dimensions of existing driveways or other means of access to and from the site* – Accurately locate all driveways, paths, walkways and even gates in fences, show dimensions on the plan.
10. *Location of all utilities* – All buried utilities, Water/Sewer/Drainage/Gas/Verizon/Electric must be accurately located on the plan. Contacting "Dig Safe" by phone at 811 or through the internet at http://www.digsafe.com/ will get the utilities to mark the locations of their utilities on the street in front of your property. For Sewer & Drainage, you can get the as-built service cards and plans at the Fall River Engineering Department on the 5th floor of City Hall.
11. *Structures* – Location & description of all structures on the site.
12. *Easements & rights*-of-way – the locations & dimensions of all easements & rights-of-way across your property must be clearly shown. Also ***provide a copy*** of the legal document registered at the Bristol County Registry of Deeds located at 441 North Main Street, Fall River, MA. You may be able to obtain the registered right-of-way or easement document from their web site at https://www.fallriverdeeds.com .

***Drainage Plan***: This plan will show the reviewers where the water from the lot will go after the project is completed.

1. The plan shall be clearly marked ***"DRAINAGE PLAN"***
2. The following elements of the Drainage plan are the same as on the site plan: Size, North arrow, Scale, parcel ID, Name & address of the owner, property lines, driveways & paths, and all structures on the site.
3. Contours shall be shown on the plan. Maximum intervals shall be 2-foot and indexed every 10-foot. You may be able to obtain the 2 foot contours on the City's GIS site (http://host.cdmsmithgis.com/fallriverma/). *(Be aware, even the 7.5 min USGS Topo maps will not suffice since their contour interval is only 10 feet.) All contours must be field verified.*
4. Direction arrows shall show the direction of all surface runoff from the site.
5. All proposed new drainage lines must be clearly shown and include all structures, pipe sizes, materials of construction, proposed pipe slopes and depth (rim to invert).
6. Location and dimensions of any new deeds of easement for site drainage pipes and structures.

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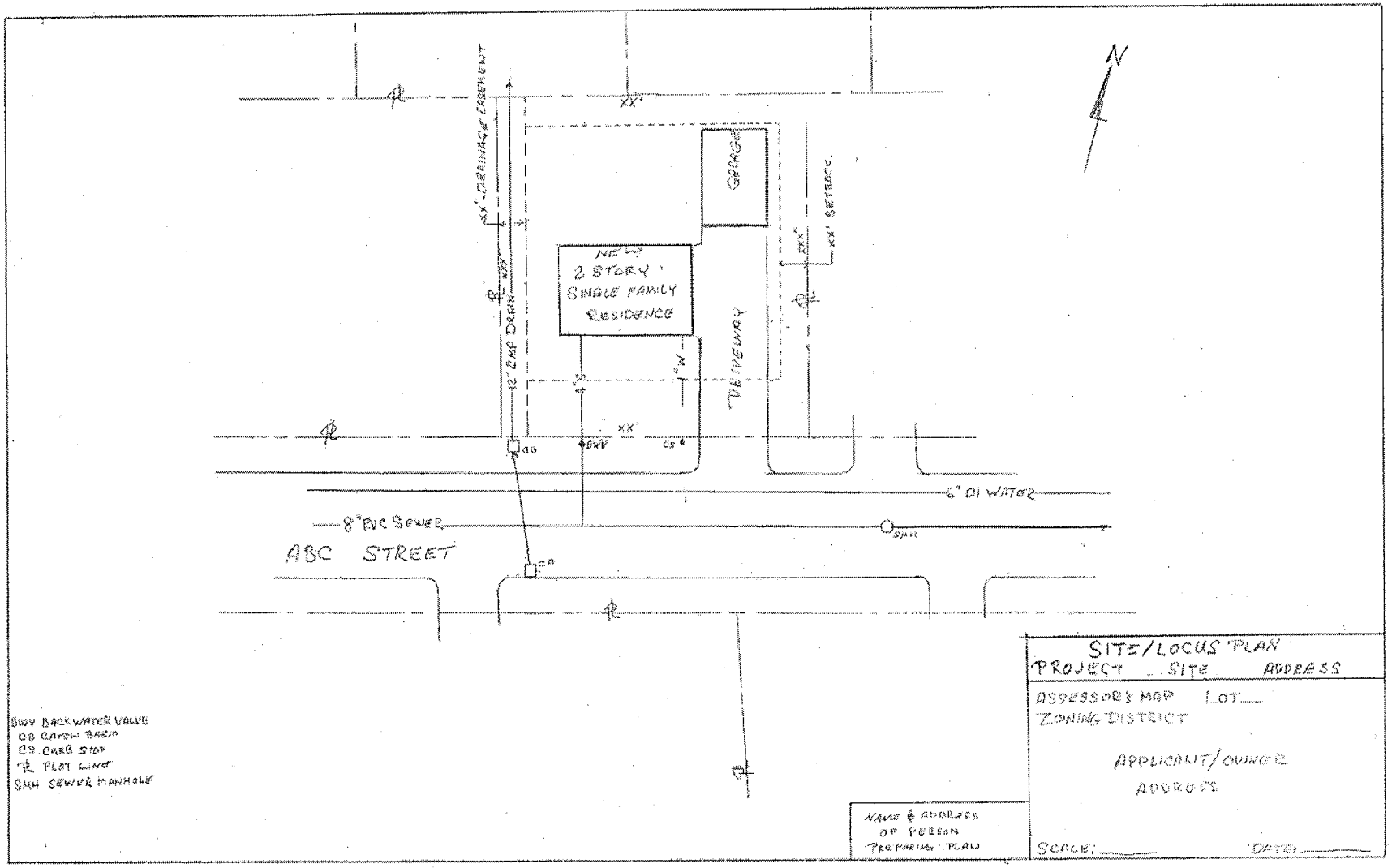


Rev. 06-17-2015

# Stormwater Management Plan Worksheet

## Minor Development – Site Plan Review

The purpose of this Stormwater Plan Worksheet is to assist individuals that qualify for a Minor Development Site Plan Review to prepare the Stormwater Plan as required for City review of the project. This Stormwater Plan Worksheet is not intended for Major Developments which require professional engineering planning & design. Based upon specific site circumstances, additional requirements may be added to enable the City to fully review the proposed project.

**Stormwater Management Plan (SWMP)**

**For Construction Activities At:**

Project Name _____

Project Site Location _____

**SWMP Prepared For:**

Company/Organization Name _____

Name _____

Address _____

City, State, Zip _____

Telephone Number _____

Fax _____

Email _____

**SWMP Prepared By:**

Company/Organization Name _____

Name _____

Address _____

City, State, Zip _____

Telephone Number _____

Fax _____

Email _____

**SWMP Preparation Date:**

__ __ / __ __ / __ __ __ __

**Estimated Project Dates:**

**Project Start Date:** __ __ / __ __ / __ __ __ __

**Project Completion Date:** __ __ / __ __ / __ __ __ __

## 2.0 *NATURE OF THE PROJECT*

**Instructions:**

- Provide a general description of the nature your project. Give a description of the drainage available pre-construction and what measures you plan to take to maintain or improve drainage in the area of the proposed project.
- Include the size of the property (in acres) and the total area expected to be disturbed by the construction activities in acres and the construction support activities.

***(Attach additional sheets if needed)***

- Does your project/site maintain greater than 25% pervious area? ☐ Yes ☐ No

### 2.1 *Site Maps*

- Attach Site Plan/Locus & Drainage Plan maps in Appendix A
- These maps must include the features detailed in the summary advisory sheet:

## 3.0 *DISCHARGE INFORMATION*

### 3.1 Pre Construction

- Does your project/site currently discharge stormwater into the Municipal Storm Sewer System (MS4)? ☐ Yes ☐ No
- Does your project/site currently discharge Municipal Combined Sewer? ☐ Yes ☐ No
- Does your project/site currently discharge stormwater into a surface water? ☐ Yes ☐ No
- Are there any surface waters that are located within 50 feet of your construction disturbances? ☐ Yes ☐ No

  CON-COM determination & conditions for any buffer zones must be attached.

**Instructions:**

- Describe how stormwater currently drains within the project/site and in the surrounding neighborhood.
- Identify any known flooding or other existing drainage problems

***(Attach additional sheets if needed)***

## 3.2 Post Construction

- Will your project/site discharge stormwater into the Municipal Storm Sewer System (MS4)? ☐ Yes ☐ No
- Does your project/site currently discharge Municipal Combined Sewer? ☐ Yes ☐ No
- Will your project/site discharge stormwater into surface water? ☐ Yes ☐ No

**Instructions:**

- Describe how construction activities will change the amount and/or direction of stormwater that leaves the project/site and flows into the surrounding neighborhood.
- Describe any new permanent measures you will implement to reduce the amount of stormwater leaving the project/site
- Identify any flooding or other existing local drainage problems that will not be mitigated by your construction project.

***(Attach additional sheets if needed)***

## 4.0 TEMPORARY EROSION AND SEDIMENT CONTROLS

**Instructions:**

Describe the temporary erosion and sediment controls that will be installed and maintained at your site during construction (e.g., silt fences, filter berms, sediment trackout mats, protection for existing Storm Drain inlets, protection for stockpiled soil, etc.)

***(Attach additional sheets if needed)***

### *4.1 Minimize the Disturbance of Steep Slopes*

**Instructions:**

- Describe how you will minimize the disturbance to steep slopes.
- Describe controls (e.g., erosion control blankets, tackifiers), that will be implemented to minimize sediment discharges from slope disturbances.

***(Attach additional sheets if needed)***

### *4.2 Dewatering Practices*

**Instructions:**

If you will be discharging stormwater that is removed from excavations, trenches, foundations, vaults, or other similar points of accumulation, details of all dewatering practices that are installed and maintained.

***(Attach additional sheets if needed)***

### *4.3 Other Stormwater Controls*

**Instructions:**

- Describe any other stormwater controls that do not fit into the above categories.

***(Attach additional sheets if needed)***

## 5.0 SITE STABILIZATION

**Site Stabilization Practice**

☐ *Vegetative* ☐ *Non-Vegetative*

☐ *Temporary* ☐ *Permanent*

**Instructions:**

You are to immediately initiate stabilization when work in an area of your site has permanently or temporarily stopped:

- Describe the specific vegetative and/or non-vegetative practices that will be used to stabilize exposed soils where construction activities have temporarily or permanently ceased. Avoid using impervious surfaces for stabilization whenever possible.

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***(Attach additional sheets if needed)***

## 6.0 CERTIFICATION AND NOTIFICATION

**Instructions :**

- The following certification statement must be signed and dated by the Owner of the project.
- This certification must be re-signed in the event of a SWMP Modification.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who were directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine for knowing violations.

**Preparer**

Name: _____ Title: _____

Signature: _____ Date: _____

**OWNER**

Name: _____ Title: _____

Signature: _____ Date: _____

## Appendix A – Site Maps