

SITE PLAN APPLICATION

Note that a site plan is required for all commercial or industrial projects, including renovation to an existing building; for all new residential dwellings; and for renovation of a residential dwelling when the number of units is to be increased or decreased and/or municipal utilities are to be changed.

1. The owner/applicant/engineer will bring a Site Plan Cover Sheet (attached, and available on-line at www.ci.haverhill.ma.us/departments/engineering) to the Assessor's Office (City Hall, Room 115), where that office will add the official lot designation to the cover sheet and initial.
2. The owner/applicant/engineer will then bring the completed Site Plan Cover Sheet, and related attachments, along with 2 copies of the plans to the Engineering Office (City Hall, Room 300) with \$110 Review Fee per unit (per Doc. 150-B, also covers Official address assignments by Engineering when plan approved). The Engineering Department will stamp the cover sheet received and paid and will scan the plan and distribute copies.
3. The plan will be reviewed by the individual Departments (Building Inspector and Health Department 374-2338, Conservation Department 374-2334, City Engineer 374-2335, Water/Wastewater 374-2382, Fire Department 373-8460, and on Commercial/Industrial Projects only Police Department 373-1212)-for compliance with their respective rules and regulations. Department comments are typically forwarded to the engineer/designer. Should any Department require plan revisions, 2 copies of the revised plan, with revisions date, shall be submitted to the Engineering Department for scan and distribution. Foundation permits will not be issued without approvals from all the applicable Departments. A Mylar of the approved plan is required for all Commercial and Industrial projects and for all residential projects with new sewer or drain main.

City of Haverhill

Site Plan Cover Sheet (submit with 2 copies plans to Engineering Dept.)

Doc. 150-B \$100.00 per unit site plan review fee required plus \$10 for Official Address assignment .

All lines must be completed.

| | | | | |
|---|------|----------|--------|-----------|
| Property Location (Street name, and address if existing structure): | | | | |
| Applicant: | | Phone #: | Email: | |
| Engineer/Designer: | | Phone #: | Email: | |
| Assessors Office only | Map: | Block: | Lot: | Initials: |

| Origin of Lot: | Yes | No |
|---|------------|-----------|
| Does the lot meet current zoning requirements? | | |
| If no, Is the lot a Residential Lot of Record? (If yes, attach documentation of proof of lot existence). | | |
| Or, if no, has variance(s) been obtained from Board of Appeals (If yes, attach decision sheet) | | |
| Were other Board or Commission approvals required for the project? (If yes, provide information required below). | | |
| Was Planning Board Approval required? If yes, Date of Final Approval was _____ | | |
| Was Conservation Commission approval required? If yes, provide DEP File # or date of Determination issuance: _____ | | |

Site plan details:

| Requirement | Yes | No or N/A |
|---|------------|------------------|
| Building Inspector | | |
| Map, Block and Lot on Plan is as assigned by Assessor's Office | | |
| Location Map | | |
| The actual dimensions of the lot(s) to be built upon | | |
| The exact size and location on the lot of existing and proposed buildings | | |
| Roadway access, location & design of off street parking & loading spaces, driveway locations & maximum slope | | |
| Buildable area as defined in zoning, required setbacks, and any other information necessary to determine compliance with zoning ordinance | | |
| Foundation drain location and discharge pit or tie-in to drain system | | |
| ***Checklist continues on next page*** | | |

| Requirement | Yes | No or N/A |
|--|------------|------------------|
| <i>Conservation</i> | | |
| Delineation of all wetland and buffer zone areas subject to protection under state and local regulations | | |
| Existing limits of lawns/landscaped areas, forested areas, open meadow areas, and any other applicable demarcations required by Commission | | |
| <i>Health Department</i> | | |
| If applicable, well location and offset to Septic System components | | |
| If applicable, Septic System location and offsets | | |
| <i>Engineering</i> | | |
| Present and Proposed grades (2' intervals) and foundation elev. (NGVD) | | |
| Roof recharge with capacity of ½" x building footprint (or 1" x building footprint if within the watershed overlay district) | | |
| Hydrologic and Traffic Study and Signage for Commercial or Industrial | | |
| Current and Proposed Title V design flow for the property | | |
| <i>Wastewater Division</i> | | |
| Location and size of sewer services (separate services required for side by side residential units) and discharge rate in gallons per day | | |
| \$1,000 CSO fee and \$400 Wastewater Infrastructure fee must be paid before foundation permit is issued. | | |
| Rim elevation, depth to invert, and slope for existing sewer system. | | |
| <i>Water Division</i> | | |
| Location and size of water services (separate domestic and/or fire services from water main to dwelling for side by side residential units) | | |
| A Water Service Application must be submitted to the Haverhill Water department for review and approval and all applicable "application fees" paid before the foundation permit is issued. | | |
| <i>Water Supply Protection Review</i> | | |
| Is the property located in the Water Supply Protection District? (If yes continue on, if no skip to next section "Fire Department") | | |
| Is the property is exempt from this Water Supply Protection District? If so please attach backup documentation. | | |
| Is this property subject to special permit? If yes attach backup and complete/attach "Watershed Review Form 3" (City Engineer's office). | | |
| Within the Water Supply Protection District, is Zoning 255-19D(1)(a) met? (Specific requirement is that no more than 10%, or 2,500 sq ft, whichever is greater, of building lot is rendered impervious and slope of portion lot to be built upon shall not exceed 15%). If requirement not met Special Permit may be possible (subject to CMR and/or MGL). | | |
| Complete and attach "Watershed Review Form 1" if this project does not require a special permit. Forms available at the City Engineer's office | | |
| <i>Fire Department</i> | | |
| Occupancy type & Fire protection upgrades for existing buildings | | |
| Roadway access for fire apparatus, ingress and/or egress, adequate | | |
| <i>Police Department(*Commercial and Industrial Project only)</i> | | |
| Lighting Plan | | |
| Landscape Plan | | |