

SITE PLAN FILING PROCESS

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 completed Site Plan Cover Sheet (attached, and available on-line at www.ci.haverhill.ma.us/departments/health) to the Building Department (City Hall, Room 210) with \$100 Review Fee per unit (per Doc. 150-B).
2. After the cover sheet is stamped received and paid by the Building Department the owner/applicant/engineer will bring it to the Assessor's Office (City Hall, Room 115), where that office will add the official lot designation to the cover sheet.
3. The owner/applicant/engineer will then bring copies of the completed cover sheet and a site plan to the following Departments (note that plans can also be sent electronically to potentially expedite review; contact Departments for applicable email addresses):

	Room	Phone #
Building Inspector	210	374-2338
Conservation Department	210	374-2334
Health Department	210	374-2338
City Engineer	214	374-2335
Water/Wastewater	214 (In-box)	374-2382
Fire Department	113	373-8460
Police Department *	106 (In-box)	373-1212

(*Police Department is to receive plans for Commercial and Industrial Projects only).

The plan will be reviewed by the individual Departments for compliance with their respective rules and regulations. Should any Department require plan revisions, a copy of the revised plan, with revisions date, shall be circulated to all aforementioned Departments by the owner/applicant/engineer. Department comments will be forwarded to the engineer/designer with copy to the Building Inspector. Foundation permits will not be issued without approvals from all the applicable Departments. Official address will be issued by the City Engineer's Office upon his approval of the plans. 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

Doc. 150-B \$100.00 site plan review fee required.

All lines must be completed.

Copy: Building Inspector/Conservation Dept/Health Dept/City Engineer/Water-Wastewater/Fire Dept/Police Dept

Property Location (Street name, and address if existing structure):				
Applicant:		Phone #:		Email and/or Fax:
Engineer/Designer:		Phone #:		Email and/or Fax:
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 _____		
Conservation Commission 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		
<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 watershed protection overlay district? (If yes continue on, if no skip to next section "Fire Department")		
Is the property is exempt from this watershed protection overlay 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 watershed protection overlay district, is Zoning 255-18.1D(1)(a) met? (Specific requirement is that no more than 10% of building lot is rendered impervious and slope of portion lot to be built upon shall not exceed 15%). Special Permit is required if (a) isn't met.		
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 & number of units		
Sprinkler design type and fire alarm type		
<i>Police Department(*Commercial and Industrial Project only)</i> Lighting Plan		
Landscape Plan		