



OWEN WARTELLA, PE
City Engineer

City of Medford

DEPARTMENT OF PUBLIC WORKS

City Hall – Room 300
85 George P. Hassett Drive
Medford, Massachusetts 02155

Telephone
(781) 475-5642
FAX: (781) 393-2422
TDD: (781) 393-2516

SITE PLAN REQUIREMENTS FOR BUILDING AND STORMWATER PERMITS

(updated January, 2024)

Please refer to the City of Medford's Stormwater Management Rules and Regulations as they may apply to your project.

General Requirements:

1. Plans must be prepared by (or under the supervision of), stamped, and endorsed by a Professional Civil Engineer licensed in the Commonwealth of Massachusetts.
2. The site plan must include a graphical scale. 1" = 10', 20', or 40' scale are acceptable. The site plan should be to scale, in PDF format, and in an arch D format (24 inch by 36 inch).
3. All sheets must have a consistent title-block that includes: the name of the project; the location of the project; name, address, and phone number of the preparer (company); the name and address of the Owner; date; and revision block with the latest revision date on ALL sheets.
4. All plan view sheets must include a north arrow.
5. All plan view sheets must show applicable regulatory lines such as wetland buffer zones, riverfront areas, flood plains, Chapter 90 lines, etc. including applicable offset dimensions to proposed work.
6. All plan view sheets must show parcel, right-of-way, and easement lines with bearings, lengths, and radii. All bounds, pipes, pins, drill holes, etc. associated with these lines must be shown.
7. Locus Plan (at a reasonable scale) showing the site in relation to the surrounding City streets and regulatory areas (wetlands, rivers, ponds, flood plain, historic districts, etc.). The parcel in consideration must be outlined in the Locus Plan.
8. Site plans must include a legend and a list of defined abbreviations used in the plans.
9. All elevations must be on the NAVD88 vertical datum and NAD 83 horizontal datum.

Site Plan Requirements (cont.)

10. The site plan should include predevelopment and post development conditions. Predevelopment conditions must be screened or gray, post development conditions must be black and annotated properly.
11. Existing conditions must include all permanent site elements including but not limited to buildings, walls, fences, surface cover, utilities, sidewalks, curbing, patios, decks, etc.
12. Existing and proposed topographic contours. Include spot grades as needed to adequately show grading. (bottom and top of curbing, retaining walls, driveway aprons, curb cut ramps, accessible parking, and routes, etc.)
13. Include all erosion and sediment control measures for any project that includes land disturbances. If the area is greater than one (1) acre, additional requirements pursuant to an NPDES permit must be included.
14. Building floor elevations including basement, ground floor, and any other relevant floor elevations including threshold elevations as applicable.
15. Existing and proposed utility main and service lines including water, sanitary sewer, stormwater, gas, electric, and telecom. Water, sewer, and stormwater utilities must be labeled with pipe size, material, and invert elevations if applicable. All valves, structures and appurtenances must be shown. All associated utility easement lines must be shown.
16. Stormwater management Best Management Practices (if required) such as surface and subsurface infiltration systems, surface, and subsurface detention basins, bioretention basins, swales, forebays, etc. Refer to the Stormwater Regulations.
17. Test pit information, profiles and soil evaluation must be included on the site plan. Only registered soil evaluators or professional engineers may provide soil test results.
18. Include right-of-way lines, name, width, and designation (public or private).
19. Include easement lines, dimensions, purpose, and owner.
20. Include right-of-way, sidewalk, roadway, and private property lines.
21. Show existing curb cut with dimensions and any proposed increase of curb cuts. New driveway curb cut proposals must meet Medford zoning and engineering requirements.
22. Include limits of right-of-way restoration limits including curbing, sidewalk, roadway, traffic markings, traffic signage, etc.
23. At the completion of the project, an as-built site plan will be required for final occupancy.