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CITY OF WOBURN
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Department of Public Works

REGULATIONS FOR PLOT PLANS, BUILDING PERMITS AND STREET OPENING PERMITS FOR DPW SIGNATURE.

Every application for a demolition permit, a new building, an accessory building, an addition to an existing building (>500 SF), a free standing sign, new driveway or expansion of an existing driveway must be accompanied by a site plan drawn by a Registered Massachusetts Professional Land Survey and/or Civil Engineer and dated within one year of filing for the permit.

The site plan shall be drawn at a scale not to exceed 1" = 30' or any other scale which clearly depicts the subject area(s) to be modified. The reviewing municipal authority has the right to modify this scale on a case by case basis. The plans shall be prepared on 11" by 17" sheets. The plans shall be submitted both in hard copy and in electronic format.

The plot plan shall clearly depict and distinguish between existing and proposed conditions using appropriate line types or other drafting techniques. It shall be the responsibility of the surveyor to perform research to obtain all available record information for the utility mains and service laterals, as well as any pertinent record information for the subject property including local and federally designated flood zones, zoning districts etc. Dig Safe should be notified PRIOR to the survey so that all on-ground mark-outs can be clearly shown on the plan.

The location and size of the existing structure with sill and basement floor elevations, driveway and curb cuts, walls, fences, utilities, shade trees and any pertinent information to the project should be clearly shown and labeled. Topography in 2 foot contour intervals should be shown on and 15' adjacent to the parcel in all directions. On flat lots, 1' contours should be used with appropriate spot elevations shown as necessary. The vertical benchmark should be shown on a USGS datum in flood prone areas or on a City of Woburn datum so that the information could be modified to a USGS datum if necessary. 2 clearly labeled local control points to the site should be shown on the plan. All information in the right of way including but not limited to sidewalks, width of curb cut(s) with type of curbing shown, spot elevations shown for proposed curb cuts, utilities including all structures with rim and invert elevations, size, type and slope of pipe with flow direction. Information on up-gradient and down-gradient manholes should be obtained during the survey for use if required. The Superintendent of Public Works reserves the right to require additional information and staking of property lines which may be necessary for any individual project. Superintendent reserves the right to waive all or a portion of these requirements for decks, pools, curb cuts, small additions (500 SF or less) and/or utility connections.

Proposed Site Plans shall clearly depict and include the following information to ensure that the proposed construction will not adversely affect the adjacent properties including the City of Woburn. The plans shall include property line information including all lot dimensions and any easements, the size and location of the proposed structure(s) with first and basement floor elevations, utilities (minimum of water, sewer, drain and gas) with pertinent connection info (size, type, inverts at structure and main, slope etc), finish

grade elevations to depict runoff direction, walls with elevations, fences, infiltration systems to accommodate a minimum of the proposed roof runoff, zoning info, proposed curb cut width, driveway and off- street parking designations, landscaped areas and wetlands. A drainage report shall be submitted which analyzes pre- and post-development conditions. Report should clearly demonstrate that the proposed rooftop will be accommodated for the 100 year storm event. In the event that in-situ conditions do not allow for infiltration, the applicant must demonstrate this by soil testing witnessed by the Engineering Department. Appropriate mitigation measures will be required in all cases unless waived by the Superintendent.

New construction or demolition and reconstruction require that the water and sewer services be replaced as directed by the Superintendent. The applicant has the right to demonstrate by camera video, the adequacy and structural stability of the sewer service and submit a report stamped by a Registered Civil Engineer specifically stating compliance to the City Ordinance and requesting relief from this requirement. Similarly, if a new 1 inch copper water service has recently been installed, the applicant can request a waiver to allow re-use of this service after field inspection by both the Water Superintendent and the Engineering Department. The Superintendent will review each application and issue a determination for these applications. Other unique construction projects (such as existing 2-family conversions to condominiums) that have not been addressed in this document, will be evaluated on a case-by-case basis and direction will be given to the applicant after initial plan review.

In addition, it is recommended that the applicant submit Commercial or larger scale projects to the DPW for review to give clear direction and input for future building permit approval. This shall include Special Permits, Variances, etc. that are approved by other Municipal Boards or Commissions. These Decisions are for general approval and the DPW Superintendent reserves the right to require additional information (such as fire flow testing, etc.) for each individual project. Applicants are encouraged to schedule an appointment with the DPW Superintendent to discuss projects at any level if they have any questions for their project.