



Case Number:

Plan Review Application Checklist

In order for the town of East Longmeadow Planning Board to accurately review your project in a timely manner, plan sets submitted with applications must be complete and thorough. A comprehensive understanding of this handout and submittal of all required documents and plans ensures an efficient review of your project.

Unless otherwise noted or determined by Planning and Community Development Department Staff to not be required, the following information and drawings must be included in the submittal package for your application. For an application to be accepted, each and every item is required at the time of application submittal.

In certain instances, plans, or portions of plans, may be waived when not applicable for the review of a particular type of development, at the discretion of the Planning and Community Development Director. Requests for any such waiver(s) must be submitted, in writing, to the Planning and Community Development Department for consideration prior to application submittal.

All submitted materials must be legible, organized & bound (where appropriate) in a manner that allows for distribution of all proposal materials as one (1) package. Please utilize double-sided printing for submitted reports, studies and statements when possible.

Initials Indicate Items Submitted

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	1. Completed Application Form (with all required signatures; 8 Copies)
	2. Completed Plan Review Application Checklist (1 original & 7 copies)
	3. Plans
	<input type="checkbox"/> Three (3) stapled and folded sets of full-sized plans (24" x 36") and six (6) sets of reduced plans (11" x 17") are required for all applications. Staff reserves the right to require additional copies.
	<input type="checkbox"/> One (1) electronic copy (PDF) of all proposed activity plans (See Section 10 of checklist for requirements)
	<input type="checkbox"/> All plans oriented so that north arrow points to top of sheet
	<input type="checkbox"/> Plans shall be drawn at a minimum scale of 1"= 40' or less
	<input type="checkbox"/> All plans shall be stamped by Commonwealth of Massachusetts Registered Professional Engineer, Professional Land Surveyor, Professional Landscape Architect, and/or Architect, as appropriate
	<input type="checkbox"/> Plan sets shall be comprised of separate sheets as listed below unless otherwise approved by the Planning and Community Development Director
	<input type="checkbox"/> All plans shall have a title block comprised of the following: Project Title, Sheet Title, Sheet Number; Registrant Stamp (i.e., PE, PLS, LA, RA); Registrant's name and address; Street addresses of the project area parcels; Scale at which the plan is drawn; Plan Issue Date; and all plan revision dates (with corresponding revision descriptions).

3a. Cover Sheet, to include the following information:

- Title Block**
 - Project name/title
 - Assessor's map and parcel number(s)
 - Name and address of property owner(s)
 - Name and address of developer
 - Name and address of Engineer / Architect/ Landscape Architect
 - Revision Date Block
 - Street Number and/or Lot Number
 - HCRD Registry Book and Page (to include previous land plans and recorded deed book and page numbers)

- Zoning Requirements Table** (Indicate Required vs. Provided)
 - Zoning District
 - Lot Area
 - Lot Frontage
 - Front, Side & Rear Setbacks of Buildings and Parking Areas
 - Building Height
 - Lot Coverage Percentage
 - Green Space
 - Off-Street Parking Spaces
 - Compact Parking Spaces
 - Accessible Parking Spaces
 - Van Accessible Parking Spaces
 - Screening Buffers
 - Percentage of Lot that is Upland
 - Total Square Footage of Upland

- Locus Map** (At a scale of 1 inch = 100 feet, showing the entire project and its relation to existing areas, buildings, and roads within a distance of 1,000 feet from the project boundaries, or such other distances as may be approved or required by the Planning Board.)
- Plan Index** with latest revision date of each individual plan
- Flood Insurance Rate Map (FIRM) with effective date**
- Soils Map**

3b. Existing Conditions Plan

- Name of Surveyor or Surveyor Firm
- Date of survey
- Property lines with bearings and distances

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- Monuments set/found at all lot corners
- Easements with bearings and distances suitable for registry filing
- Names of all abutters and zoning district
- Street names
- Benchmark locations (Based on USGS NGVD 88. Datum may not be assumed)
- NHESP mapped areas (Areas of Estimated and Priority Habitats)
- Existing 21E Contaminated Site Information
- Existing Buildings and Structures
 - Area of building
 - Number of stories

- Principal use
- Setbacks from property lines
- Floor elevations
- Existing Topography:
 - Contours at 2' intervals (1' contours or additional spot grades if site is flat)
 - Overhead and underground utilities including but not limited to water, sewer, drainage, electric, telephone, cable TV, gas, septic systems, detention structures, wells
 - Existing parking/paved areas including pavement type (parking, walkways, etc.)
 - All existing curbcuts
 - Listing of all existing utility owners and contact info located within the project limits
 - Adequate utility information outside the site to verify proposed utility connections
 - All utility pipe types, sizes, lengths, and slopes
 - All utility structure information including rim and invert elevations
 - All existing easements within 50 feet of property line-Identify any utility within the easement
 - All existing utility easements with bearings and distances
 - Existing pavement markings within site and on connecting roads
 - Existing features such as walls, curbing, landscaping, trees, walks, fences, trees 18 inches DBH (diameter at breast height), lighting, poles, guys, signs, loading areas, fire hydrants, dumpster locations, known buried slabs, etc.
 - Wetlands, floodplain, water protection district delineation including offsets and buffer zones
 - Streams, water courses, swales, and all flood hazard areas
 - Rock outcroppings
 - Test pit locations including groundwater depths when encountered
 - Historic buildings within 250 feet of the subject property
- Door locations with sill elevation

3c. Demolition Plan

- Existing Conditions Plan plus:**
 - Existing Buildings and Structures to be removed/demolished

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- Existing parking/paved areas to be removed/demolished
- Existing utilities to be removed/demolished
- Existing hydrants to be removed
- Existing features to be removed/ demolished such as walls, curbing, landscaping trees, walks, fences, trees 18" DBH or greater, lighting, poles, guys, signs, etc.
- Dust Control Measures

- Proposed construction phase drainage infrastructure plan including (but not limited to) piping and natural watercourse profiles & cross-sections, retention/detention structures, drain manholes, catch basins, gutter inlets, headwalls, water quality BMPs, and erosion & sedimentation control features, etc.

3d. Construction/Layout Plan/Site Plan

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| <ul style="list-style-type: none"> <input type="checkbox"/> Proposed Buildings and Structures <ul style="list-style-type: none"> <input type="checkbox"/> Area of building or additions <input type="checkbox"/> Number of stories <input type="checkbox"/> Principal use of structure <input type="checkbox"/> Floor elevations <input type="checkbox"/> Proposed Topography, including but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Proposed contours at 2' intervals <input type="checkbox"/> Parking lot setbacks to property line <input type="checkbox"/> Parking lot grades (not to exceed 5% or be less than 0.5%) <input type="checkbox"/> Walls <input type="checkbox"/> Parking spaces (delineated and dimensioned) <input type="checkbox"/> Accessible parking spaces & aisles <input type="checkbox"/> Wheelchair ramps <input type="checkbox"/> Sidewalks <input type="checkbox"/> Pavement type(s) <input type="checkbox"/> Curb type(s) and limits <input type="checkbox"/> Lighting / Poles / Guys | <ul style="list-style-type: none"> <input type="checkbox"/> Door locations with sill elevations <input type="checkbox"/> Setback dimensions from property lines <input type="checkbox"/> Out-buildings, detached garages, temp. construction trailers, etc. <input type="checkbox"/> Signs (include sign schedule) <input type="checkbox"/> Pavement markings <input type="checkbox"/> Loading areas / Loading Docks / Platforms <input type="checkbox"/> Fences <input type="checkbox"/> Landscape areas <input type="checkbox"/> Dumpster(s), Compactor(s) & Pads <input type="checkbox"/> Spot Grades at four (4) Building Corners <input type="checkbox"/> Overall Plan Showing Areas of Cut & Fill |
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| | <ul style="list-style-type: none"> <input type="checkbox"/> Critical dimensions including aisle widths, parking stall dimensions, curb radius, driveway openings, etc. |
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- Grading at entrance-show spot grades, if required
- Emergency Vehicle Access
- Truck Access (WB-50 unless otherwise approved by Department of Public Works)
- Snow Storage Areas
- Construction notes (including the following notes):
 - Any minor modifications (as determined by the Department of Public Works and Planning and Community Development Director) to the information shown on the approved site plans shall be submitted to the Department of Public Works as a Minor Plan Revision for approval prior to the work being performed.
 - Any work and material within the Town right-of-way shall conform to the Town of East Longmeadow requirements
 - All handicap parking, ramps, and access shall conform to AAB & MAAB requirements
 - All erosion control measures shall be in place prior to construction. Erosion Control shall conform to the East Longmeadow Conservation Commission requirements as stated in the Order of Conditions. (Refer to Erosion Control Plan if part of submission)
 - All pavement markings and signs shall conform to MUTCD requirements

3e. Grading and Drainage Plan

- Existing Conditions Plan and Construction/ Layout/ Site Plan plus:**
- Existing and proposed site grading/ topography-Contours at 2' intervals (1' contours or additional spot grades, if slight is flat)
- Proposed parking lots, sidewalks, islands, etc.
 - Parking lot grades shall not exceed 5% or be less than 0.5 %
- Floor elevations & door locations
- Proposed drainage infrastructure plan including but not limited to piping and natural watercourse profiles & cross-sections, infiltration/ retention / detention structures, drain manholes, headwalls, roof recharge systems, flow direction, water quality BMPs, etc.
- Adequate information off site to verify proposed drain connections
- Drainage system profiles including rim and invert elevations, material, types, sizes, lengths, utility crossings and slopes
- Utility easements with bearings and distances suitable for Hampden County Registry of Deeds filing
- Delineation of all stockpile areas
- Provide safety fencing around stockpiles over 10' in height or otherwise restrict site access
- For applications associated with residential or commercial/industrial subdivisions, include an overall development plan showing all construction activity and proposed grading for all project phases, and

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show the proposed building envelope within each house lot and the proposed grading, drainage, and storm water disposal for each lot.

- A design for the stormwater drainage systems prepared by a Registered Professional Engineer demonstrating that proposed development rates of runoff do not exceed pre-development rates, as required under Massachusetts Stormwater Management Standards.

3f. Utility and Grading Plan (Show appropriate info from Existing Conditions & Construction/Layout/Site Plans)

- Include all proposed utilities, including, but not limited to, Water, Sewer, Drainage, Electric, Telephone, Cable TV, Gas, Lighting, Title V Septic Systems & Detention and Retention Structures
 - Adequate utility information outside the site to verify proposed utility connections
 - All utility pipe types, sizes, lengths, and slopes
 - All utility structure information including rim and invert elevations
 - Any utility access vaults
 - All utility access handholes
 - All water services, hydrants, gates, shutoffs, tees
 - Utilities shall be underground
 - All transformer locations
 - Required utility easements with dimensional bearings and distances
- Force main, if required, conforming to Town of East Longmeadow requirements
- Water main loop
- Sewer profile showing all utility crossings
- Sections through detention basin(s)
- Detention basin, retention basin or other stormwater mechanisms (such as infiltration devices), if proposed (All storm water plans must adhere to the new NPDES MS4 permit which have taken effect July 1, 2018).
- Include the following notes:
 - The contractor shall obtain a letter of approval from DPW prior to any construction within the right-of-way
 - All water and sewer material and construction shall conform to the Town of East Longmeadow requirements
 - All water and sewer construction shall be inspected by the Town of East Longmeadow before being backfilled
 - The Town shall be notified at least 24 hours prior to the required inspections

3g. Landscape Plan

- Location, species, and size of all proposed plantings
- All existing landscaping to be removed or retained
- Plant and tree legend

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- Delineate & label all existing and proposed groundcovers, lawn areas, driveways, walkways, patios and other surface treatments
- Snow storage areas
- Proposed irrigation methods (on-site wells to be used unless otherwise approved)
- Verify sight distances at entrances
- Include the following notes:
 - Planting period shall be noted as March 15 - May 15 and September 15 – November 15, weather permitting
 - Owner is responsible for maintaining live vegetation, and the maintenance, removal and replacing of all dead trees, shrubs, ground cover and plants

3h. Erosion Control Plan (show appropriate information from Existing Conditions and Construction/Layout/Site Plans)

- Straw bales or straw bale/silt fence combination and compost filter tubes
- Anti-tracking BMP area at all construction entrances
- Dust Control (Methods of)
- Protection of existing and proposed drainage structures with straw bales and/or silt sacks
- Delineation of all temporary stockpile areas
- Safety fencing around stockpiles over 10' in height or otherwise restricted site access
- Straw bales or straw bale/silt fence combination around all stockpiles
- Include the following notes:
 - All BMP erosion control measures shall be in place prior to demolition or any site work.
 - Erosion Control BMPs shall conform to US EPA, NPDES, MA DEP and Massachusetts Erosion and Sedimentation Control Guidelines for Urban and Suburban Areas.
 - Maintenance specifications for all proposed erosion and sedimentation controls.

3i. Building Elevations

- Show all structural building elevations (front, sides and rear facades)
- For additions/alterations: label existing and new construction, as well as items to be removed
- Identify all existing and proposed exterior materials, treatments and colors - including roofing, roof eaves, eave brackets, siding, doors, trim, sills, windows, fences, and railings, etc.
- Show details of proposed new exterior elements
- Show any exterior mechanical, duct work, utility boxes, satellite dish, etc.
- Include dimensions for building height and wall length and identify existing and proposed floor elevations
- Provide Sample Boards of proposed finish materials
- For alterations to any existing or new business/commercial/industrial uses, show a table containing the following:

- Maximum area of building to be used for retail/sales, office, business, industrial or other use
- Maximum number of employees, where applicable

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- Maximum seating capacity, where applicable
- Hours of operation
- Number of parking spaces existing or required for the intended use

3j. Sign Plan

- Fully-dimensioned color elevations for all proposed signs
- Total square footage of existing signs and total square footage of proposed signs
- Existing and proposed sign locations on site plan, to include directional signs
- Existing and proposed materials and methods of lighting for all signs

3k. Lighting Plan

- Location and orientation of all existing and proposed exterior lighting, including building and ground lighting and emergency spot lighting (if any)
- Height and initial foot-candle readings on the ground and the types of fixtures to be used
- Plan must show illumination patterns on-site and areas off-site
- Provide Cut Sheet for all lighting fixtures

3l. Detail Sheets (Typical Details)

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| <input type="checkbox"/> Pavement Section Detail | <input type="checkbox"/> Sewer Manhole Detail (26" cover) |
| <input type="checkbox"/> Sidewalk Detail | <input type="checkbox"/> Detention/Retention Basin Sections (from plan) |
| <input type="checkbox"/> Curb Detail | <input type="checkbox"/> Detention Basin Outlet Structure Detail |
| <input type="checkbox"/> Driveway Detail | <input type="checkbox"/> Miscellaneous Detention/Retention Basin Details |
| <input type="checkbox"/> Wheel Chair Ramp Detail | <input type="checkbox"/> Infiltration Device Details |
| <input type="checkbox"/> Concrete Pad Detail | <input type="checkbox"/> Stormwater BMPs (Water Quality Structure Details, etc.) |
| <input type="checkbox"/> Catch Basin Detail | <input type="checkbox"/> Bollards |
| <input type="checkbox"/> Drainage Manhole Detail | <input type="checkbox"/> Tree/Shrub Planting Detail |
| <input type="checkbox"/> Silt Sac Detail | <input type="checkbox"/> Sign Detail |
| <input type="checkbox"/> Water and Sewer Trench Sections | <input type="checkbox"/> Fence Detail |
| <input type="checkbox"/> Anti-Seepage Collar Detail | <input type="checkbox"/> Flowable Fill Trench |
| <input type="checkbox"/> Flared End Detail | <input type="checkbox"/> Pavement Marking Details |
| <input type="checkbox"/> Rip Rap Detail | <input type="checkbox"/> Handicap Parking/Compact Parking Signs |
| <input type="checkbox"/> Straw Bales/Silt Fence Detail | <input type="checkbox"/> Hydrant Detail: American-Darling B-62-B Open Right) or Mueller Super Centurion Silt Sac Detail Hydrant (Open Right) |
| <input type="checkbox"/> Compost Filter Tube Detail | <input type="checkbox"/> Thrust Block Detail |
| <input type="checkbox"/> Light Pole Foundation Detail | <input type="checkbox"/> Retaining Wall Details |

4. Project Narrative (15 Copies), to include adequate summary & description of the proposed project and indicating, where appropriate:

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| | <ul style="list-style-type: none"> <input type="checkbox"/> The number of dwelling units to be built and the acreage in residential use <input type="checkbox"/> Evidence of compliance with parking and off-street loading requirements <input type="checkbox"/> The forms of ownership contemplated for the property and a summary of the provisions of any ownership or maintenance thereof <input type="checkbox"/> Identification of all land that will become common or public land <input type="checkbox"/> Any other evidence necessary to indicate compliance with the zoning ordinance <input type="checkbox"/> A written statement indicating the estimated time required to complete the proposed project and any and all phases thereof <input type="checkbox"/> A written estimate showing, in detail, the projected costs of all site improvements (and off-site improvement) planned <input type="checkbox"/> Drainage calculations by a registered professional engineer, with storm drainage design conforming to Town of East Longmeadow stormwater regulations, as well as wetland delineations determined by a certified wetland scientist, if applicable, for 1, 10, 25 & 100 year storm events |
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5. Certified Abutters List (15 copies)

6. Proof of Ownership (Copy of Deed(s) for All Involved Parcels; 15 Copies)

7. Development Impact Statement (DIS) (15 Copies), if required by the Planning Board

8. Traffic Impact & Access Study (TIAS) (15 Copies), if required by the Planning Board

9. Stormwater Management Report (15 Copies), if required, comprised of the following:

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| | <ul style="list-style-type: none"> <input type="checkbox"/> MADEP Stormwater Standards Compliance Checklist (signed & stamped) <input type="checkbox"/> Overall Project Description <input type="checkbox"/> Existing Conditions <input type="checkbox"/> Proposed Improvements <input type="checkbox"/> Proposed Conditions <input type="checkbox"/> Hydrologic Analysis for Existing & Proposed Conditions for Milestone Storm Event Intensities <input type="checkbox"/> Stormwater Management Regulations <input type="checkbox"/> Summary <input type="checkbox"/> Appendix - Existing/Proposed Conditions Plans showing the following: <ul style="list-style-type: none"> ▪ Overall Existing Subcatchment Area Table <ul style="list-style-type: none"> ▪ Subcatchment Labeled, Design Point, Area, Curve number, Tc (min.) ▪ Soil Classifications Table (Existing Soils) <ul style="list-style-type: none"> ▪ Map Unit Symbol, Map Unit Name, Hydrologic Soil Code ▪ Overall Proposed Subcatchment Area Table <ul style="list-style-type: none"> ▪ Subcatchment Labeled, Design Point, Area, Curve number, Tc (min.) ▪ Soil Classifications Table (Including Proposed Boron Soils, Etc., if applicable) |
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- Map Unit Symbol, Map Unit Name, Hydrologic Soil Code
- Appendix - Hydrologic Analyses

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	<ul style="list-style-type: none"> ▪ HydroCAD Software Analyses (or equivalent software) Analyses (Existing & Proposed Conditions) □ Appendix - Illicit Discharge Certification (signed & dated)
	<p>10. <u>Electronic PDF and AutoCAD Files</u></p> <ul style="list-style-type: none"> □ Shall consist of a CD with a printed CD Label in a CD case or USB Drive in PDF Format □ PDF files shall be created from within the AutoCAD environment and contain Layer information.
	<p>11. <u>Application Fee</u> (All fees are due at time of application submission)</p>

Official Use Only:

For the Planning Board, this application has been received by the Planning and Community Development Department on the date specified below:

Review date: _____ All materials submitted: Yes No

Signature: _____ Fee: _____