

REVISED 06/29/2016

**CITY OF SPRINGFIELD DEPARTMENT OF PUBLIC WORKS**

**SITE PLAN/SUB-DIVISION REQUIREMENTS**

**A. THE FOLLOWING ITEMS MAY BE NECESSARY BEFORE DPW APPROVAL OF A SITE PLAN IS GIVEN:**

- Traffic/Signalization Study
- Easements
- Conservation Commission Approval

**B. FOR PROJECTS INVOLVING**

**WATER AND SANITARY SEWER**

- Submittals must meet all Springfield Water and Sewer Commission requirements.
- Application forms, design plans and application fees for water and sewer reviews must be submitted to either the:

*Springfield Water and Sewer Commission Field Services Office, 71 Colton St., Springfield, MA  
(413-310-3500)*

OR

*Springfield Water and Sewer Commission Administration Bld., 250 M St. Ext., Agawam, MA  
(413-452-1300)*

**STORM WATER**

- Plan must be prepared, stamped, and signed by a Massachusetts Registered “Civil Professional Engineer” (Original Stamp /Blue Ink Signature).
- Existing surface features and underground utilities must be shown.
- If a dedicated municipal storm water system is available, the onsite system must be capable of infiltrating a 10 (ten) year storm event before overflowing into the municipal system.
- If a municipal combined sanitary/storm system is available, the on-site system must be capable of infiltrating a 25 (twenty five) year storm event before overflowing into the municipal system.
- If there is no municipal system available, the on-site system must be capable of infiltrating a 100 (one hundred) year storm event.
- Proposed storm water drain structures, if any, must be shown with rim elevations, invert elevations and details.
- Proposed storm water drain lines must indicate the length, size, type, class, slope of pipe, and method of connection to the city sewer system.

- Computation of sizes must accompany plans whenever extensive on-site drainage systems are submitted. (Rational Method of Pipe Design).
- All structures must be labeled existing or proposed.
- Proposed finished grades must be shown on the plan either by contour or by numerical methods and must be on City Base. Finished grades must ensure the capture of surface water by the on-site drainage systems
- Perk tests are required for any proposed on site drainage system.
- Standard city catch basins, with a minimum 4 (four) foot sump and a trap hood on plastic outlet pipe (or equivalent) must be installed as the last of an on-site drainage system prior to its connection with the city system.
- Leaching basin may be substituted where no city sewer system is available and soil conditions permit.
- In certain instances surface water may be allowed to discharge on the site, provided adequate area and soil conditions exist. Any surface discharge over the public way or onto abutting properties will not be allowed.
- Locations having a city combination sewer system will require separate sanitary and storm water sewer connections from the site to the system. The storm water connection is to be laid adjacent to and above the sanitary connection whenever possible.
- On-site catch basin connections must be a minimum of eight (8) inches in diameter and will require a manhole: connections to the city sewer system.
- In certain instances, where only an on-site catch basin is required for small drainage areas and a city gutter is readily accessible from the site, connection between the two may be allowed.

### **C. FOR PROJECTS INVOLVING DRIVEWAY FEATURES IN ADDITION TO SECTION B-**

*\*\* Submittal: One (1) copy to the Engineering Division, Department of Public Works.*

#### **REQUIREMENTS**

- All existing driveways servicing the site must be shown on the plan.
- Any existing driveways deemed unnecessary must be shown as “to be closed”. The size and type of curbing used for the closing must match the existing curb and the paved ramp must be removed and replaced with suitable material to grade.
- Any proposed new, altered, or relocated driveway or sidewalk within the public way must be shown in conformance with city specifications.
- New driveways must be dimensioned at the curb line and at the throat.
- All driveways must be labeled existing or proposed.

#### **D. FOR PROJECTS INVOLVING DRIVEWAY FEATURES ONLY:**

*\*\* Submittal: one (1) copy to the Engineering Division, Department of Public Works*

#### **REQUIREMENTS**

- All items listed under section “C” also applies to this submittal.
- Plan preparation by a Registered Professional Engineer is *not* required: however, the plan must be prepared clearly and precisely.

#### **E. FOR PROJECTS INVOLVING THE CREATION OF A PUBLIC WAY**

#### **REQUIREMENTS**

- Per City Ordinance Title 10, Chapter 10.04: all streets shall be constructed to the City of Springfield’s design standards.
- All procedures required by the Board of Public Works shall be fulfilled

#### **F. NOTICE TO PETITIONERS**

- All plan preparation, permit fee, and construction costs associated with the conformance of these requirements is the responsibility of the petitioner.
- Additional review and approval by the Building Department may be required.
- If the project involves wetland area, additional review and approval by the Conversation Commission may be required.
- Failure to comply with these requirements may result in unnecessary delays in the completion of the project.
- A copy of the approved S.W.P.P.P. must be provided to the D.P.W. before construction can begin.
- A preconstruction meeting at the D.P.W. is required prior to construction.