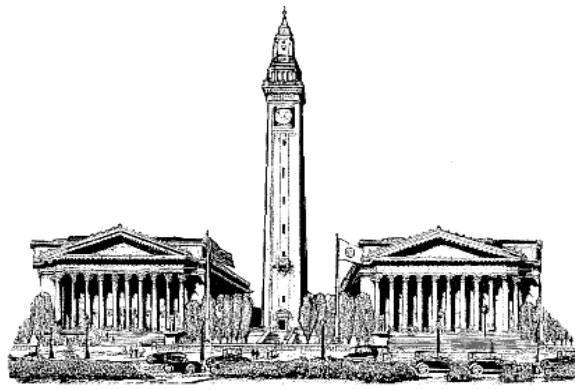


CITY OF SPRINGFIELD
DEPARTMENT OF PUBLIC WORKS
DPW - ENGINEERING DIVISION
70 Tapley Street • Springfield, MA 01104
Tel (413) 787 6210 • Fax (413) 787 6029



HOUSE NUMBER ASSIGNMENT/CHANGE FORM

1. Name of street house number is to be issued: _____
2. Parcel ID: _____
3. Name of the property owner: _____
4. Name of applicant: _____
5. Applicant contact information: Phone number: _____
Email: _____
6. Was this lot acquired from a city auction? Yes _____ No _____
7. Building use:
a-) Single Family: _____ b-) Multifamily: _____ c-) Commercial: _____ d-) Other: _____

----- **TO BE COMPLETED BY PROFESSIONAL ENGINEER** -----

A plot plan must be submitted with this application. The following checklist shall be signed by the registered Professional Engineer preparing the plan declaring that all required information is provided. Check mark for each item supplied.

EXISTING CONDITIONS

1. _____ Name, address, and telephone number of applicant.
2. _____ Property owner, address (if known), and parcel identification (City Springfield GIS).
3. _____ Reference to book and page number of recorded parcel.
4. _____ Name, address, and telephone number of Land Surveyor or Professional Engineer.
5. _____ Signature and seal of plan preparer.
6. _____ Distance and bearings of all boundary lines and acreage of site.
7. _____ Benchmark.
8. _____ Contiguous lot lines, ownership, and addresses of all abutting properties.
9. _____ Adjacent right-of-way and label street name(s).
10. _____ Date of drawing: _____ Graphic scale: _____ North arrow: _____ Zoning district: _____
11. _____ Building lines and setbacks in accordance with zoning regulations.
12. _____ Buildings, structures, and other appurtenances.

13. _____ Ground mounted equipment (fences, walls, utility poles, hydrants, manholes, etc.).
14. _____ Surficial characteristics (pavements, walks, gravel, tree lines, vegetation, etc.).
15. _____ Subsurface utilities and services (water, sanitary sewer, natural gas, electric, storm, septic system, etc.).
16. _____ Topography (1-foot contours, and spot grades).
17. _____ Regulated wetlands, streams, channels, with associated buffers, or note that none are present.
18. _____ 100-year floodplain, or note not present.

Proposed Conditions:

1. _____ Clearly differentiate existing and proposed features.
2. _____ Annotate all proposed demolition and improvements.
3. _____ Buildings, other structures, porches, decks, exterior steps. Specify height, number stories, finish floor / top of wall elevations.
4. _____ Dimension min. building (and other structures) setbacks from front, side, and rear property boundaries.
5. _____ Show and annotate all new paved areas, walkways, hardscape, and landscaping.
6. _____ Show and annotate clearing limits.
7. _____ Show and annotate all new subsurface utility services.
8. _____ Easements, noting grantors, grantees, and purpose.
9. _____ Proposed contours and spot grades.

STANDARD NOTES TO BE ON ALL SUBMITTED PLANS:

1. Contractor is responsible for obtaining an Occupancy or Excavation Permit from the City Engineering Division.
2. All work performed in the City ROW shall conform to City standards and details.
3. A preconstruction meeting shall be arranged by the contractor prior to commencement of work. Attendees at minimum shall include the contractor, City Engineer, and project applicant/owner.
4. Erosion control measures and devices shall be installed prior to construction activities, and shall be maintained until permanent vegetation and slope stabilization is established.
5. Applicant shall notify the City Engineer of any modifications made to the plot plan, and of any site work changes that deviate from the approved drawings.
6. Contractor shall safely maintain all vehicular and pedestrian traffic flow on the site, and on all public streets affected by construction activities.
7. A final inspection must be performed by the City of Springfield Department of Public Works Engineering Division prior to the issuance of a certificate of occupancy.
8. Springfield Department of Public Works site plan approval shall not be construed as all inclusive. Applicant is responsible for contacting other departments/offices that may include but not be limited to the Planning Department, Building Department, City Forester, Fire Department, Police Department, Springfield Water & Sewer Commission, Department of Health and Human Services, and Conservation Commission.

Signed: _____ Date: _____