PLAN REQUIREMENTS - Effective June 24, 1999

All plans submitted to the Conservation Commission shall be on 8 1/2" x 11", 11" x 17", or 24" x 36" paper or Mylar with a 3/4" border. All plans will be done in a compatible ink and will be drawn to a scale of 1 inch = 20 feet or 1 inch = 40 feet. A proposed site plan MAY NOT be substituted for a plot plan or survey record (as- built site plan). The plan shall show:

1. *North Arrow in the upper left hand corner (pointing to top of sheet). Street numbers (if existing) shown inside the building. Example (# 69).*
2. *Current deed(s) (copy with Registry stamp, Book and Page) and latest Registry Plan(s) (with Registry Stamp, Book and Plan Number).*
3. *Building Zone for the lot and adjacent lots (if in two or more zones, show the zone line(s) mathematically on the plan.*
4. *Flood Plain Zone with the Community Panel Number from the latest F.E.M.A. map. If in the 100-year flood zone, show and label the 100-year flood line on the plan and indicate its elevation. The North American Vertical Datum of 1988 (NAVD) must be used for any information on the plan and a BenchMark within 200 feet of the property listed on the plan.*
5. *All lot lines (even contiguous lot lines) with bearings, distances (to the nearest one hundredth foot), central angles, radii and arcs.*
6. *Street names with width and whether "public" or "private". Lot numbers and lot areas (to the nearest square foot).*
7. *Storm drainage from all proposed developments must be analyzed by a Professional Engineer to show that peak rates of flow after development will not exceed those determined for existing conditions. Methodology shall include TR-55 or TR-20 as developed by the Soil Conservation Service or other acceptable methods. Peak storm flow rates shall be determined for pre- and post-development conditions for the 10-yr., 25-yr. and 100-yr. storms with piped drainage systems to have capacity for a 25-yr. storm and detention basins designed to be capable of safely discharging the 100-yr. storm. The handling of on-site drainage must be indicated and drainage calculations shall be prepared and stamped by a Registered Professional Engineer for submittal to the Conservation Commission.*
8. *All buildings (existing and proposed) with all building dimensions, including height (existing and proposed) and all offset distances (must be to the nearest one-hundredth [0.00] of a foot) to street lines and property lines.*
9. *Lots that do not comply with current zoning are to be accompanied by a letter dated within the last 21 days from the City of Waltham Law Department stating the lot is legal and may be built on.*
10. *Indicate all easements of record with width and easement type on the plan, including the holder of the easement.*
11. *List all grants, waivers, variances, conditions, etc. given to the lot together with the granting authority and date.*

12. *Plot plans for new construction must also show proposed elevations of the following: top of foundation (and garage floor), back of walk (street line) at the drive, gutter line, and the center of the existing street opposite the drive.*
13. *A title in the lower right hand corner with type of plan, site address, owner, owner's address, scale, date, date of survey, Professional Land Surveyor's name with address and phone number, Professional Engineer's name with address and phone number.*
14. *All wetland areas shall be shown as flagged and all flagging must have been done within the last three years. A copy of the plan presented to the Conservation Commission shall be given to the Engineering Department. All lots over 25,000 square feet shall have a disc supplied to the Engineering Department in AutoCAD (ver. 14 format or later).*
15. *All plans (including as built site plans) shall be stamped and signed by a Professional Land Surveyor. The plan, stamp and signature must be original. All proposed utility designs must be stamped by a Professional Engineer.*
16. *All plans must be followed by a SURVEY RECORD (as built site plan) when requesting a Certificate of Compliance (survey record to be certified by a Professional Land Surveyor and stating the date of the record field survey). The survey record (as built plan) shall be accompanied by a statement from the Professional Land Surveyor stating all work is in substantial conformance with the submittal plans, OR state clearly where the as built conditions are different. The survey record will also include all the items in number twelve (12) above as built and must have an original stamp and signature.*