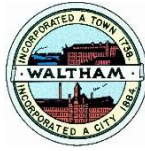


CITY OF WALTHAM

Engineering Department



Robert S. Winn, PE
City Engineer

Engineering Department Special Permit Submittal Checklist

PRE-SUBMITTAL

The Engineering Department is available and encourages a meeting prior to any submittal to discuss general requirements. This may be a zoom meeting or questions submitted by email which may be answered in the same manner. Also, drawings should be submitted to Engineering prior to other departments signature so any revisions can be made prior to signatures.

SUBMITTAL

In general, the following is required for a submittal:

- 1. The Engineering Permit Application information is required to confirm that the project will comply with Engineering Department requirements, including but not limited to: water, sewer, drain, etc. The applicant is required to provide adequate information to confirm the project meets Engineering Department requirements.*
- 2. All Water, Sewer and Drain Utilities must be shown (existing and proposed) and clearly identified on the plans.*
- 3. Calculations shall be provided for the amount of water use and the amount of sewer discharge together with Inflow and Infiltration amounts.*
- 4. Calculations shall be provided for on-site stormwater drain system including phosphorous reduction. Waltham requires runoff to be retained on site as Waltham is attempting to abate the flooding problem along its brooks and in its drainage areas, ponds and streets.*
- 5. An estimated dollar cost must be provided to the city for water, sewer, and drainage connections into its existing utilities. In addition, any required improvements to the existing water, sewer and drainage city systems shall be estimated. The responsibility for these costs is generally paid by the petitioner who requires them based upon the project requirements to be constructed.*
- 6. All of the above must be provided in a final format with approval by the Engineering Department for all utilities.*
- 7. A full set of plans, one set of backup information, and a Special Permit Application with Waltham City Council Approval. Provide an email with all information and attachments or a drop box link for large files.*
- 8. A recorded copy of the recorded Special Permit from the South Middlesex Registry of Deeds must be provided previous to any permits being issued.*
- 9. There needs to be a statement that indicates that a CPW/Engineering I/I and utility infrastructure permit will be submitted once the special permit is approved.*

10. *There needs to be a statement that all Waltham standards and standard details will be used and followed.*
11. *Certification by the PE as follows: "The submitted plans meet all professional engineering standards and said Plans are in compliance with all applicable city, state and federal ordinances, laws and rules, including the Rules and Regulations of the City of Waltham Board of Survey and Planning."*
12. *Certification by the LSP as follows:*
 - a. *"I certify that this survey plan shows the property lines that are the lines of existing ownership and that the lines of streets and ways shown are those of public or private ways already established, that no new lines for division of existing ownership or for new ways are shown.*
 - b. *"I certify that this survey and plan conforms to the ethical, procedural and technical standards for the practice of land surveying in the Commonwealth of Massachusetts"*
 - c. *"I certify that this Plan has been prepared in conformity with the rules and regulations of the register of deeds of the Commonwealth of Massachusetts."*