TOWN OF OXFORD
SITE PLAN REVIEW APPLICATION CHECKLIST

This Site Plan Review Checklist should be completed by the applicant. It is intended to assist the applicant in the planning process of preparing a site plan review application for Planning Board Action. The type of the proposed project will determine the types of information required to review a site plan, therefore, a pre-application meeting with the department heads to determine the list of items that must be completed is strongly encouraged. The applicant is also advised to go through the Site Plan Review Regulations for full details.

Project Information	Project Title:_____ Property Location:_____ Tax Map:_____ Lot:____ Zonning _____ Owner:_____ Name & Address of Engineering Firm:_____ Date of Pre-Application Meeting_____ Date of Submission:_____ Applicant:_____ Applicant Phone# _____ Applicant Address_____ Town_____ State_____ Zip_____
Engineering Firm Affidavit	**I, _____ a Massachusetts licensed ☐ architect, ☐ engineer, ☐ landscape architect hereby certify that I have prepared the documents submitted by _____ for the development of land at _____ and that I have reviewed the requirements for submission and have completed the following checklist:**
General	☐Maximum sheet size shall be 24" x 36" unless otherwise approved prior to submission ☐Set shall be comprised of separate sheets as listed below unless otherwise approved at the pre-application meeting. ☐All plans shall be stamped by Commonwealth of Massachusetts-registered Professional Engineer, Professional Land Surveyor, and/or Professional Landscape Architect ☐All plans shall be shown at 1" = 40' or less and shall show a graphical scale ☐All plans shall show an appropriate Legend **All plans shall have a title block comprised of the following:** ☐ Project Title ☐ Sheet Title ☐Sheet Number ☐Registrant Stamp (PE, PLS, LA) ☐Engineers name, address ☐Scale ☐Plan Issue Date ☐Plan Revision Date(s) ☐Traffic Impact and Access Study (TIAS) to be submitted with application ☐Storm Water Management Report to be submitted with application

Cover Sheet

ITEM: TITLE BLOCK	Yes	No	NA		ITEM: Zoning Requirements and Provided Table	Yes	No	NA
Project name / title	☐	☐	☐					
Street number	☐	☐	☐		Lot Size	☐	☐	☐
Assessor's map and parcel	☐	☐	☐		Lot Frontage	☐	☐	☐
Name and address of Owner	☐	☐	☐		Side Yard Setback	☐	☐	☐
Name and address of Engineer	☐	☐	☐		Front Yard Setback	☐	☐	☐
Name and address of Applicant	☐	☐	☐		Building Height	☐	☐	☐
Revision Date Block	☐	☐	☐		Lot Coverage	☐	☐	☐
Locus Map (Show all roads and available building information within 1000 feet) ☐					Distance from Residential District	☐	☐	☐
					Parking Spaces Calculations	☐	☐	☐
Planning Board signature block ☐					Handicap and Compact Parking	☐	☐	☐
Plan Index with latest revision date of each plan ☐					Parking Lot Setback and Planting	☐	☐	☐

Existing Condition Plan

ITEM: Existing Buildings and Features	Yes	No	NA		ITEM: Existing Topography	Yes	No	NA
Name of Surveyor	☐	☐	☐		Contours at 2' intervals	☐	☐	☐
Date of Survey	☐	☐	☐		Overhead and underground utilities including but not limited to water,	☐	☐	☐
Property & easement lines w/bearings & Distances	☐	☐	☐		sewer, drainage, elec, tele, cable TV,	☐	☐	☐
At least 3 monuments	☐	☐	☐		gas, septic systems, detention	☐	☐	☐
Names of all abutters	☐	☐	☐		structures, wells	☐	☐	☐
Street names and type (private or public and width)	☐	☐	☐		Existing parking area and type	☐	☐	☐
Benchmark locations (NGVD)	☐	☐	☐		Existing lighting, signs, loading etc...	☐	☐	☐
Existing Structures w/areas and existing/current use	☐	☐	☐		Wetlands, floodplain, water protection district delineation and buffer zone	☐	☐	☐
Existing fences, walls & utilities	☐	☐	☐		Test pit locations w/ GW depth	☐	☐	☐

Construction / Layout Plan (show appropriate information from Existing Condition Plan)	ITEM: Proposed Topography including but not limited to:	Yes	No	NA
	Proposed contours at 2" intervals	☐	☐	☐
	Parking lot setbacks to PL	☐	☐	☐
	Parking Spaces (dimensioned) Handicap Parking and Access	☐	☐	☐
	Sidewalks and Wheelchair ramps	☐	☐	☐
	Pavement and Curbs type(s) and limits	☐	☐	☐
	Lighting and Signs	☐	☐	☐
	Pavement Markings and Loading areas	☐	☐	☐
	Walls, Fences, Dumpster and snow storage areas	☐	☐	☐
	Proposed Building(s)	☐	☐	☐
	Truck and Emergency vehicles access	☐	☐	☐

Utility and Grading Plan (show appropriate info. from Existing Condition and Construction Plan)	ITEM: All proposed utilities but not limited to Water, Sewer, Drainage, ETC, Septic Systems, Detention Structures:	Yes	No	NA
	Adequate utilities info 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 water services, hydrants, gates shutoffs, and tees	☐	☐	☐
	Utilities shall be underground if possible	☐	☐	☐
	Required utility easements with bearings, distances and areas	☐	☐	☐
	Sewer profile showing all utility crossings	☐	☐	☐
	See Drainage checklist if Detention basin is proposed	☐	☐	☐

Landscape Plan (Show appropriate info. from Existing Condition and Construction Plan)	ITEM:	Yes	No	NA
	Proposed landscaping per Buffer and Parking Lot Planting Zoning Requirements	☐	☐	☐
	Plant and Tree Legend	☐	☐	☐
	Indicate areas to loamed and seeded	☐	☐	☐
	Proposed irrigation	☐	☐	☐
	Verify Sight Distances at entrances	☐	☐	☐

Erosion Control Plan (Show appropriate info. from Existing Condition and Construction Plan)	ITEM:	Yes	No	NA
	Haybales and silt fence locations	☐	☐	☐
	Anti tracking area at all construction entrances	☐	☐	☐
	Protect existing and proposed drainage structures with haybales or silt sacks	☐	☐	☐
	Delineate all stockpile areas	☐	☐	☐
	Maintenance and Inspections notes	☐	☐	☐

Detail Sheets (typical details)	ITEM:	Yes	No	NA	ITEM:	Yes	No	NA
	Pavement Section Detail	☐	☐	☐	Haybale/Silt Fence Detail	☐	☐	☐
	Sidewalk Detail	☐	☐	☐	Light Pole Foundation Detail	☐	☐	☐
	Curb Detail	☐	☐	☐	Retaining Wall Detail	☐	☐	☐
	Driveway Detail	☐	☐	☐	Tree/Shrub Planting Detail	☐	☐	☐
	Wheel Chair Ramp Detail	☐	☐	☐	Sign Detail	☐	☐	☐
	Concrete Pad Detail	☐	☐	☐	Fence Detail	☐	☐	☐
	Water/Sewer Trench Detail	☐	☐	☐	Hydrant & water service Details	☐	☐	☐
	Catchbasin & Drain Manhole	☐	☐	☐	Grass Swale Detail	☐	☐	☐
	Sewer Manhole & cover Detail	☐	☐	☐	Miscellaneous Utilities Details	☐	☐	☐
	Detention Basin Sections	☐	☐	☐	Rip Rap Detail	☐	☐	☐
	Rip Rap Detail	☐	☐	☐				

Fire Department Review Checklist	ITEM:	Yes	No	NA	ITEM:	Yes	No	NA
	Access roadway vertical clearance of 13'6"	☐	☐	☐	Turn around area provided	☐	☐	☐
	Access roadway width 24'	☐	☐	☐	Fire Dept Connection for sprinkler system within 100' from a fire hydrant			
	Fire Hydrant every 500'	☐	☐	☐				
	Fire Hydrant main supply 8" min	☐	☐	☐		☐	☐	☐

Town of Oxford Site Plan Review Checklist