



Boston Water and Sewer Commission

980 Harrison Avenue, Boston, MA 02119 – 617-989-7000

SITE PLAN REQUIREMENTS

These requirements for site plans have been prepared to assist developers, builders, architects, engineers, and others in securing the necessary approvals from the Boston Water and Sewer Commission (BWSC). In addition, details and guidelines relative to the requirements and information necessary for the site plan drawings are included.

BWSC reserves the right to determine whether drainage issues will be addressed during building renovations. However, minor renovations such as, the addition of a fire pipe to an existing building with an active account or an increase in size of an active domestic service or fire pipe may not require drainage issues to be addressed at that time.

Authorized Approval

All site plans submitted to BWSC for review and approval must be signed and stamped by a Professional Engineer and a Land Surveyor registered in Massachusetts. All sewer and water work must meet or exceed the BWSC's standard requirements.

The location of all utilities in the street: water, sewer, storm drain, telephone, gas, electric, steam and cable television must be shown to scale on the site plans. A north arrow is required on the site plan.

Review and Approval

The average time span for BWSC review and approval of a site plan is one week to ten days. A longer period of time may be necessary if the project is large and complicated or the submission is inadequate.

Narrative Letter

A narrative letter briefly describing the proposed project, type of establishment and ANTICIPATED DAILY SEWAGE FLOW is required. A site plan should be no smaller than 12-inches X 13- inches and no larger than 27-inches X 40-inches.

Drawing Requirements

One print is needed for preliminary review and comment by BWSC. Five site plan drawings should be submitted for final review and approval. Two approved signed prints will be retained by the BWSC, one for the record file and the other for the BWSC Construction Inspectors. All final site plan submissions must be accompanied with an Auto Cad Release 14 or higher disk. Drawing must be in compliance with the BWSC CAD Standards for Site Plans (Design and As-Built). A 5"x5" box reserved for BWSC use only shall be required on each drawing.



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Street Numbering Form (Certified Street Address)

The official street numbers of locations are required on the drawings.

The City of Boston Building Department street numbering form must be filed with the Inspectional Services Department. Submission of this form must be included with the site plan.

The WARD and PARCEL NUMBER of the lot are also required. THE WARD AND PARCEL NUMBER MUST BE INCORPORATED INTO THE SITE PLAN. The ward and parcel number shall be placed above the 5"x5" box reserved for BWSC use.

The Owner's Name, Address and Telephone Number are required on the site plan. The address of the site including Extended Zip Code is also required.

The estimated sizes of all public street and sidewalks openings that will be required for the building services to connect to BWSC facilities must be included on site plan drawings. The estimated size of this cut will be the size that will be submitted to the City of Boston Public Works Department. The estimated size will include any over-cut for such water construction work, i.e. +3 feet for tapping machine.

Fire Pipes

Any request for installation of a new fire pipe or change in size or location of an existing fire pipe shall be accompanied by a site plan for approval. Such submission shall include an existing WATER ACCOUNT NUMBER placed above the 5"x5" box reserved for BWSC. In addition, a Backflow Prevention Device Design data sheet (Provide link) application must be filed. This application must be completed by a Massachusetts licensed plumber, and be submitted to the Boston Water and Sewer Commission, Cross Connection Control Department, 980 Harrison Avenue, Boston, Ma. 02119.

Inspections

After the site plan is signed by the Chief Engineer or his designee, a General Service Application (GSA) must be filled out and signed by the owner of the property or the owner's agent prior to the time of installation of domestic water service, fire pipe service, building sewer or building storm drain connections. A prerequisite for filing a GSA with BWSC for new construction is the Rough Construction Sign-Off document from the City of Boston's Inspectional Services Department. A deposit based on the size of the water service or fire pipe connection and sewer and drain connections must accompany the GSA submission. Upon receipt of the appropriate deposit, BWSC will establish a water and sewer account and assign an account number to the property. An inspection fee will be charged for each water and sewer connection. Twenty-four (24) hours advanced notice is required for inspection scheduling. If any inspection date is scheduled on weekends, holidays or after regular work hours, an additional inspection fee will be charged. Also, if the contractor fails to notify the BWSC inspectors of a cancellation in advance, an additional inspection fee will be charged to the contractor when the job is subsequently rescheduled.



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All construction work performed on BWSC systems or construction work performed on systems whose ownership may be transferred to the BWSC must be inspected by a BWSC Construction Inspector at the developer's expense. The contractor will be charged the current BWSC rate per diem based upon estimated work days through the completion of the project. The Manager of Engineering Services will make this determination. These payments shall be made through the Engineering Services Department. Upon completion of the work a refund or an additional bill will be issued based upon actual working days. The contractor must notify, in writing, the Director of the BWSC Construction Division, seven (7) days prior to the beginning of construction. This will allow BWSC sufficient time to schedule field inspection.

Sewer/Storm Drain Connections

When there is a separate sanitary sewer and a separate storm drain in the street, the building sewer must be connected to the sanitary sewer and the building storm drain must connect to the storm drain. It is however, mandatory to retain stormwater on site. The first one inch of rainfall, times the impervious area on site, must be infiltrated prior to discharge to a storm drain or a combined sewer system. A percolation test must be taken by a Registered Professional Engineer or Registered Sanitarian to determine if the soil is suitable for dissipation of storm water runoff.

If the proposed site is in wetland or within 100 feet of a wetland or water, an Order of Condition must be obtained from the Boston Conservation Commission in order to make water or sewer connections to BWSC facilities.

If the proposed site is located in an area where BWSC sewer facilities are not accessible but Massachusetts Water Resources Authority (MWRA) facilities are available, the applicant must fill out an Application/Permit to Connect to the Sewerage System of the MWRA.

In accordance with the MWRA Sewer Use Rules and Regulations, the amount of time in advance the Toxic Reduction and Control Department (TRAC) requires is a minimum of ninety (90) days to process a Sewer Use Discharge Permit Application for a new user. TRAC does issue temporary permits in some cases so that industry may begin operation once the temporary permit has been issued, which usually takes 30-45 days. However, it is best for the industry to submit the application 90 days in advance so TRAC can issue a more specific permit before operations begin.

Permit Renewals

For permit renewals, the current State regulations, 360 CMR 10.062(2), state that industry must submit a renewal application no later than thirty (30) days before its current permit expires in order for that permit to remain in effect after its expiration date. It should be noted that this is an area of the regulations that most likely will be revised in the future to require renewal application submittal earlier than 30 days in advance.

Site plans are valid for a period of one (1) year from the date of approval.