



**City of Medford**  
**Engineering Division**  
City Hall – Room 300  
85 George P. Hassett Drive  
Medford, MA 02155

**SITE PLAN AND AS-BUILT REQUIREMENTS**  
**For**  
**BUILDING AND OCCUPANCY PERMITS**

Site plans submitted to the Building Department for approval prior to issuance of a Building Permit shall show the following:

1. Topography of site showing existing and proposed contours or spot grades as requested by the City Engineer's office. Building first floor elevation, basement and parking garage elevations, as well.
2. Plan and profile of proposed sewer service pipe from new construction to existing sewerage system, with slope, size and material clearly shown and invert grade of sewer pipe at main line and at structure. Also locations of vertical and horizontal bends, if any. Applicants who want to re-use existing sewer services must video the line(s) and provide the audio/video result to the Engineering Division.
3. Location and size of proposed domestic water and/or fire service pipe and appurtenances from existing water main (show existing main type/size) to new construction (minimum depth of cover to be 4 feet).
4. Management of storm water runoff: All applicants shall prevent increases in storm water runoff and capture/infiltrate storm water. To this end, applicants shall install on-site, maintain-able, storm water infiltration systems to contain a minimum of 1" of runoff from all impervious surfaces. If an applicant believes infiltration is not possible, it must be demonstrated via analyses. Off-site mitigation may be required. Also, depending upon lot size and impervious area, drainage calculations may be required to show impact on the city's drainage system. Closed pipe system, if required, shall include plan of existing storm drains in the area, and plan and profile of proposed construction, including sumps.
5. Roads – show existing ground grades and proposed finished grades on new roadways and driveways. Show roadway restoration limits - at a minimum the work must encompass all trenches/curb cuts and the road surface is to be restored via grind/inlay.
6. Sidewalk, driveway landing and ramp landing cross-slopes shall not exceed 2% (across driveways, maintain this cross slope for min. 3 feet width), and ramps/drive aprons shall be configured per state and federal standards. For curb ramps provide detail drawings. Depending on condition, the sidewalk may be need to restored/upgraded within property line limits. Granite corner stones at driveways are to be installed.

The Site Plans shall be prepared by a Civil Engineer professionally registered in the state of Massachusetts and shall bear his/her stamp and signature. Work by any other preparer will not be accepted unless express written permission is received in advance from the Engineering Division.

At the completion of the project As-Built Plans certified by the Engineer or the Professional Land Surveyor must be submitted for occupancy permit. The As-Built Plans shall show all features including driveways and sidewalks, the exact locations of all new structures and pipes, as well as complete ties (and tie sheets), to building services, water gates, sewer connections, etc. Vertical elevations of the rims and grates of new or modified structures is also required. All vertical information to be presented in NAVD 88. All information requested above shall be shown with actual construction modifications to be left with the City Engineer as a true record of actual information.