

MINIMUM REQUIREMENTS FOR PLOT PLANS

1. Said **PLOT PLAN** must be certified by a person registered under the General Laws of the Commonwealth of Massachusetts to practice land surveying.
2. The following information **must** be shown on the **plot plan**:
 - a. All property corners, with type of monumentation (identified as set or found)
 - b. Existing and proposed grading, proposed grading at house corners and garage doors;
 - c. Proposed location of the building and driveway;
 - d. Utilities;
 - e. Elevation of top of foundation wall, benchmark and datum;
 - f. Direction of storm water run-off; the proposed grading shall not direct run-off toward abutting properties;
 - g. Where any proposed work is within a **FLOOD PLAIN DISTRICT**, as delineated on the current **FIRM** (Flood Insurance Rate Map), 100 year flood contour shown, reference is USGS datum;
 - h. If the location of the building or structure is within any area of special flood hazard or designated by the Federal Emergency Management Agency (**FEMA**), this must be noted on the site plan;
 - i. North arrow, street names, etc.
3. In addition to the plot plan, the property must be staked and/or bounded prior to requesting a site inspection. The minimum requirements for staking and/or bounding are as follows:
 - a. All property corners are to be permanently bound (concrete bounds, stone bounds, steel pins, etc.). Temporary stakes do not meet Town requirements;
 - b. Stone or concrete bounds are to be a minimum of 4"x4"x4'-0" in size;
 - c. Iron pins are to be a minimum of 1" in diameter and 2'-0" in length;
 - d. Each pin or bound shall be spray painted **yellow**;
 - e. Each pin or bound shall be located and **tagged** by a stake extending a minimum of 3'-0" above ground, with the **top 1'-0" spray painted red**;
 - f. An established grade (**TBM**), designating the top of the foundation must be located within 100 feet of the foundation and in an area where it will not be disturbed by construction;
 - g. The location of the building, with all corners, must be offset staked and flagged.

UPON RECEIPT OF ALL APPLICATIONS, BUILDING PLANS, AND PLOT PLANS, A SITE INSPECTION WILL BE SCHEDULED BY THIS DEPARTMENT. WORK MAY NOT BE STARTED UNTIL SUCH TIME THAT A BUILDING PERMIT IS ISSUED.