

City of Fall River, In City Council

BE IT ORDAINED by the City Council of the City of Fall River, as follows:

That Chapter 10 of the Revised Ordinances of the City of Fall River, Massachusetts, 1999, which chapter relates to Buildings and Building Regulations, be amended by inserting a new section to read as follows:

Section 10-1 Site plan review.

(a) Intent. The intent of the site plan review process is to provide a framework for the coordinated review of design elements contained in an applicant's construction or development project that may have impacts on the environment, the local economy and/or the character of surrounding neighborhoods. The site plan review process improves communication with the applicant, enhances project design and compliance with applicable laws and regulations and reduces potentially negative impacts on the City of Fall River and its residents.

(b) Implementation. A review committee shall be formed to implement this section. The review committee shall consist of five (5) members: the Inspector of Buildings, the City Planner, the Administrator of Public Utilities, the City Engineer and the Director of Administrative Services — Water; each of whom may name a respective delegate. The review committee shall review applicable projects in accordance with this section.

(c) Applicability. Minor project: Any project that is not included within the definition of a major project and requires a building permit.

Major project: Any project that includes one or more of the following criteria and requires a building permit:

(1) Residential developments (subdivisions) that are subject to approval under the Subdivision Control Law (M.G.L. Chapter 41, Section 81K - 81 GG).

(2) Development, redevelopment or expansion of any primary or accessory structure that is utilized for commercial and/or industrial purposes that is located on a lot with an area of 10,000 square feet or more.

(3) Development (residential, commercial, industrial) that will result in the creation of thirty (30) or more off-street parking spaces.

(d) Exemptions. The following activities shall be exempt from the provisions of this section:

(1) Normal maintenance of stormwater management systems.

(2) Emergency projects necessary for the protection of public health or safety, provided that the work is to be performed and/or has been ordered by any federal agency, agency of the Commonwealth of Massachusetts or by the Mayor of the City of Fall River.

(e) Administration. Minor projects: The applicant for a minor project shall include a drainage plan and a locus/plot plan with their building permit application.

The locus/plot plan shall contain the following elements: parcel number, location and dimensions of lot boundaries, identification of zoning district(s) and setback requirements, location and dimensions of adjacent Streets, location and dimensions of Existing driveways or other means of access to and from the site, location of all utilities (including on site location/size and connection

to existing utility within the public way identifying size/type) and location and dimensions of any deeds of easement, rights-of-way, covenants and any other agreements connected with the site.

The applicant shall submit an as-built plan containing the elements required on the locus/plot plan prior to the issuance of a certificate of occupancy.

Major projects: The applicant for a major project shall submit plans in accordance with subsection (l) for review by the review committee established herein. All plans submitted shall be signed and stamped by a Professional Engineer or Professional Land Surveyor licensed in the Commonwealth of Massachusetts, All plans shall contain a north arrow and a scale.

(f) Procedure for major project review. The applicant shall submit the following documents to the Inspector of Buildings:

- (1) One original and five copies of the major site plan review application.
- (2) One original and five copies of the drainage plan, locus/plot plan, site plan(s) and all supporting materials.

Within fourteen (14) calendar days of the applicant submitting all of the required documentation, the review committee members shall each review the major site plan review application and the accompanying plans and materials. Within five (5) business days of completing the review, each review committee member shall provide comments in writing to the applicant and a copy shall be filed with the Inspector of Buildings.

If the applicant does not agree to comply with one or more of the comments provided by the review committee member(s), the applicant shall request a subsequent meeting with the relevant review committee member(s) in question to resolve such concerns prior to the issuance of a building permit.

(g) Stormwater management standards, All applicants of minor and major projects must submit a written plan delineating compliance with applicable local, state and/or federal storm water requirements. The stormwater management plan must not cause or contribute to flooding in the immediate or downstream areas. Sites must maintain a minimum of 25% pervious surface or consistent with applicable zoning regulations. Erosion controls must be installed during construction or disturbance of the site.

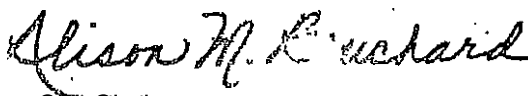
All applicants must review existing sites as to past flooding issues, capacity and size of existing drains and/or combined sewers. Those areas with past flooding issues or potential future flooding issues must be addressed by the applicant by mitigation, which can include replacement and/or expansion of the downstream drains or combined sewers.

Stormwater management plans must be approved by the Administrator of Public Utilities and the City Engineer.

In City Council, May 12, 2015
Passed to be ordained.

Approved, June 2, 2015
C. Samuel Sutter, Mayor

A true copy. Attest:


Alison M. Richard
City Clerk



CITY OF FALL RIVER
 DEPARTMENT OF COMMUNITY UTILITIES
 WATER/SEWER/DRAINAGE
 MAJOR/MINOR SITE PLAN REVIEW

All items in this packet must be completed and approved prior to the Department of Community Utilities signing a building permit.

Any items within the packet that require compliance and/or as built plans of connection cards must be completed and approved prior to the Department of Community Utilities signing an occupancy permit.

SECTION 1 - APPLICABILITY

Check off all that apply:

- Is this project normal maintenance of stormwater management systems?
- Is this an emergency project necessary for the protection of public health or safety that has been ordered by any federal agency, agency of the Commonwealth of Massachusetts, or by the Mayor of the City of Fall River?

If this development meets any or all of above criteria the project is Exempt from Site Plan Review.

Check off all that apply:

- Is this project a residential development (subdivision) that is subject to approval under the Subdivision Control Law (M.G.L. Chapter 41, Section 81K-81GG)
- Is this project a development, redevelopment or expansion of any primary or accessory structure that is utilized for commercial and/or industrial purposes that is located on a lot with an area of 10,000 square feet or more?
- Is this project a development (residential, commercial, industrial) that will result in the creation of thirty (30) or more off-street parking spaces?

If this development meets the any or all of above criteria the project is a major project go directly to Section 3:

If this development DOES NOT meet the any or all of above criteria the project is a minor complete Section 2

- This project is exempt from Site Plan Review
- This project is a MINOR Project
- This project is a MAJOR Project

Approvals

	Check #	Date Obtained	By
Water			
Sewer			
Drainage			

It is the applicant's responsibility to read and understand Chapter 10, Section 10-1 Site plan review of the Revised Ordinances of the city of Fall River 1999 as amended.

SECTION 2 MINOR DEVELOPMENT - SITE PLAN REVIEW

- Building Permit Attached
- PROPOSED Site/Locus Plan Attached

Locus plan shall contain the following elements: North Arrow, Scale, Parcel number, name & address of owner, name and address of the person preparing the plan, location and dimensions of lot boundaries, identification of zoning district(s) and setback requirements, location and dimensions of adjacent streets, location and dimensions of existing driveways or other means of access to and from the site, location of all structures on the site, location of all utilities (including on site location/size and connection to existing utility within the public way identifying size/type) and location and dimensions of any deeds of easement, rights-of-way, covenants and any other agreements connected with the site.

- PROPOSED Drainage Plan Attached

Drainage plan shall contain the following elements: North Arrow, Scale, Parcel number, name & address of owner, name and address of the person preparing the plan, location and dimensions of lot boundaries, location and dimensions of adjacent streets, location and dimensions of existing driveways or other means of access to and from the site, location, size & type of all drainage pipes and structures, contours at 2 foot intervals, direction of flow of all surface runoff, and location and dimensions of any deeds of easement or rights-of-way for the proposed drainage.

- Identify all known existing Water/Sewer/Stormwater problems within the area.

OAS-BUILT Site/Locus Plan DATED _____ Attached

OAS-BUILT Drainage Plan DATED _____ Attached

AS-BUILT Plans shall accurately document the final locations of all utilities and structures installed during construction.

SECTION 3 MAJOR DEVELOPMENT - SITE PLAN REVIEW

- Building Permit Attached
- 1 Original and 5 copies of the major site plan review application
- 1 original and 5 copies of the locus/site plan
- 1 original and 5 copies of the drainage
- 1 original and 5 copies of all supporting material
- PROPOSED Site/Locus Plan Attached
Shall be stamped by Engineer or Land Surveyor, licensed in the Commonwealth of Massachusetts.

Locus plan shall contain the following elements: North Arrow, Scale, Parcel number, name & address of owner, name and address of the person preparing the plan, location and dimensions of lot boundaries, identification of zoning district(s) and setback requirements, location and dimensions of adjacent streets, location and dimensions of existing driveways or other means of access to and from the site, location of all structures on the site, location of all utilities (including on site location/size and connection to existing utility within the public way identifying size/type) and location and dimensions of any deeds of easement, rights-of-way, covenants and any other agreements connected with the site.

- PROPOSED Drainage Plan Attached (signed & stamped by a Professional Engineer or Land Surveyor, licensed in the Commonwealth of Massachusetts.

Drainage plan shall contain the following elements: Design calculations documenting no increase in drainage from the site into surrounding parcels & detailing all measures used to mitigate off site drainage issues. The plan shall have a North Arrow, Scale, Parcel number, name & address of owner, name and address of the person preparing the plan, location and dimensions of lot boundaries, location of adjacent streets, location of existing driveways or other means of access to and from the site, location, size & type of all drainage pipes and structures, contours at a maximum of 2 foot intervals, direction of flow of all surface runoff, and location and dimensions of any deeds of easement or rights-of-way for the proposed drainage.

- Identify all known existing Water/Sewer/Stormwater problems within the area.

AS-BUILT Site/Locus Plan DATED _____ Attached

AS-BUILT Drainage Plan DATED _____ Attached

AS-BUILT Plans shall accurately document the final locations of all utilities and structures installed during construction.

Summary Advisory Sheet

Minor Development - Site Plan Review

The purpose of this advisory sheet is to assist individuals that qualify for a Minor Development Site Plan Review to prepare the plans required for City review of the project. This summary advisory is not intended for Major Developments which require professional engineering planning & design, nor does it mean that based upon specific site circumstances, additional requirements can't be added to enable the City to fully review the proposed project.

A developer of a Minor Site development shall submit two (2) drawings along with his application. The drawings shall be an overall Site/Location plan and a Drainage plan.

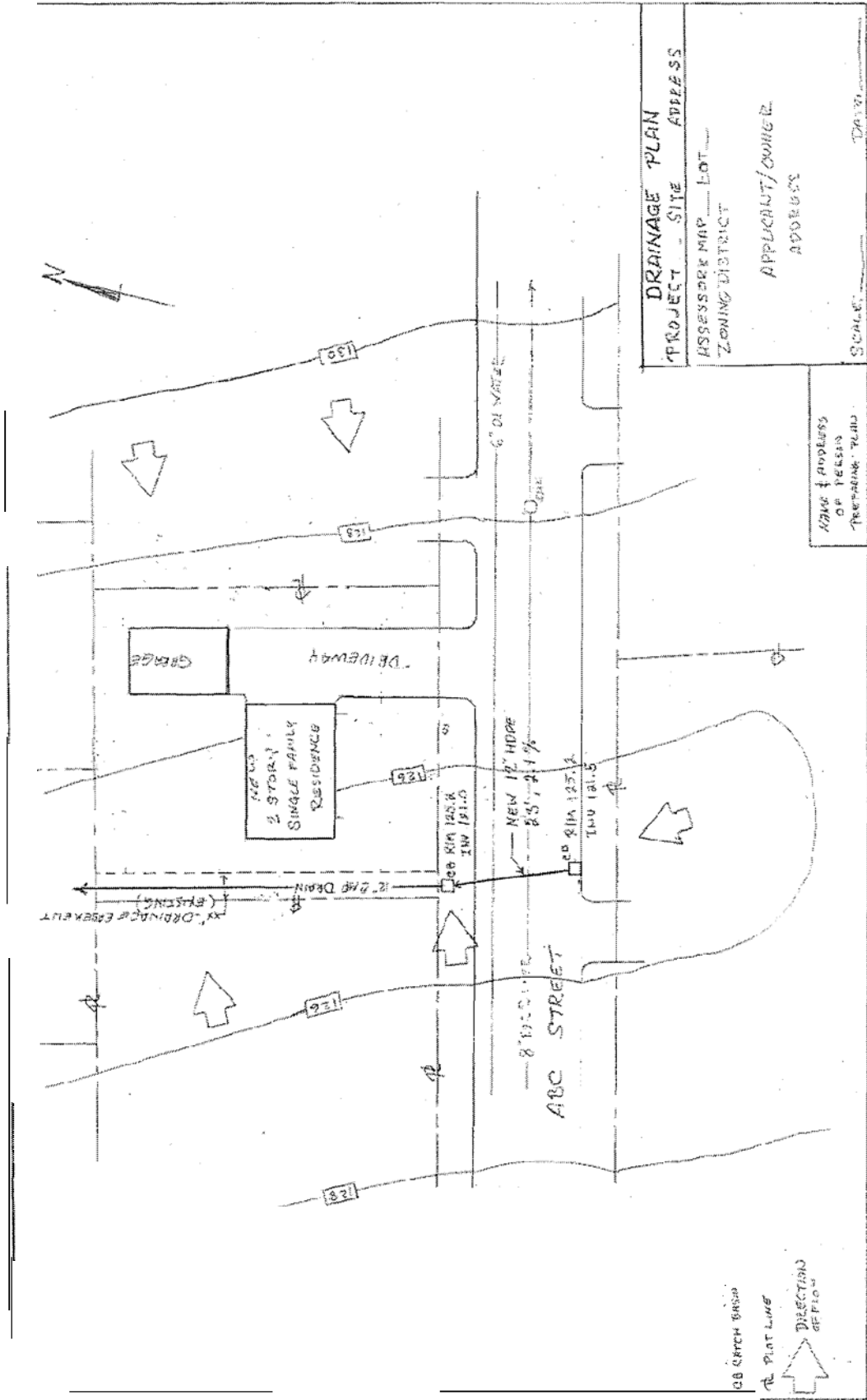
In addition, the developer of a Minor Site Development shall submit a Stormwater Management Plan to detail how stormwater from the project/site will be controlled and mitigated. See attached **Stormwater Management Plan Worksheet**.

Site/ Locus Plan: This plan is designed to show the reviewers what you plan to do with your property.

1. *The plan shall be clearly marked "SITE/LOCUS PLAN"*
2. *Size* - The plan submitted shall be drawn on a sheet no smaller than ISO "B" size (11"x17") and no larger than ISO "E" size (34"x44").
3. *North Arrow* - place an arrow with the capital letter N above it pointing to true north on the plan.
4. *Scale* - The plan shall be drawn to scale. Typically site plans are drawn at a scale of 1"=40'. Our recommended minimum and maximum scale should be no less than 1" =60' nor be any larger than 1"=20'.
5. *Parcel ID* - this is the number the city has assigned to your lot. You can find it on your tax bill. You can also find it on the City's GIS site at this link <http://host.cdmsmithgis.com/fallriverma/> just search for your address. The ID number should look something like this (N-06-0007).
6. *Nome and address of owner* - This is the legal owner of the property. This information is registered at the Bristol County Registry of Deeds located at 441 North Main Street, Fall River, MA and may be found on line at <https://www.fallriverdeeds.com>, on your tax bill or on the City's GIS site <http://host.cdmsmithgis.com/fallriverma/>.
7. *Name and address of the person preparing the plan* - If you had someone prepare the plan for you, even if he's not a professional engineer, his name must be listed on the plan.
8. *Property lines* - Location and dimensions of all property lines for the project site and abutters
9. *Location and dimensions of existing driveways or other means of access to and from the site* - Accurately locate all driveways, paths, walkways and even gates in fences, show dimensions on the plan.
10. *Location of all utilities* - All buried utilities, Water/Sewer/Drainage/Gas/Verizon/Electric must be accurately located on the plan. Contacting "Dig Safe" by phone at 811 or through the internet at <http://www.digsafe.com/> will get the utilities to mark the locations of their utilities on the street in front of your property. For Sewer & Drainage, you can get the as-built service cards and plans at the Fall River Engineering Department on the 5th floor of City Hall.
11. *Structures* - Location & description of all structures on the site.
12. *Easements & rights-of-way* - the locations & dimensions of all easements & rights-of-way across your property must be clearly shown. Also **provide a copy** of the legal document registered at the Bristol County Registry of Deeds located at 441 North Main Street, Fall River, MA. You may be able to obtain the registered right-of-way or easement document from their web site at <https://www.fallriverdeeds.com>.

Drainage Plan: This plan will show the reviewers where the water from the lot will go after the project is completed.

1. The plan shall be clearly marked "**DRAINAGE PLAN**"
2. The following elements of the Drainage plan are the same as on the site plan: Size, North arrow, Scale, parcel ID, Name & address of the owner, property lines, driveways & paths, and all structures on the site.
3. Contours shall be shown on the plan. Maximum intervals shall be 2-foot and indexed every 10-foot. You may be able to obtain the 2 foot contours on the City's GIS site (<http://host.cdmsmithgis.com/fallriverma/>). (Be aware, even the 7.5 min USGS Topo maps will not suffice since their contour interval is only 10 feet.) All contours must be field verified.
4. Direction arrows shall show the direction of all surface runoff from the site.
5. All proposed new drainage lines must be clearly shown and include all structures, pipe sizes, materials of construction, proposed pipe slopes and depth (rim to invert).
6. Location and dimensions of any new deeds of easement for site drainage pipes and structures.



DRAINAGE PLAN
 PROJECT - SITE ADDRESS
 ASSESSOR MAP - LOT
 ZONING DISTRICT
 APPLICANT/OWNER
 ADDRESS
 SCALE: _____ DATE: _____

NAME & ADDRESS
 OF PERSON
 PREPARING PLAN

CB CATCH BASIN
 PLAT LINE
 DIRECTION
 OF FLOW



12" OR 18" DEPTH
 (FLYSING)
 12" DIA. DRAIN

6" DIA. MANHOLE

NEW 12" HDPE
 85' @ 1%

12" DIA. 125' @
 INV. 121.5

ABC STREET

130

129

126

122

121

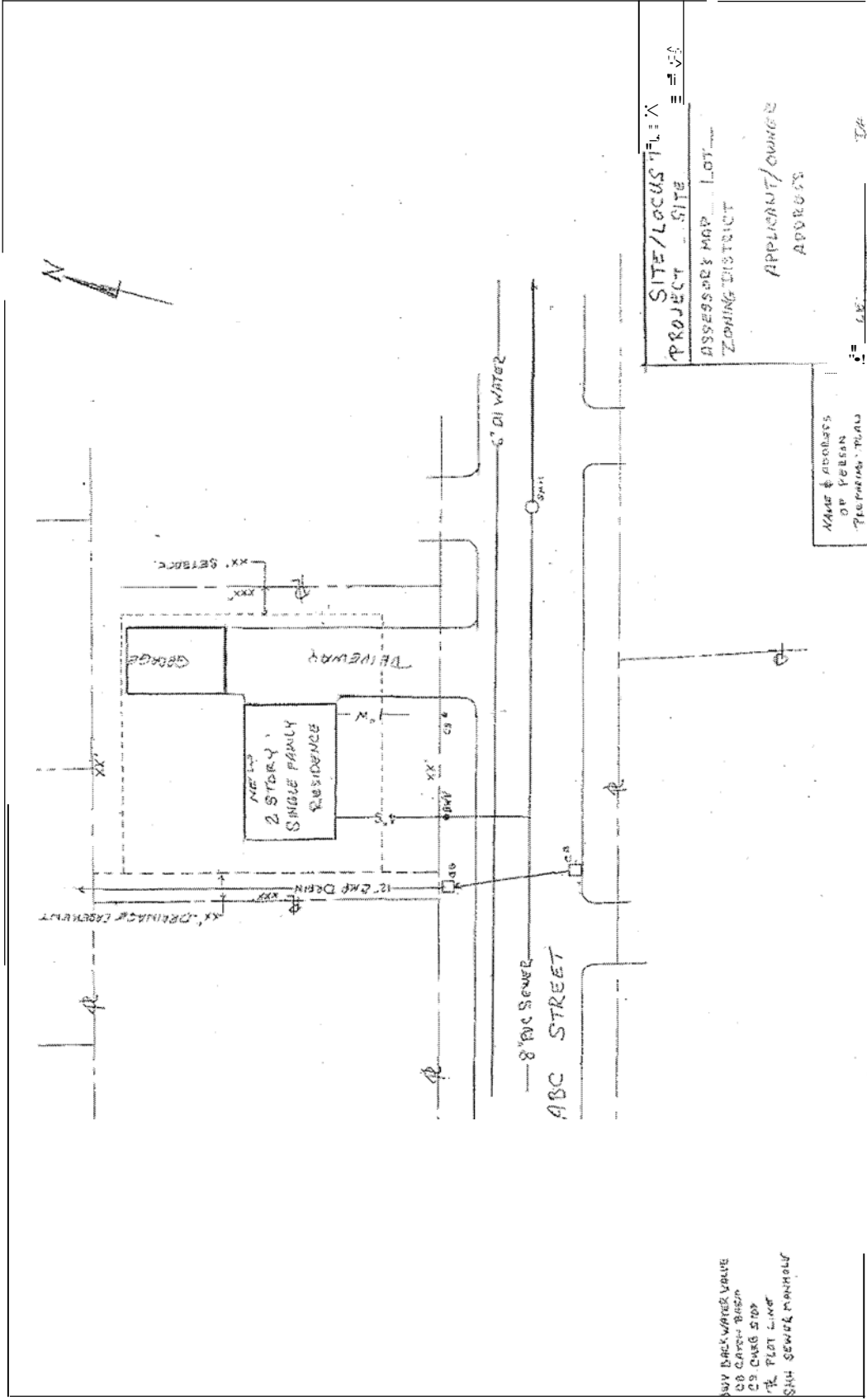
128

127

DRIVEWAY

NEW 2 STORY
 SINGLE FAMILY
 RESIDENCE

GARAGE



8" BACK WATER VALVE
 12" CATCH BASIN
 12" CHASE STOP
 12" PLOT LINE
 24" SEWER MANHOLE

PROJECT / LOCUS FL: X
 ASSESSOR'S MAP SITE LOT
 ZONING DISTRICT
 APPLICANT/OWNER
 ADDRESS

NAME & ADDRESS
 OF PERSON
 REPRESENTING YOU

1/2" = 10'

Stormwater Management Plan Worksheet

Minor Development - Site Plan Review

The purpose of this Stormwater Plan Worksheet is to assist individuals that qualify for a Minor Development Site Plan Review to prepare the Stormwater Plan as required for City review of the project. This Stormwater Plan Worksheet is not intended for Major Developments which require professional engineering planning & design, Based upon specific site circumstances, additional requirements may be added to enable the City to fully review the proposed project.

Stormwater Management Plan (SWMP)

For Construction Activities At:

Project Name _____

Project Site Location _____

SWMP Prepared For:

Company/Organization Name _____

Name _____

Address _____

City, State, Zip _____

Telephone Number _____

Fax _____

Email _____

SWMP Prepared By:

Company/Organization Name _____

Name _____

Address _____

City, State, Zip _____

Telephone Number _____

Fax _____

Email _____

SWMP Preparation Date: _____

Estimated Project Dates: _____

Project Start Date: _____

Project Completion Date: _____

Instructions:

Describe how stormwater currently drains within the project/site and in the surrounding neighborhood.

Identify any known flooding or other existing drainage problems

(Attach additional sheets if needed)

3.1 Post Construction

Will your project/site discharge stormwater into the Municipal Storm Sewer System (MS4)?

Yes No

Does your project/site currently discharge Municipal Combined Sewer?

Yes No

Will your project/site discharge stormwater into surface water?

Yes No

Instructions:

Describe how construction activities will change the amount and/or direction of stormwater that leaves the project/site and flows into the surrounding neighborhood.

Describe any new permanent measures you will implement to reduce the amount of stormwater leaving the project/site

Identify any flooding or other existing local drainage problems that will not be mitigated by your construction project.

(Attach additional sheets if needed)

4.0 TEMPORARY EROSION AND SEDIMENT CONTROLS

Instructions:

Describe the temporary erosion and sediment controls that will be installed and maintained at your site during construction (e.g., silt fences, filter berms, sediment trackout mats, protection for existing Storm Drain inlets, protection for stockpiled soil, etc.)

(Attach additional sheets if needed)

4.1 Minimize the Disturbance of Steep Slopes

Instructions:

Describe how you will minimize the disturbance to steep slopes.

Describe controls (e.g., erosion control blankets, tackifiers), that will be implemented to minimize sediment discharges from slope disturbances.

(Attach additional sheets if needed)

4.2 Dewatering Practices

Instructions:

If you will be discharging stormwater that is removed from excavations, trenches, foundations, vaults, or other similar points of accumulation, details of all dewatering practices that are installed and maintained.

(Attach additional sheets if needed)

4.3 Other Stormwater Controls

Instructions:

Describe any other stormwater controls that do not fit into the above categories.

(Attach additional sheets if needed)

5.0 SITE STABILIZATION

Site Stabilization Practice

- Vegetative Non-Vegetative
- Temporary Permanent

Instructions:

You are to immediately initiate stabilization when work in an area of your site has permanently or temporarily stopped:

Describe the specific vegetative and/or non-vegetative practices that will be used to stabilize exposed soils where construction activities have temporarily or permanently ceased. Avoid using impervious surfaces for stabilization whenever possible.

(Attach additional sheets if needed)

6.0 CERTIFICATION AND NOTIFICATION

Instructions:

The following certification statement must be signed and dated by the Owner of the project. This certification must be re-signed in the event of a SWMP Modification.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who were directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine for knowing violations.

Preparer	
Name: _____	Title: _____
Signature: _____	Date: _____

OWNER	
Name: _____	Title: _____
Signature: _____	Date: _____

Stormwater Management Plan

Appendix A - Site Maps



CITY OF FALL RIVER PLANNING
1 Government Center, Room 534
Fall River, MA 02722
(508) 324-2561

APPLICATION FOR A TAX CERTIFICATION

Section 14-4 of the Fall River Code of Ordinances provides that the City may deny, revoke or suspend any municipal license or permit held or applied for by a person or entity that has neglected or refused to pay any municipal taxes, assessment, fees or charges or for an activity which will take place in or on a property owned by person or entity who has neglected or refused to pay any municipal taxes, assessment, fees or charges. Any person or entity intending to apply for a municipal license or permit or to renew a municipal license or permit may use this form to obtain a certification that they have complied with Section 14-4.

APPLICATION INFORMATION

Applicant's Name: _____

Applicant's Address: _____

Parcel ID #: _____

Email: _____

Contact Telephone #: _____

LOCATION INFORMATION

If licensed activity will take place in specific location, please provide:

Name of Owner/Landlord: _____

Location Address: _____

Location Parcel ID#: _____

Are you applying for an inspection certificate in conjunction with the sale of the real estate? **Y** **N**

FOR OFFICIAL USE ONLY

Date Received: _____ **Certified:** _____ **Denied:** _____

Dated: _____ **Reviewed By:** _____ **Denied:** _____

*** Valid for 30 days unless June, July, August of an Fiscal Year**

Ian Schachne City Collector: _____ **Denied:** _____

NOTICE

Issuance of Certification is not receipt of payment or proof that taxpayer is current with taxes, assessment, fees or charges; rather it is authorization to issue licenses or permits under Section 14-4 of the Fall River Code of Ordinances.