



City of Chicopee
Department of Public Works
115 Baskin Drive
Chicopee, MA 01020

Jeffrey Neece, DPW Superintendent
Phone: (413) 594-3557
Fax: (413) 594-3569

Elizabeth Botelho, City Engineer
Phone: (413) 594-3416
Fax: (413) 594-3441

Building Checklist

Location of Property: Assessor Map/Parcel:

Applicant's Name:

Applicant's Address:

Phone Number: Date:

Owner's Name & Address:
(if different than applicant)

Proposed Use: Zoning:

For Official Use Only

Date Submitted to Eng. Dept. Reviewed by:

Comments:

House Number Assigned: Frontage:

City Engineer Comments

Disapproved / Approved / Approve w/conditions Date:

Comments:

DPW Superintendent Comments

Disapproved / Approved / Approve w/conditions Date:

Comments:

Site Plan Submission Requirements

Certification from a Registered Land Surveyor or Professional Engineer under the General Laws of the Commonwealth of Massachusetts.

- Plan scale shall be a maximum of 1" = 20'
- Plan shall show all existing surface features including:
 - Grading (1' contour interval)
 - Trees over 12" diameter
 - Road edge and curbing type
 - Road surface condition along frontage
 - Utilities within frontage (sewer, water, electric, cable, gas)
 - Location and elevation of benchmark within 100' of proposed structure
 - Sidewalk location and type
 - Dimensions and area of parcel
 - Zoning
- Plan shall show all proposed surface features including:
 - Grading (1' contour interval)
 - Location of structure with dimensions and offsets to property lines
 - Driveway location, dimension, surface type, cross section
 - Any improvements within the City Right-of-Way
 - Proposed Stormwater management
 - Offsets from buildings to property lines
 - Details for construction, i.e. sewer clean-out, trench
(see <http://www.chicopeema.gov/234/Construction-Details>)

Additional Requirements:

- Property corners and building corners shall be staked with a 36" tall by 1" x 1" square stake. Stakes shall be flagged or painted for identification.
- Stormwater and erosion controls meeting Chapter 231, State and Federal Regulations.
- A Street Occupancy Permit shall be required by anyone that desires to work within the City Layout. It is recommended that the Contractor apply and obtain this permit.

General Requirements:

- A sewer entrance fee must be paid before tying into the City sewer. This fee is paid at the DPW.
- Please note that a minimum of three- (3) working days notice is required to process and approve a Street Occupancy Permit.
- Street excavation is not allowed from November 15th through March 31st (These dates are subject to change based on weather conditions and availability of bituminous concrete for road repair).
- During the construction, it is the contractor's responsibility to ensure that adequate erosion control measures are in place and maintained until adequate vegetation is established. The street shall remain clear and free of debris throughout construction.