



# Site Inspection

## Rules and Regulations

### Canton, Massachusetts



**2019**

**planning board**



*Town of Canton, Massachusetts*

# **PLANNING BOARD**

*Adopted 2019*

*Amended: 1998, 2019*

Thomas C. Scully, Chairman ◦ Robert E. Panico, Vice Chairman

Patricia McDermott, Clerk ◦ Kathy McCormack, Member

David McCarthy, Member

Laura Smead, AICP, Town Planner

## **Site Inspection Rules and Regulations**

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**Site Inspection Rules and Regulations**  
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# Site Inspection Rules and Regulations Canton, Massachusetts

## SECTION 1. REGULATIONS FOR ADMINISTRATION

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- A. Title
- B. Authority
- C. Effective Date
- D. Availability

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# SECTION 1. PLANNING BOARD SPECIAL PERMIT REGULATION OF USES

## A. TITLE

The “Site Inspection Rules and Regulations” comprises the Town of Canton, Massachusetts, Planning Board, “Site Inspection Rules and Regulations.”

## B. AUTHORITY

The “Site Inspection Rules and Regulations,” is adopted under authority of Section 10.5.12, paragraph 1 of the Canton Zoning Bylaw.

## C. EFFECTIVE DATE

The “Site Inspection Rules and Regulations,” having been adopted by majority vote of the *Planning Board* on May 08, 2019 following a duly noticed public hearing and are effective on that date. A copy of these Site Inspection Rules and Regulations were filed with the *Town* Clerk on May 16, 2019.

## D. AVAILABILITY

Copies of the “Land Subdivision Rules and Regulations,” the “Special Permit Rules and Regulations,” the “Site Inspection Rules and Regulations,” the “Canton Planning Board Technical Standards for Plan Submissions,” the “Canton Planning Board Fee Schedule,” and all related forms are on file with the Town Clerk and are available for inspection at the *Planning Board* office and are available online at <http://town.canton.ma.us/>.

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# **Site Inspection Rules and Regulations Canton, Massachusetts**

## **SECTION 2. DEFINITIONS, ACRONYMS, AND ABBREVIATIONS**

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- A. Definitions
- B. Acronyms and Abbreviations

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## A. DEFINITIONS

[Reference MGL Ch. 41 §81L] As used in these Land Subdivision Rules and Regulations, words and phrases shall have the meanings listed herein and in MGL Ch. 41 §81L.

Agent – An engineer or other person appointed by the Planning Board and acting as the agent for same.

Applicant – An owner or his agent or representative, or his assigns (MGL Ch. 41 §81L).

Base Flood Elevation - The computed elevation to which floodwater is anticipated to rise, having a one percent chance of being equaled or exceeded in any given year. This is the regulatory standard also referred to as the "100-year flood." Base Flood Elevations (BFEs) are shown on Flood Insurance Rate Maps (FIRMs) and on the flood profiles.

Benchmark – A mark made in a durable non-growing object of known position and elevation as a reference point. All Benchmarks shall be referenced to the North American Vertical Datum of 1988 (NAVD 88).

Best Management Practice – A measure or combination of measures that are effective in reducing or preventing the discharge of pollutants to resource areas regulated under the Massachusetts Wetlands Protection Act or other sensitive locations.

Canton DPW Standard Construction Details – Town of Canton Department of Public Works Engineering Division Standard Construction Details; Streetscape Details, Roadway Details, Water Details, Sewer Details, Drain Details, and Erosion Control, current edition.

Certified by [or Endorsed by] the Planning Board – As applied to a plan or other instrument required or authorized by the Subdivision Control Law to be Recorded, shall mean, bearing a certification or endorsement signed by a majority of the members of a Planning Board, or by its chairman or clerk or any other person authorized by it to certify or endorse its approval or other action and named in a written statement to the Register of Deeds and recorder of the land court, signed by a majority of the board. (MGL Ch. 41 §81L).

Conservation Commission – The Canton, Massachusetts Conservation Commission.

Definitive Plan – A subdivision or resubdivision of land prepared in accordance with Section 7 of these Land Subdivision Rules and Regulations.

Designer – A (Civil) Engineer, Landscape Architect, or a Surveyor maintaining a current registration to practice in Massachusetts. All work defined as professional engineering shall be done by or under the direct supervision of an Engineer in responsible charge, all work defined as the direct supervision or an Engineer, all work defined as landscape architecture shall be done by or under the direct supervision of a registered Landscape Architect (LA) in responsible charge, and all work defined as professional land surveying shall be done by or under the direct supervision of a Surveyor (PLS.) in responsible charge.

Detention/Retention Basin – A Surface Basin or Subsurface Structure defined under Section 8, Subsection I, Number 6, letter b ‘Control Structures’ of these Land Subdivision Rules and Regulations and designed in accordance with the “Massachusetts Stormwater Handbook.”

Drainage – The control of surface water within the tract of land to be subdivided. (MGL Ch. 41 §81L).

Easement, Access – A right to pass and repass over the land of others, including rights to make minimal improvements to ensure possibility and safety.

Easement, Utility – A right to use land for any utility such as water, drain, stormwater management facilities, sewer, electrical, telephone, cable, or gas systems. Utility easements shall have a minimum width of twenty (20) feet.

Engineer – A Professional Engineer (PE) licensed to practice professional engineering in the Commonwealth of Massachusetts.

Landscape Architect – A Registered Landscape Architect (RLA) licensed to practice landscape architecture in the Commonwealth of Massachusetts.

Lane – A Street, Road, Roadway, or Way providing access to or capable of being extended to provide access to a maximum of 4 dwelling units or that accommodates a maximum of 40 two way vehicle trips during 24 hours.

Lot – An area of land in one ownership, with definite boundaries, used, or available for use, as the site of one or more buildings. (MGL Ch. 41 §81L).

Low Impact Development – Land development techniques that use stormwater management systems that model natural hydrologic features, manage rainfall at the source using uniformly distributed decentralized micro-scale controls, and use small cost-effective landscape features located at the lot level.

Mass State Plane Coordinate System – The Massachusetts State Plane Coordinate System horizontal survey control using the 2001 Lambert Conformal (conic) Projection, Mainland Zone within the North American Datum of 1983.

Municipal Service – Public utilities furnished by the Town such as water, sanitary sewer, stormwater drains, street lighting and all appurtenances (MGL Ch. 41 §81L).

Planning Board or Board – The Planning Board of the Town of Canton, Massachusetts as established under Massachusetts General Laws, Ch. 41, §81A. (MGL Ch. 41 §81L).

Planning Board Engineering Consultant – An individual or firm engaged by the Planning Board to provide professional services on its behalf.

Point of Beginning – For a Street, Road, Roadway, or Way; an extension of a Street, Road, Roadway, or Way; or a System of dead-end Streets, Roads, Roadways, or Ways; a point at the intersection of Roadway centerlines on a through way from whence there are two or more distinct vehicular access routes to the general Roadway network of the Town.

Preliminary Plan – A plan of a proposed Subdivision or resubdivision of land drawn on tracing paper, or a print thereof, showing (a) the Subdivision name, boundaries, north point, date, scale, legend and title Preliminary Plan; (b) the names of the record owner and the Applicant and the name of the Designer, Engineer or surveyor; (c) the names of all abutters, as determined from the most recent local tax list; (d) the existing and proposed lines of Streets, Ways, easements and any public areas within the Subdivision in a general manner; (e) the proposed system of Drainage, including adjacent existing natural waterways, in a general manner; (f) the approximate boundary lines of proposed Lots, with approximate areas and dimensions; (g) the names, approximate location and widths of adjacent Streets; (h) and the topography of the land in a general manner. (MGL Ch. 41 §81L).

Primary Access Route – A street or system of streets extending from the proposed subdivision roadway at the subdivision boundary to the Point of Beginning.

Recorded – Recorded in the Norfolk County Registry of Deeds, except that, as affecting registered land, it shall mean filed with the Recorder of the Land Court. (MGL Ch. 41 §81L).

Register of Deeds – The Register of Deeds of the Norfolk County and, when appropriate, shall include the recorder of the land court. (MGL Ch. 41 §81L).

Registered Mail – Registered or certified mail. (MGL Ch. 41 §81L).

Registry of Deeds – The Norfolk County Registry of Deeds and, when appropriate, shall include the land court. (MGL Ch. 41 §81L).

Road, Roadway, or Way – A Street as defined herein.

Rules and Regulations- Rules and Regulations of the Canton Planning Board governing the subdivision of land in the Town of Canton, Massachusetts adopted pursuant to the authority granted by Chapter 41, §§ 81-K to 81-GG, of the General Laws of the Commonwealth of Massachusetts designated as “the Subdivision Control Law.”

Scenic Layout – The land area within the right-of-way of a scenic road which is subject to the provisions of these regulations adopted under the authority of MGL Ch. 40, § 15C.

Scenic Layout Cutting/Removal of Trees – The removal of one or more trees, trimming of major branches, and rimming of roots, sealing off, girdling, instruction of poison, or anything else sufficient in the Tree Warden’s opinion to cause eventual destruction of a tree, but not including trimming or cutting of dead branches or dead trees, as determined by the Tree Warden. Trees are herein defined as woody perennial plants whose trunk has a diameter of three inches or more as measured one foot above the ground. Any affected tree shall be presumed to be within the public right-of-way until the Board determines otherwise.

Scenic Layout Repair, Maintenance Reconstruction, or Paving Work – Any work done within a scenic layout by any public or private person, agency or organization. Any affected stone wall shall be presumed to be within the public right-of-way until the Board determines otherwise.

Scenic Road, Roadway, or Way – A road so designated by the Town in accordance with MGL Ch. 40, § 15C, ARTICLE XVI Miscellaneous Section 21. Scenic Road By-Law and these regulations. Such road is defined as any way or right-of-way used and maintained as a public way including the vehicular traveled-

way plus necessary appurtenances within the right-of-way such as bridge structures, Drainage systems, retaining walls, traffic control devices, and sidewalks, but not intersecting streets or driveways.

Site Plan – A plan for site improvements for which Site Plan Approval has been granted by the Board of Appeals in accordance with Section 10.5 Site Plan Review of the Zoning Bylaw and other applicable sections of the Zoning Bylaw.

Special Permit Site Plan – A plan for site improvements, including supporting calculations and documentation, submitted as part of an application for a Special Permit.

Standard Specifications – The Massachusetts Department of Transportation (MassDOT) Standard Specification for Highways and Bridges (English Edition)(1988), the Supplemental Specifications to the Standard Specifications for Highways and Bridges (2012), and the Interim Supplemental Specifications (2014) including all revisions and updates issued as of the date of plan submission.

Stormwater Authorities – An agency designated in a Bylaw or Regulation of the Town of Canton having jurisdiction over the operation and maintenance of stormwater management systems including without limitation any Stormwater Authority, Stormwater Utility, the Conservation Commission, and the Canton Department of Public Works

Street or Way– A Street, Road, Roadway, or Way open and dedicated to public use, including a public Way or a Way certified by the Town Clerk to have been used and maintained by public authorities as a public Way, a Way approved and constructed under the provisions of the Subdivision Control Law, or a private Way in existence prior to said Subdivision Control Law having become effective in the Town of Canton and having, in the opinion of the Board, adequate width, grades, and construction for vehicular traffic and the installation of Municipal Services to serve the land abutting on such Way and the buildings erected or to be erected.

Street; Collector – A Street, Road, Roadway, or Way providing access to or capable of being extended to provide access to fifty or more dwelling units or that accommodates 500 or more two-way vehicle trips during 24 hours.

Street; Dead End – A Street, Road, Roadway, or Way providing only one vehicular access route to the general Roadway network of the Town.

Street; Non-Residential Street – A Street, Road, Roadway, or Way providing access to or capable of being extended to provide access to land in a non-residential zoning district or accommodating trips by commercial vehicles.

Street; Residential – A Street, Road, Roadway, or Way providing access to or capable of being extended to provide access to a minimum of 5 dwelling units and a maximum of 49 dwelling units or that accommodates a maximum of 500 two way vehicle trips during 24 hours.

Subdivision – The division of a tract of land into two or more Lots and shall include resubdivision, and, when appropriate to the context, shall relate to the process of Subdivision or the land or territory subdivided; provided, however, that the division of a tract of land into two or more Lots shall not be deemed to constitute a Subdivision within the meaning of the Subdivision Control Law if, at the time when it is made, every Lot within the tract so divided has frontage on (a) a public Way or a Way which the Town Clerk certifies is maintained and used as a public Way, or (b) a Way shown on a plan



theretofore approved and endorsed in accordance with the Subdivision Control Law, or (c) a Way in existence when the Subdivision Control Law became effective in the Town of Canton, having, in the opinion of the Canton Planning Board, sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby, and for the installation of *Municipal Services* to serve such land and the buildings erected or to be erected thereon. Such frontage shall be of at least such distance as is then required by zoning or other ordinance or by-law, if any, of the Town for erection of a building on such lot, and if no distance is so required, such frontage shall be of at least twenty feet. Conveyances or other instruments adding to, taking away from, or changing the size and shape of, *Lots* in such a manner as not to leave any *Lot* so affected without the frontage above set forth, or the division of a tract of land on which two or more buildings were standing when the Subdivision Control Law went into effect in the Town of Canton into separate *Lots* on each of which one of such buildings remains standing, shall not constitute a Subdivision (ref MGL Ch. 41 §81L).

*Subdivision Control* – The power of regulating the Subdivision of land granted by the Subdivision Control Law (MGL Ch. 41 §81L).

*Subdivision Control Law* – Massachusetts General Laws, Chapter 41, Sections 81K to 81GG, inclusive (MGL Ch. 41 §81K).

*Subdivision; Minor Residential* - A Subdivision of land containing, or capable of containing under applicable zoning, a minimum of two (2) residential *Lots* or dwelling units and a maximum of four (4) residential *Lots* or dwelling units.

*Subdivision; Intermediate Residential* - A Subdivision of land containing, or capable of containing under applicable zoning, a minimum of five (5) residential *Lots* or dwelling units and a maximum of forty-nine (49) residential *Lots* or dwelling units.

*Subdivision; Major Residential* - A Subdivision of land containing, or capable of containing under applicable zoning, fifty (50) or more residential *Lots* or dwelling units.

*Subdivision; Non-Residential* - A Subdivision of land containing any land in a non-residential zoning district or that would serve as access or would provide utility service to non-residential land upon future subdivision of contiguous land.

*Surveyor* – A Professional Land Surveyor (PLS) licensed to practice land surveying in the Commonwealth of Massachusetts.

*System of Dead End Streets* – A system of two or more intersecting Streets, *Roads*, *Roadways*, or Ways whose overall layout provides only one vehicular access route to the general Roadway network of the Town.

*Total Maximum Daily Load* – The maximum amount of a pollutant that a waterbody can accept and still meet the Massachusetts Water Quality Standards for public health and healthy ecosystems as determined by the Massachusetts Department of Environmental Protection.

*Town* – The Town of Canton, Massachusetts.

*Town Engineer* – The Town Engineer of Canton Massachusetts.

Town Planner – The Town Planner of Canton Massachusetts.

Utilities – Municipal utility systems, including sanitary sewers, storm drains, stormwater management facilities, water distribution, and street lighting and cable utility systems, including electric, telephone, gas, cable, telephone and internet.

Wetland Delineator – A Professional Wetland Scientist (PWS) certified by the Society of Wetland Scientists or a person with a bachelor's degree or master's degree from an accredited college or university majoring in biology, botany, ecology, or wetlands ecology that has a minimum of five years of professional experience in wetland delineation and wetland habitat evaluation. Under certain circumstances where vegetation alone is not adequate to establish the wetland boundary, a Soil Scientist or Groundwater Hydrologist shall provide hydric soils information relevant to the demarcation of wetland boundaries.

## **B. ACRONYMS AND ABBREVIATIONS**

As used in these *Rules and Regulations*, acronyms and abbreviations shall have the meanings listed herein.

AASHTO – The American Association of State Highway and Transportation Officials.

AWWA – American Waterworks Association.

BFE – Base Flood Elevation.

BMP – Best Management Practice.

CATV – Cable television.

Ch. – Chapter.

CMR – Code of Massachusetts Regulations.

DEP or MassDEP – The Commonwealth of Massachusetts Department of Environmental Protection.

EIR – Environmental Impact Report.

EOEA – Executive Office of Environmental Affairs.

EPA – The United States Environmental Protection Agency.

FIRM – Flood Insurance Rate Map.

GIS – Geographic information system.

gpm – Gallons per minute.

HMA – Hot Mix Asphalt.

HS20-44 – 20 ton semi-trailer truck loading (three-axle standard developed in 1944)

ISO – Insurance Service Office.

LED – Light emitting diode.

LID – Low impact development.

LOS – Level of service.

MassDOT – The Massachusetts Department of Transportation.

MGL – Massachusetts General Laws.

MUOD – Mixed Use Overlay District.

MS4 - Municipal Separate Storm Sewer Systems

NAVD 88 – The North American Vertical Datum of 1988.

NPDES – National Pollutant Discharge Elimination System.

O&M – Operation and Maintenance.

PE – Professional Engineer.

PLS – Professional Land Surveyor.

psi – pounds per square inch.

PVC – polyvinyl chloride.

RLA – Registered Landscape Architect.

SDR – Standard Dimension Ratio.

SHGWE – Seasonal high groundwater elevation.

SMP – Stormwater Management Plan.

SW – Stormwater.

SWPPP – Stormwater Pollution Prevention Plan.

Tc – Time of concentration.

TMDL – Total Maximum Daily Load.

TR-20 – Technical Release 20.

TR-55 – Technical Release 55.

TSS – Total suspended solids.

USGS – United States Geological Survey

# Site Inspection Rules and Regulations Canton, Massachusetts

## SECTION 3. ADMINISTRATION

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- A. Copies
- B. Evidence of Filing
- C. Occupancy
- D. Applicant's Engineer and Surveyor
- E. Schedule
- F. Preconstruction Conference

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## A. COPIES

Prior to any work including site clearing or installation of site improvements, the Applicant shall deliver two full-size printed copies, one half-size printed copy, and one high resolution PDF copy of the approved and Recorded Site Plan to the Planning Board office and one full-size printed copy, one half-size printed copy, and one high resolution PDF copy to the Planning Board Engineering Consultant. An AutoCAD computer file of approved Site Plan sheets shall be provided that complies with "Canton Planning Board Technical Standards for Plan Submissions."

## B. EVIDENCE OF FILING

An affidavit confirming ownership of the locus shall be submitted. Documentation shall be submitted stating that the Board of Appeals Decision, the approved Site Plan, and the Covenant if any, have been Recorded in the Registry of Deeds or registered with the Land Court.

## C. OCCUPANCY

No structure shall be occupied until the Planning Board has issued a report to the Building Commissioner stating that all Site Plan improvements have been properly completed.

## D. APPLICANT'S ENGINEER AND SURVEYOR

The Applicant shall engage a Civil Engineer to prepare design revisions if required and to visit the site during construction to enable the Engineer to prepare the required Certification that the site improvements have been completed in compliance with the approved Site Plan and the Board of Appeals Decision.

The Applicant shall engage a Surveyor to provide line and grade. The Planning Board Engineering Consultant observes that Benchmarks, stakes, pins, and bounds are in place but does not verify the accuracy of location. The Applicant's Surveyor shall certify that the elevation, inverts, and location of all site improvements are accurate and have been completed in compliance with the approved Site Plan.

## E. SCHEDULE

The Applicant shall prepare a Construction Schedule setting forth the schedule and sequence of work and shall continuously update the Construction Schedule throughout the course of construction.

## F. PRECONSTRUCTION CONFERENCE

The Applicant shall notify the Planning Board office at least three (3) weeks prior to the start of construction. The Applicant shall prepare for and attend the Preconstruction Conference at a place and time established by the Planning Board office. The Applicant shall have their Engineer attend the Preconstruction Conference. The Applicant shall submit copies of the approved plans and copies of the Construction Schedule at the Preconstruction Conference.

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# Site Inspection Rules and Regulations Canton, Massachusetts

## SECTION 4. INSPECTION OF SITE CONSTRUCTION

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- A. Scope
- B. Documentation
- C. Requests for Inspections
- D. Required Inspections
- E. Reports
- F. Failure to Comply
- G. Laboratory Testing
- H. Order
- I. Field Changes

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## A. SCOPE

Construction of all site improvements must be inspected at each significant stage of construction to ensure compliance with the approved Site Plan. The Planning Board has authorized the Planning Board Engineering Consultant to inspect construction of the site improvements for compliance with approved plans on its behalf. Inspection of construction of the site improvements includes observation of the work, review of plans for compliance, review of sketch plans, review manufacturer's literature, review of manufacturer's technical drawings similar in content to shop drawings, measuring, sampling and testing, evaluation of field changes, and submission of construction inspection reports to the Planning Board.

## B. DOCUMENTATION

The Applicant shall furnish the Planning Board Engineering Consultant one full-size printed copy, one half-size printed copy, and one high resolution PDF copy of the endorsed Site Plans and an endorsed copy of the Board of Appeals Decision and all other documentation setting forth requirements for construction of the site improvements.

## C. REQUESTS FOR INSPECTIONS

Requests for inspections shall be submitted to the Planning Board office in writing at least forty-eight hours in advance. It is the Applicant's sole responsibility to provide proper notice to the Planning Board office, and to not proceed with work until the Planning Board Engineering Consultant is on-site to observe with work.

## D. REQUIRED INSPECTIONS

The intent of the construction inspection process is to provide for thorough inspection all site improvements at each significant stage of construction to ensure compliance with the approved Site Plan. The Planning Board or Planning Board Engineering Consultant shall determine for each Site Plan, the number, timing, and scope of required inspections. As a minimum, required inspections for all Site Plans shall include the following:

- Review of SWPPP compliance documentation.
- Inspection of sedimentation and erosion controls at the time of initial installation.
- Inspection of sedimentation and erosion controls; quarterly or following major storm events.
- Inspection of clearing and grubbing of the site.
- Inspection of excavation below normal depth if applicable.
- Inspection of subgrade following completion of excavation.
- Review fill material gradation test.
- Inspection of placement and compaction of fill.
- Inspection of staking buildings, parking facilities, pedestrian walkways, and other site improvements for general compliance; however, the Applicant's Surveyor is responsible for location.
- For stormdrain system, (i) review of manufacturer's certificates, (ii) literature, (iii) and technical drawings for all materials and products furnished and installed.

- Inspection of stormdrain system installation; (i) bottom of trench, (ii) each drain line installation before backfill, (iii) each drain structure installation before backfill, (iv) backfill in lifts.
- Inspection of catchbasin and drain manhole castings.
- Inspection of swales, raingardens, lawn depressions, roof water recharge systems.
- Inspection of sediment forebays, retention basins, and detention basins including inlet and outlet control structures and dewatering systems.
- For sanitary sewer system, (i) review of manufacturer's certificates, (ii) literature, (iii) technical drawings for all materials and products furnished and installed.
- Inspection of sanitary sewer system installation; (i) bottom of trench or excavation, (ii) each sewer line installation before backfill, (iii) each sewer structure installation before backfill, (iv) backfill in lifts.
- Inspection of sanitary sewer lateral installation; (i) bottom of trench, (ii) each lateral line installation before backfill, (iii) backfill in lifts.
- Inspection of sanitary sewer manhole castings.
- Observe sanitary sewer line, (i) sanitary sewer building service, (ii) sanitary manhole testing and review test results.
- For water distribution system, (i) review of manufacturer's certificates, (ii) literature, (iii) technical drawings for all materials and products furnished and installed.
- Inspection of water distribution system; (i) bottom of trench, (ii) installation of each segment of watermain before backfill, (iii) backfill in lifts.
- Inspection of valve box and curb box covers.
- Inspection of watermain chlorination and disinfection and review of test results furnished by Applicant's laboratory.
- Inspection of watermain pressure and leakage testing and review of test results furnished by Applicant's laboratory.
- Inspection of building water service installation.
- Inspection of hydrant installation and adjustment to required height above finished grade.
- Review compaction tests for completed subgrade.
- Inspection of fine grading and compacting subgrade.
- Review gravel base material gradation test furnished by supplier.
- Inspection of gravel base placement and compaction in lifts for parking facilities, access drives and all paved areas.
- Inspection of dense graded crushed stone base placement and compaction for parking facilities, access drives and all paved areas
- Review gravel base material gradation test furnished by supplier.
- Inspection of gravel base including placement and compaction in lifts for walks and pedestrian areas.
- Review survey of stakeout and grades for all parking facilities, access drives, and all paved areas prior to placing the pavement binder course.
- Review pavement mix.
- Continuous inspection during installation of pavement binder course.
- Computation of pavement quantities.
- Inspection of curb, edging, and berm installation.
- Inspection of curb inlet, throatstone, and transition curb installation.
- Review pavement mix.
- Continuous inspection during installation of walkway and pedestrian area binder course.

- Computation of pavement quantities.
- Inspection of tack coat.
- Review pavement mix.
- Continuous inspection during installation of all parking facilities, access drives, and all paved area top course.
- Computation of pavement quantities.
- Inspection of walkway and pedestrian area tack coat.
- Continuous inspection during installation of walkway and pedestrian area top course.
- Computation of pavement quantities.
- Inspection of curb-cut ramps for location only. The Town Handicapped Compliance Officer shall determine compliance with Architectural Access Board standards.
- Inspection of transformer pads.
- Review approvals of electric, telephone, cable, and gas system layouts and locations provided by the respective utility companies.
- Inspection of underground utility conduit, (i) structures, (ii) handholes (electric, phone, cable, gas).
- Evaluation of materials certificates for loam and seed.
- Inspection of loam and seed installation.
- Inspection of retaining wall installation including inspection of subgrade, (i) inspection of forms and reinforcing steel, (ii) inspection of concrete pour, (iii) review of 7 day and 28 day cylinder tests furnished by Applicant's laboratory.
- Review of manufacturer's detail drawings of guard rail.
- Inspection of guard rail installations.
- Inspection of plantings.
- Inspection and review of bounds and monuments on as-built survey.
- Inspection of signage installation.
- Inspection of lighting installation.
- Final cleanup inspection.
- Review As-Built Plan.
- Other review, testing, and inspections on a project specific basis.

## E. REPORTS

The Planning Board Engineering Consultant shall indicate the date of inspection and shall file an inspection report with the Planning Board subsequent to each inspection.

## F. FAILURE TO COMPLY

Failure to comply with the inspection procedure may necessitate removal of improvements at the expense of the Applicant or the Planning Board may recommend that the Board of Appeals rescind approval of the Site Plan.

## G. LABORATORY TESTING

The Applicant shall engage a Massachusetts licensed laboratory acceptable to the Planning Board to obtain samples, conduct analysis and tests, and furnish test data and reports to the Planning Board. Required tests include soils classification and properties tests, compaction tests for subgrade and embankments, disinfection tests for watermains, pressure and leakage tests for watermains, pressure and leakage tests for sanitary sewer mains, leakage tests for sanitary sewer manholes.

## H. ORDER

The Board may establish the order of the required inspection and may require satisfactory completion of one step before the Applicant proceeds to the next. It may require tests to be done by the Applicant in order to verify compliance with the approved Site Plan.

## I. FIELD CHANGES

Inspection of construction of the site improvements also includes evaluation of proposed field changes or other minor changes to approved plans and requirements. Requests for authorization of any proposed field changes shall be made in writing and shall include sketch plans, manufacturer's literature, manufacturer's technical drawings similar in content to shop drawings that clearly illustrate the proposed work. Field changes may be submitted to the Planning Board office for determination or to the Planning Board Engineering Consultant for a non-binding opinion.

If submitted for a non-binding opinion, the Planning Board Engineering Consultant will evaluate any proposed field changes. If in the opinion of the Planning Board Engineering Consultant, the change is substantive the change shall be referred to the Board of Appeals for Decision with notice to the Planning Board. If in the opinion of the Planning Board Engineering Consultant, the change is de minimis, the Planning Board Engineering Consultant will allow the change to be incorporated in the work. In proceeding with the change, the Applicant acknowledges that the change is made "at risk" and any improvements installed "at risk" shall promptly be removed upon a Decision by the Board of Appeals.

# Site Inspection Rules and Regulations Canton, Massachusetts

## SECTION 5. PROCEDURE

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- A. Notice
- B. Fees
- C. As-Built Site Plans
- D. Contents

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## A. NOTICE

The Applicant shall provide the Planning Board office with Notice of Proposed Sitework at least three (3) weeks prior to the start of construction. The Applicant shall pay all Fees as set forth in the Subdivision Rules and Regulations and shall pay the Initial Deposit Consultant Fee at the time of Notice of Proposed Sitework. The initial Fee shall be deposited at the time that notice is provided to the Planning Board that The Applicant shall prepare for and attend the Preconstruction Conference at a place and time established by the Planning Board office. The Applicant shall submit copies of the approved plans and copies of the Construction Schedule at the Preconstruction Conference.

## B. FEES

### 1. Basis

The Canton Planning Board fees consist of the following: (1) Town Fees, (2) Consultant Fees, and (3) Late Fees

The basis of fees and the time for payment of fees are set forth in the current "Canton Planning Board Fee Schedule" which is on-file in the Planning Board office and sets forth. The "Canton Planning Board Fee Schedule" is updated from time to time by majority vote of the Planning Board. The current fee schedule can be found on the Town website.

The Town Fee is required to compensate the Town for the cost of Town personnel engaged in processing the application. The Consultant Fee is required to compensate the Town for payment of fees charged by professional consultants engaged by the Town. The amount of the Consultant Fee is based on the actual cost incurred by the Town in payment of the fees of the Planning Board's professional consultant based upon the Town's Agreement with the professional consultant.

Fees are due and payable in full as set forth in the Canton Planning Board Fee Schedule. Consultant Fees incurred during the course of plan review, construction, and occupancy prior to acceptance of Subdivisions plus an additional sum required to maintain a minimum escrow balance are due and payable either within thirty days of notice that expenses have been incurred by the Town or prior to (1) endorsement of any plan, (2) establishing the cost to complete Subdivision improvements, or (3) acceptance of an As-Built Plan by the Board, whichever occurs earlier.

Checks for payment of fees shall be payable to "Town of Canton."

A Late Fee of 1½ percent per month simple interest shall be charged for fees not paid within 30 days of notice.

### 2. Failure to Pay Required Fee

Failure to pay initial fees due at the time of application shall result in the Board determining that the application is incomplete. For Plans Believed Not to Require Approval Failure to pay Consultant Fees incurred during plan review within 30 days of notice or prior to plan endorsement shall result in denial of the application. Failure to pay Consultant Fees or Department of Public Works Fees during

construction will result in the Board rescinding approval of the Subdivision and revocation of any Special Permit. Failure to pay Canton Department of Public Works Fees prior to Subdivision acceptance by Town Meeting will result in the Planning Board taking and utilizing any surety for payment of said fees.

### 3. Eligible Consultants

In hiring outside consultants, the Board may engage engineers, surveyors, planners, attorneys, title experts, urban designers, or other appropriate professionals who can assist the Board in analyzing a project to ensure compliance with all relevant laws, bylaws and regulations. Any person wishing to appeal the selection of outside consultants may appeal to the Board of Selectmen prior to the rendering of any services, in accordance with MGL Ch. 44 §53G. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum, required qualifications.

### 4. Fund Administration

Funds received by the Board pursuant to this section shall be deposited with the Town Finance Director who shall establish an account for this purpose. Expenditures from this special account may be made at the direction of the Board without further appropriation. Expenditures from this special account shall be made only in connection with the review of a specific project or projects for which a review fee has been or will be collected from the Applicant. Failure of an Applicant to pay a review fee shall be grounds for denial of the application. If an Applicant wishes to receive interest on the balance remaining in his review fee special account, required information must be submitted to the Town Finance Director.

### 5. Fund Expenditures

Fees may only be expended for services rendered in connection with the specific project from which they were collected. Accrued interest may also be spent for this purpose. At the completion of the Board's review of a Site Plan project or upon acceptance of a Subdivision by Town Meeting, any excess amount in the account, including interest, attributable to a specific project, shall be repaid to the Applicant or the Applicant's successor in interest. For the purpose of the regulation, any person or entity claiming to be an Applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.

## C. AS-BUILT SITE PLANS

Throughout the construction of the site improvements, the Applicant's Engineer or the Surveyor shall perform as-built surveys recording the location, inverts, depth, materials and class, diameter of all subsurface Utilities.

Prior to installation of the top course of pavement on parking areas and access drives, the Applicant's Engineer or the Surveyor shall perform as-built survey and submit an Interim As-Built Plan showing all completed subsurface Utilities and the location and elevations of the binder course of pavement and curbing and shall certify compliance with the grades and locations indicated on the approved Special Permit Site Plan.

Immediately upon completion of the site improvements, the Applicant's Engineer or the Surveyor shall prepare and submit a Final As-Built Acceptance Plan of all completed site improvements.

## 1. Contents

The Interim As-Built Plan shall show the Site Plan sheets corrected to show as-built conditions within parking areas and access drives. Said plans shall be prepared and submitted for approval by the Board prior to placing the top course of pavement and shall show the following:

- Location of parking facilities, access drives, and curbs.
- Elevation of finished grade.
- Location of all watermains, valves, hydrants, services and curb stops.
- Location of all gas mains and valves and curb stops.
- Location of underground telephone, and copper/fiber optic internet and communications systems, CATV and electrical lines if within the limits of pavement.
- Location of all Drainage structures and drainlines.
- The Final As-Built Plan shall show all plans and profiles corrected by the Engineer or Surveyor to depict actual as-built locations and elevations of all site improvements. Said plans shall include the following:
  - The location, layout, dimensions, and setbacks of all buildings, parking facilities, pedestrian walkways, and other site improvements.
  - Site elements labels for materials, colors, and textures.
  - Site grading including spot grades and contours of finished grade.
  - The location, materials, class, diameter, dimensions, and inverts of all components of the stormwater management system including all drainlines, structures, swales, rain gardens, lawn depressions, roofwater recharge systems, sediment forebays, stormwater retention and detention basins.
  - The location, materials, class, diameter, dimensions, and inverts of all components of the water distribution system including watermains, valves, fittings, and appurtenances, building services, building fire protection lines, and hydrant assemblies. Any water pump station. Any on-site wells. The sanitary sewer collection and treatment system including all sanitary sewer mains, fittings, and appurtenances, building sewer services, and any on-site wastewater treatment and disposal facilities. Any sanitary sewer pump station.
  - The location of all turf areas, planting beds, natural areas, and the location, and species of shrubs, ground covers, ornamental grasses, flowering trees, and shade trees. Caliper of deciduous trees and height of coniferous trees shall be provided. The location of all walls, fences, and landscape lighting. The location and dimensions of all entrance, monument, pylon, and way finding signs.
  - The location and height of lighting poles.
  - Location of traveled-ways, curbs, Sidewalks, cul-de-sacs, and street trees within, adjacent to and within 150 feet of the site boundary.
  - Location of underground telephone, copper/fiber optic internet and communications systems, CATV and electrical lines.
  - Location of all above ground boxes for cable TV, electricity and telephone.
  - Location of survey Monuments.