

FORM J: SUBDIVISION INSPECTION CHECKLIST

Subdivision Name: _____

Plan Title: _____

PRELIMINARY INSPECTION

Prior to any formal inspections, the developer shall provide the following permits for the reviewing engineer (Board's outside consultant).

- ☐ Planning Board Approval.
- ☐ Planning Board Special Permit (if applicable).
- ☐ Street Opening Permit.
- ☐ Sewer Extension Permit (from the City and or the State).
- ☐ Water Extension Permit (including the pro forma water pressure and flow calculations).
- ☐ Building Permit(s).
- ☐ Conservation Commission Orders of Condition, Determination of Applicability, or Letter of No Apparent Jurisdiction.
- ☐ All easements have been obtained.
- ☐ Site Orientation and Tree flagging.

FIRST INSPECTION

- ☐ 4" street trees set at least five feet back from pavement; and 12" lot trees; fenders installed
- ☐ Assure no fill has been placed.
- ☐ Assure no loam has been removed, except in street area.
- ☐ Removal of all stumps, brush, roots, and boulders in right of way.
- ☐ Removal of topsoil in roadway and sidewalks to a depth of at least 15" below finish grade, or deeper to assure sound foundation.

SECOND INSPECTION

- ☐ Drainage system (no backfill):
 - ☐ Assure all drains are of reinforced concrete, with headwalls and endwalls or riprap - minimum 12" diameter.
 - ☐ Minimum slope 1/2% to a positive outfall.
 - ☐ Catch basins 2' back from edge of pavement.
 - ☐ The basins located at:
 - ☐ All low points of drainage
 - ☐ All sags in the roadway
 - ☐ All intersections
- ☐ Water System:
 - ☐ Pipe meets minimum diameter and class standards as set by DPS Water Division
 - ☐ Pipe has been bedded and joined properly
 - ☐ Pipe has been pressure-tested
 - ☐ Pipe has been disinfected
 - ☐ All gates, valves and hydrants (and hydrant pipes) are installed as shown on the plan
 - ☐ As-built field notes/ties have been kept for all gate valves, curb cocks, tees, elbows, dead-end house services marked by 3' pipe above ground
 - ☐ Breakaway flange is 2" above finish grade
 - ☐ Each nozzle and pumper outlet has at least 18" above grade once installed

- ☐ Anchored by mechanical means or thrust blocks
- ☐ ½ Yard of 2" stone is around hydrant for drainage
- ☐ Stone is placed to 6" above hydrant drain
- ☐ All hydrants are at least 20' away from intersections and within 1' of curb line
- ☐ The hydrant has been flow-tested and inspected for proper drainage
- ☐ Sewerage System:
 - ☐ Pipes meet diameter requirements and class standards as set by DPS Sewer Division
 - ☐ Pipe is bedded and joined properly
 - ☐ Pitch has been checked from SMH to SMH
 - ☐ All SMH's have been leak tested
 - ☐ All service wyes are installed and field notes of tiles for the wyes
 - ☐ Pipe has been tested for infiltration
- ☐ Electrical System (National Grid or other).

THIRD INSPECTION

- ☐ Backfilling and compaction of trenches:
 - ☐ Tested for 95% compaction
 - ☐ Core samples have been taken and tested by a laboratory satisfactorily
 - ☐ At least 12" of gravel base has been laid

FOURTH INSPECTION

- ☐ Assure 95% compaction of subgrade materials. Use testing company.
- ☐ Assure roadway crown of at least 1/4" per foot.
- ☐ Gravel base 12" (identify source of gravel and test if against this standard):
 - ☐ 3 inch sieve at 100%
 - ☐ ½ inch sieve at 50% - 85% passing
 - ☐ 3/8 inch sieve at 45% - 80% passing
 - ☐ #4 sieve at 40% - 75% passing
 - ☐ #10 sieve at 50% passing
 - ☐ #40 sieve at 8% - 35% passing
 - ☐ #200 sieve at 5% passing
- ☐ Assure subgrade street does not exceed slopes:
 - ☐ Primary streets 5% grade.
 - ☐ Secondary streets 6% grade.
 - ☐ Residential streets 8% grade.
 - ☐ 5" wide, 17" thick reinforced concrete, set 12" below grade, with 6" compacted gravel footing.
 - ☐ Granite curbing:
 - ☐ At all finished street grades greater than 5%.
 - ☐ At headwalls and endwalls for storm drains and catch basins.
 - ☐ At all intersections of streets.
- ☐ Obtain job mix formula for asphalt surfaces.

FIFTH INSPECTION

- ☐ Check thickness of base course (2"):
 - ☐ Core samples taken.
- ☐ Check for width of pavement: per Figure 1 requirements

SIXTH INSPECTION

- ☐ Test, by core samples, thickness of finish course (1").
- ☐ Compare by extraction analysis to job formula.

SEVENTH INSPECTION

- ☐ Sidewalks, 10 ½" subgrade established by removal of existing materials.
- ☐ Grass strips – 8" compacted topsoil and seeding.
- ☐ Side slopes finish grade per §§6.14. Loomed and seeded as per grass strips.
- ☐ Street trees planted per Department of Public Services instructions.
- ☐ Street lights installed per Massachusetts Electric standards.
- ☐ 4' long, 6" square, monuments installed to grade at all locations on Definitive Plan.
- ☐ Hydrant pipe 7' above grade, 3' in ground, set in concrete, painted red, 2' to the rear of the hydrant.
- ☐ Street name signs – 2" diameter posts, 7' clearance above grade, 30" in ground set in concrete. Signs to be cast, double-faced of current City Standard.

EIGHTH INSPECTION

- ☐ All drains and catch basins cleared during lot construction

COMMENTS:
