

TOWN OF NORTHBRIDGE BOARD OF HEALTH Aldrich School Town Hall Annex - 14 Hill Street Whitinsville, MA 01588 Phone≉ (508) 234-3272 Fax≉ (508) 234-0821

Northbridge Permit#:

(Obtain from Application for soils testing)

PLAN REVIEW SUBMITTAL CHECK LIST FORM

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH ALL PLANS (*INCLUDING REVISIONS*) TO THE BOARD OF HEALTH. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PLAN REVIEW.**

Site Location:		
Applicant / Owner:		
Date of Plan:	Engineer:	Phone#:
Type of Plan:	\Box New Construction \Box Repair \Box 1 st Submittal (If this is not the 1 st submittal, attach review sheet from 1 st review	
Type of System:	 Conventional System (Septic Tank, D-Box, SAS) Aggregate Free: Infiltrator System Cultec System Presby System (Include copy of Presby Certificate & all applicable Presby forms) Other (describe/attach DEP Approval Letter): 	
The 45- day review period will not commence until all of the following documents are received in the Board of Health Office:		
1. Six (6) copies of design plan. Must be wet stamped by a Massachusetts Registered Professional Engineer (PE) or Registered Sanitarian (RS)		
2. Application for Disposal Works Construction Permit		
3. Completed Soils Testing Logs (if not already on file)		

- 4. Application Plan Review Request
- 5. Signed Homeowner Acknowledgement Form
- 6. Payment of Plan Review Fee
- \bigcirc 7. This completed form.

LOCAL UPGRADE/ VARIANCE REQUESTS: If not applicable, please check here:

Local Upgrades pursuant to 310CMR 15.401

Letter requesting reason and application for upgrade

DEP Form 9A

Abutter notification (choose one)

Local upgrade requiring abutter(s) notification –Public Meeting required

Note: Notification to abutters shall be provided at least 10 days prior to the Board of Health meeting where the application is for the reduction in the setback from a property line or from a private water supply well. *The Local Upgrade will not be placed on a BOH Agenda until the septic plan has been approved.*

 \Box Local upgrade not requiring abutter(s) notification.

The Board of Health may require a meeting to approve the upgrade request. *The Local Upgrade will not be placed on a BOH Agenda until the septic plan has been approved.*

Local variance requests

☐ Variance from a **Local** bylaw or regulation.

Submit a letter stating the reason for not being able to comply with the Local Bylaw or Regulation. Cite regulation number where variance is requested. The Board of Health will require a meeting to approve the upgrade request. *The Local Variance will not be placed on a BOH Agenda until the septic plan has been approved.*

State Variance requests pursuant to 310CMR 15.410

State Variance requires all abutter(s) surrounding the property to be notified. A PUBLIC HEARING IS REQUIRED

A letter is to be submitted with this review requesting the variance and the reason for the variance.

Note: Notification to abutters shall be provided at least 10 days prior to the Board of Health meeting where the Hearing is to take place. *The Public Hearing will not be placed on a BOH Agenda until the septic plan has been approved.*

For Board of Health use only

Date of Submittal:

Application is Complete (Chapter 111 § 31E of the Annotated Laws of Massachusetts state that a Board of Health shall act upon a completed application for construction of an on-site sewage disposal system within 45 days from the date of the <u>filed completed</u> application.)

Application is **NOT** complete. The highlighted areas are incomplete – **the 45-day review period has NOT begun**.

The Board of Health shall not be held responsible for the care and handling of incomplete plan review application packages left in their care.