

**CITY OF NEWTON**  
**ENGINEERING DIVISION**

MEMORANDUM

To: Alderman Deborah Crossley, Land Use Committee Chairman

From: John Daghlian, Associate City Engineer

Re: Special Permit – 74 Newtonville Avenue

Date: May 5, 2014

CC: Lou Taverna, PE City Engineer  
Linda Finucane, Associate City Clerk  
Alexandria Ananth, Chief Planner  
Daniel Sexton, Sr. Planner

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In reference to the above site, I have the following comments for a plan entitled:

*Site Plan*  
*Located at*  
*74 Newtonville (AKA #72)*  
*Proposed Changes to Driveway*  
*Newton, MA*  
*Prepared by: Alpha Omega Engineering Inc.*  
*Dated: April 4, 2014*

*Executive Summary:*

This project involves the regarding of an existing driveway and new retaining walls. The existing driveway is very steep and has uncontrolled runoff from the site and onto Newtonville Avenue, the design will incorporate a trench drain to capture runoff from the driveway and from behind the proposed retaining walls and infiltrate the runoff underground.

Newtonville Avenue was paved in 2013; the contractor of record will have to exercise great care to ensure that the new pavement is not damaged. Any damaged caused as a result of the driveway, drainage system, and retain wall construction shall be repaired at their expense.

Drainage:

1. An Operations and Maintenance (O&M) plan for Stormwater Management Facilities needs to be drafted and submitted for review. Once approved the O&M must be adopted by applicant, incorporated into the deeds; and recorded at the Middlesex Registry of Deeds. A copy of the recording instrument shall be submitted to the Engineering Division.
2. It is imperative to note that the ownership, operation, and maintenance of the proposed drainage system and all appurtenances including but not limited to the drywells, catch basins, and pipes are the sole responsibility of the Homeowner.

General:

1. As of January 1, 2009, all trench excavation contractors shall comply with Massachusetts General Laws Chapter 82A, Trench Excavation Safety Requirements, to protect the general public from unauthorized access to unattended trenches. Trench Excavation Permit required. This applies to all trenches on public and private property. *This note shall be incorporated onto the plans*
2. All tree removal shall comply with the City's Tree Ordinance.
3. The contractor is responsible for contacting the Engineering Division and scheduling an appointment 48 hours prior to the date when the utilities will be made available for an inspection of water services, sewer service, and drainage system installation. The utility is question shall be fully exposed for the inspector to view; backfilling shall only take place when the City's Inspector has given their approval. *This note should be incorporated onto the plans*
4. The applicant will have to apply for Sidewalk Crossing permit with the Department of Public Works prior to any construction. *This note must be incorporated onto the site plan.*
5. The applicant will have to apply for a Building Permits with the Department of Inspectional Service prior to any construction.
6. Prior to Occupancy Permit being issued, an As-Built Plan shall be submitted to the Engineering Division in both digital format and in hard copy. The plan should show all utilities and final grades, any easements and final grading. *This note must be incorporated onto the site plan.*
7. All site work shall be completed before a Certificate of Occupancy is issued. *This note must be incorporated onto the site plan.*

Note: If the plans are updated it is the responsibility of the Applicant to provide all City Departments [Conservation Commission, ISD, and Engineering] involved in the permitting and approval process with complete and consistent plans.

If you have any questions or concerns please feel free to contact me @ 617-796-1023.