

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
OFFICE OF THE CITY ENGINEER
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449

Engineering Division Plan Review Guide

Based on the type of work you are proposing, Engineering Site Plan Approval is required. A **Professional Engineer and/or Land Surveyor** must ensure that the following steps have been completed to move forward with the Building Permit Application process and to satisfy the Engineering Division of Public Works.

- Please submit an Engineering (Civil) Site Plan online. (Link below)
 - <https://newtonma.viewpointcloud.com/categories/1079/rec-ord-types/1006585>
- **General Submittal Requirements:**
 - Site plans are to be submitted as electronic PDFs in full scale.
 - Site plans must be stamped by a Professional Engineer and/or Land Surveyor, if required.
 - Ensure that all plans submitted are legible and complete.
- The Engineering Division will respond to the design Engineer with comments and/or an approval memo following the review process of each submittal.
- Once approved, the applicant must **upload the approval memo and stamped approved plans** as attachments to the Building Permit Application.

If you have questions about this process, please contact the
Engineering Division at 617-796-1020.