



WAREHAM
Massachusetts

**Wareham Planning Board
Site Inspection Policies**

DRAFT

Date: xx/xx/xxxx

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Site Inspection Policies

Applicability

Site Inspection Procedures for the Town of Wareham, for projects that include site work as approved by the Wareham Planning Board.

Purpose

The purpose of site inspections is to confirm that the work has been done in workmanlike manner and in compliance with the approved plans for the project.

Required Inspections

The following inspections are required for all commercial projects and/or subdivisions involving construction of new work.

At a minimum all inspections shall include

1. Limits of work and establishment of sediment control,
2. Overall grading of the site including clearing and removal of unsuitable soils,
3. Site infrastructure installation and testing except for water mains and services which are the domain of the Water Department
4. Site paving, sidewalks, curbing, line painting,
5. Signage as related to traffic control within the site, street signs, street monuments,
6. Landscaping, loam and seed where noted on the plans.
7. General site cleanup

Changes

The inspector is not authorized to approve changes to any site plan that are not incidental to the normal purpose or intent of the design or the successful completion of the work. All questions related to significant changes in the plan documents are to be directed to

1. The project engineer for questions to the applicant/developer
2. The Planning Board, or their representative, for questions to the town

The decision as to whether any such change is incidental or significant shall be left to the discretion of the inspector.

Procedures

1. In order to facilitate the inspection process, a pre-construction site meeting is required and shall be held prior to the commencement of all site work. Suggested attendees include, but are not limited to:
 - a. Applicant
 - b. Project engineer
 - c. Contractor
 - d. Site inspector
 - e. Representatives from
 - i. Wareham Inspectional Services
 - ii. Wareham Sewer Department
 - iii. Wareham Water Department
 - iv. Wareham Municipal Maintenance
 - v. Wareham Fire Department
 - vi. Wareham Planning Board
2. At the time of the pre-construction site meeting, a general schedule of construction shall be presented by the contractor.
3. Appropriate contact information shall be shared with the project owner or his representative or contractor. There shall be one contact individual assigned to provide notice as to when inspections are required, and one contact individual assigned to schedule/execute the inspections.
4. Inspections of all site related work require not less than 24 hours' notice prior to when the inspection is needed.
5. No excavation for storm water facilities, sanitary sewers or other subsurface improvements shall be backfilled until the area has been inspected and approved.
6. Catch basins and manholes shall be inspected for
 - a. condition, mortaring of all pipes inside and outside of the structures,
 - b. depth of sump, construction of channels and sanitary shelving,
 - c. adequate securing castings in place in accordance with the approved plans,
7. Areas to be paved shall be inspected as follows
 - a. After subgrade has been achieved,
 - b. After base material has been put in place, inspected for proper thickness and compaction and the surface has been fine graded. Compaction inspection may require compaction tests by an approved testing firm at the discretion of the inspector,
 - c. When castings on catch basins, manholes and the like are set to grade and properly mortared in place,
 - d. When paving of the binder course of asphalt is in process,

- e. Prior to the placement of the wearing course to check condition of binder, cleanliness of the surface and the placement of a tack coat to cement binder and wearing surface together.
 - f. No paving shall commence if base conditions are frozen, unduly wet or soft.
 - g. No paving shall take place unless outside temperatures are at least 35 degrees F and rising.
8. Sidewalks and curbing shall be inspected, based on the type of construction and techniques employed,
 9. Landscaping shall be inspected
 - a. Loam and seed of all disturbed areas as noted on the plans,
 - b. All plantings called for on the site plans have been set in place.
 10. Street monuments, street signs, other signage for traffic flow, etc. shall be inspected as called for on the approved plans.
 11. Inspections may be required for any other specific site related details not otherwise noted above.
 12. All attempts shall be made to make inspections in a timely manner so as not to unnecessarily hold up the construction process.
 13. Where site infrastructure has been backfilled or closed up prior to giving notice for the need of an inspection, the inspector may call for the work to be exposed and to the extent necessary to confirm to his satisfaction that the work has been accomplished in accordance with the approved plans.
 14. The scheduling of inspections is flexible and can be coordinated during the actual construction process provided that in all cases 24 hours minimum notice is given for any specific inspection.
 15. In emergency situations where weather or other specific factors dictate, the inspector may grant approval of the backfilling of trenches or structures but only if a request to do so is agreed to by the contractor and inspector.
 16. The contractor may provide photos of the construction prior to backfilling if authorized by the inspector, but in no case are photos of construction to be considered an appropriate substitute for an inspection where due notice of the need for an inspection has been given.
 17. Prior to a final inspection the project owner shall submit to the Planning Board, with copy to planning office, an 'As-Built' plan. The As-Built plans should reflect all changes made in the specifications and working drawings during the construction process, and show the exact dimensions, geometry, and location of all elements of the work completed under the contract.
 18. Prior to a final inspection the project owner shall send a written request to the Planning Board with copy to planning office and site inspector for the inspection. The request should include a statement that the work has been successfully completed in accordance with the approved plans and/or special permit or approval documents.

Revision History

11/1/19 - Initial Draft

11/19/21 – updated with comments from C. Rowley

12/20/21 – added ‘as-built plans’ requirement

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