



Board of Health  
 Sutton Municipal Center  
 4 Uxbridge Road  
 Sutton, Massachusetts 01590  
 Tel: 508-865-8724  
 Fax: 508-865-8721

**BOARD OF HEALTH**

**PLAN REVIEW SUBMITTAL CHECK LIST**

The following must all be submitted to consider the plan review application package complete. Please note that the 45 day review period will not commence until all required documents have been received.

- 1. 6 copies of design plan wet stamped by a Massachusetts Registered Professional Engineer or Registered Sanitarian
- plans **must be folded** and the BOH file # **must appear on each plan** in the Title Block so it can be viewed without unfolding the plan.
- 2. Application for Disposal Works Construction Permit
- 3. Copies of Completed soils testing logs (if not already on file)
- 4. Application for Request for Plan Review
- 5. Plan review Completeness Form
- 6. Signed Property Owners Acknowledgement form
- 7. Application for well site approval (new construction)
- 8. Check (s) in appropriate amount made payable to Town of Sutton (non-refundable)
- 9. This form completely filled out.

Sutton Permit number \_\_\_\_\_ (Obtained from Application for soils testing)

Project Location \_\_\_\_\_ Owner \_\_\_\_\_

PE/RS \_\_\_\_\_ Design Company \_\_\_\_\_

*For Board of Health use only*

Date of Submittal: \_\_\_\_\_

Application complete:

YES

(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 with 45 days from the date of the **filed completed** application.)

NO

Application is not complete. The highlighted areas need to be submitted. This form will need to be resubmitted. 45 day review period has not begun.

IN THE EVENT OF AN INCOMPLETE APPLICATION PACKAGE THE BOARD OF HEALTH WILL NOT ACCEPT NOR HOLD PARTIAL SUBMITTALS. IT IS THE RESPONSIBILITY OF THE APPLICANT TO PICK-UP ALL DOCUMENTS AND SUBMIT A COMPLETE PACKAGE.