

## **NOTICE OF INTENT SUBMISSION REQUIREMENTS**

(Excerpts from Article XXX Regulations)

### **INFORMATION TO BE SHOWN ON SITE PLANS**

#### **Existing Conditions**

- ✎✎ Title Box to include: The date, name and address, if available, of project; the name of the owner/applicant, the name of the preparer, a scale (at least 1 inches = 100 feet with details), a north arrow, a reference to the assessor's map and to the parcel number.
- ✎✎ Appropriate engineer's or land surveyor's stamp and signature (Note: The professional who stamped the original plans must also sign and date any revisions with the same date as the revision date.) At least one original signature copy of each plan must be submitted to the Commission.
- ✎✎ Lot size(s) and property boundaries
- ✎✎ Names and property lines of abutting property owners
- ✎✎ Two foot topographic contours (existing and proposed); elevation above mean sea level, if available, or assumed elevations; location of benchmark of elevations or assumed datum
- ✎✎ The border of any wetland resource area on or within 100 feet (200 feet for perennial streams and rivers) of applicant's property, with flow directions labeled, if applicable
- ✎✎ Limits of all wetland resource areas, including survey locations and numbers of flags/stakes; note date of flagging, and name/firm of botanist
- ✎✎ Delineation of buffer zone (100-foot radius from all wetland resources areas)
- ✎✎ Limits of Bordering and Isolated Lands Subject to Flooding, including 100-year storm elevation
- ✎✎ Department of Environmental Management (DEM) and Federal Emergency Management Agency (FEMA) wetlands and floodplain restrictions (FEMA maps are available at the Conservation Commission's and Building Inspector's Offices)
- ✎✎ High water mark for all water bodies, from best available data (data source must be cited)
- ✎✎ MAHWL of any inland bank or beach
- ✎✎ For projects that alter the water runoff from the site: identify total watershed area in which site is located, all sub-watersheds on site, and on- and off-site discharge points
- ✎✎ Location, date and soil summaries of all soil borings and test pits on site; location, date and readings of groundwater level measurements on site
- ✎✎ Stone walls or other barriers located between the area of work and the area subject to protection under these Regulations
- ✎✎ Locations and types of easements on site and on other properties within 50 feet of property line

#### **Proposed Conditions**

- ✎✎ Work limits and location of temporary erosion controls; delineate areas where vegetation will be altered
- ✎✎ Proposed contours and amount of fill required to be added or removed (in cubic yards and maximum thickness); pre- and post- development grades on all slopes 4 to 1 or steeper; locations of stockpiles
- ✎✎ Construction details, including cross-sections and elevations, of drainage structures (including but not limited to catch basins, leaching basins, dry wells, swales, retention areas, ditches, etc.) and road crossings in wetland resource areas
- ✎✎ Equipment access routes and storage/parking areas during proposed work
- ✎✎ All above-ground structures, roadways, access ways, stone walls, fences, and other physical alterations proposed; identify roadway or surface material proposed; location and elevation of lowest floor of all structures
- ✎✎ Existing natural drainage patterns and proposed alterations
- ✎✎ All on-site below-ground alterations and structures, including but not limited to utility lines, drainage structures, septic systems, cesspools, wells, and storage tanks in the buffer zone
- ✎✎ Location, capacity, and design details of on-site septic system
- ✎✎ Distance of proposed on-site leaching facility to wetlands, watercourses, or other resource areas
- ✎✎ For new construction, location of leaching facilities on other properties within 50 feet of the lot line, or 200 feet of the proposed project
- ✎✎ For new construction, location of all existing and proposed wells on property and within 200 feet of project on abutting properties, and minimum distance to all septic systems

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### **INFORMATION TO BE PROVIDED IN NOI TEXT**

#### **Existing Conditions**

- ✍ ✍ Topography, soils, and geology description
- ✍ ✍ Description of vegetation types, such as upland or wetlands community types and plant species list
- ✍ ✍ Section of the most recent version of a U.S.G.S. quadrangle map, with site location circled (i.e. a locus map)

#### **Proposed Conditions**

- ✍ ✍ Description of activities, construction sequencing and estimated timetable. Include description of future phases
- ✍ ✍ Description of indirect and direct impacts, both temporary and permanent, on wetland resource areas
- ✍ ✍ Description of soil erosion, sediment control plan, and mitigation plans for impacts to resource areas
- ✍ ✍ Details of mitigation plans for activities in the buffer zone to limit long term indirect impacts to adjacent resource areas
- ✍ ✍ Description of storm water management plan, including existing and proposed drainage areas
- ✍ ✍ Description of wastewater management plan
- ✍ ✍ Hydrologic calculations shall conform to Soil Conservation Service procedures
- ✍ ✍ Wetlands creation/restoration plan, including area, with existing and proposed topography at contours at 1-foot intervals, and plans showing proposed grading, stockpiling, planting (indicate source of plants), and timetable
- ✍ ✍ Volume of fill required and source of fill

#### **Natural Heritage Filing**

A filing to the Natural Heritage Office is needed in some cases. Due to the scale of the Estimated Habitat of Rare and Endangered Species map, and the inaccuracies inherent in computer mapping at that scale, if a proposed project lies within or up to 1/8 mile outside of the boundary of the Estimated Habitat of Rare and Endangered Species on the latest computer map from the Natural Heritage Office, a filing to that office may be required by the Commission. This filing, made by the applicant, is to be made before the Notice of Intent is scheduled for a public hearing. Opening a hearing is contingent upon written response from the Natural Heritage Office.