

# East Bridgewater Conservation Commission Notice of Intent Checklist

Revised May 2023

APPLICANT \_\_\_\_\_ ADDRESS \_\_\_\_\_

**\*\*THIS CHECKLIST MUST BE PLACED ON TOP OF YOUR APPLICATION\*\***

## Submittal requirements:

One original and one (1) copies of the application packet plus two (2) copies of the plans along with one (1) electronic copy of the plan(s) and DEP form(s), including letters, calculations, reports and/or attachments must be submitted to the Conservation Commission **by noon on the Wednesday two (2½) weeks prior to the regularly scheduled public hearing date**. One copy of the application packet and plans must be sent to DEP, Southeast Regional Office, 20 Riverside Drive, Lakeville MA 02347.

## Notice of Intent (NOI) Application Checklist

Completed **NOI** application with all questions answered and legibly signed by property owner. Make sure you are using DEP's most current form. Do not forget the latitude and longitude in degrees, minutes and seconds. If you have any questions please contact your engineer, the Conservation office at 508-378-1623 or [awelch@eastbridgewaterma.gov](mailto:awelch@eastbridgewaterma.gov).

**Plans** must be drawn **to the appropriate scale to show the proposed work in sufficient detail**. The plan must include the title designating the name of the project location, the name(s) of the person(s) preparing the drawings, the date prepared, including all revision dates. Plans must be **wet stamped** and signed by a registered professional engineer and/or registered land surveyor. Checks submitted for advertising and filing fees cannot be dated more than 2 weeks prior to filing with the Conservation office.

**MUST BE FILLED IN FOR ALL WORK per East Bridgewater Stormwater Management Bylaw (MS4)**

**Total SF disturbed on entire site.** \_\_\_\_\_ **(fill in)**. This is not just restricted to the resource area buffer zones. This includes but is not limited to any construction, demolition, septic system work and/or grading. Administrative: Any activity that will disturb/alter greater than 10,000 but less than 1 acre will need a separate permit. General: Any activity that will disturb/alter 1 acre or more or cannot meet the requirements for an Administrative Application will need a separate permit and public hearing. **ALL STORMWATER APPLICATIONS AND QUESTIONS ARE TO BE BROUGHT TO THE DEPARTMENT OF PUBLIC WORKS**

## Plans must show at a minimum:

- ☐ Entire parcel, lot lines and distances, direct abutter name, address and map lot.
- ☐ Numbered flags for all resource areas with date and name of person performing the delineation.
- ☐ Certified and potential vernal pools, Estimated and priority habitat areas
- ☐ All streams, perennial (with mean annual high-water mark) and intermittent (with bank)
- ☐ All isolated wetlands
- ☐ All buffer zones and riverfront areas
- ☐ The minimum 25-foot no disturbance area
- ☐ Existing and proposed contour elevations
- ☐ Distances from closest disturbance to the wetland resource area \_\_\_\_\_ (Fill In).
- ☐ **Amount of disturbance in buffer zone in square feet on the lot** \_\_\_\_\_ **(Fill in)**.
- ☐ Limit of work, erosion control with a detail
- ☐ Location of septic systems, wells, other utilities, other significant features
- ☐ Storm water management BMPs including silt sacs with detail in nearby catch basins.
- ☐ All fill/replication and restoration areas.
- ☐ Cement truck/dewatering pump out pit including a detail drawing shown on plan if proposed or required.
- ☐ Conservation post locations and detail drawing shown on plan if proposed or required.

- ☐ Elevation of bottom of septic tanks/pump chambers and groundwater at the tank(s) clearly marked.

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- ☐ Color coded as follows

Open or flowing water: light blue

Marsh or swamp: light blue with swamp symbols superimposed.

All meadows, flats, and other lands subject to flooding: outlined with a dashed blue line BVW line: dark blue

Drawings must indicate 25-foot No Touch in red. Drawings must indicate 50-foot Buffer Zone in purple.

Drawings must indicate 100-foot Buffer Zone in yellow. Drawings must indicate flood plain boundary in pink.

Drawings must show the 200' Riverfront area. 100' Inner Riparian Zone in orange.

200 Outer Riparian Zone (bank if no Riparian Zone) in green. Drawing must show the erosion control barrier in brown.

Drawings must include a delineation of all alterations proposed in or adjacent to wetlands and floodplains as indicated below. Any alterations should be clearly explained in text or footnotes. areas to be dredged out: outlined in red areas to be filled: outlined in green

areas to be altered in any other way: outlined in black

**Other items that must be included:**

- ☐ USGS, FEMA, FIRM, NHESP and any applicable plans with marked location of property
- ☐ Narrative describing the proposed work including but not limited to the: area of disturbance (SF), a construction schedule, existing site condition, etc.
- ☐ Wetlands report and/or narrative prepared by the wetland scientist or botanist.
- ☐ Proof of Ownership/Copy of Deed
- ☐ Certified abutters list from Assessor's Office
- ☐ Abutter Notification form
- ☐ White certified mail slips or the Certificate of Mailing
- ☐ Completed Fee transmittal form with a Check for town fee and copy of check for state fee
- ☐ Check for advertisement made out to the Enterprise.
- ☐ Check for Town Fee – See fee schedule.
- ☐ Applicant and Property owners (if different) must sign the application or a notarized letter authorizing a representative's signature.
- ☐ **Any waiver** request to applicable submittal requirements must be made in writing.
- ☐ Economic alternatives analysis is required for all projects within *the riverfront area*
- ☐ If needed, wetlands report with replication schedule, planting plan, and narrative prepared by wetland scientist or botanist

**\*\*\*\*\*Incomplete applications will not be accepted and may be returned. Delays due to incomplete applications are not the responsibility of the Conservation Commission. \*\*\*\*\***

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