

Hopkinton Wetlands Regulations

CHECKLIST FOR COMPLETENESS OF NOTICES OF INTENT – Revised October 2000

In order to facilitate review of your proposal, please verify the following items are included as part of your Notice of Intent. Once the *complete* NOI is received in our office, the Commission will schedule a hearing within 21 days of receipt. We may also wish to schedule a site visit to see the site first-hand.

The Commission conducts site visits on Saturday mornings, beginning at 9AM. It will facilitate our ability to schedule a site visit if you indicate which Saturdays within the next 3 weeks are convenient for you to meet with the Commission. Our Agent will try to confirm one of these dates, or, if the Commission is already booked, will indicate the first available date, which may fall after your initial hearing date.

Available Saturdays: _____.

NOI requirements under 310CMR 10 (DEP requirements)

- 1) Two copies of a completed Notice of Intent form (Form 3).
- 2) Two copies of plans, supporting calculations, and other documentation necessary to completely* describe the proposed work and mitigation measures (see NOTE 1, below).
- 3) Two copies of plans showing compliance with Title 5 of the State Environmental Code, if a subsurface sewage disposal system (septic system) is proposed in an area subject to commission jurisdiction (e.g., in the 100-foot buffer zone or Land Subject to Flooding--Title 5 does not permit construction of septic systems within 50 feet of most wetlands and within 100 feet of some wetlands).
- 4) Two copies of an 8 1/2" by 11 " section of the USGS quadrangle map of the area, marked to identify where the proposed work will be located.
- 5) The appropriate filing fee and fee transmittal form and a copy of the fee calculation.
- 6) Evidence that all abutters within 100 feet of the property or 1,000 feet of the work have been notified.
- 7) If applicable, evidence that a copy of the Notice was sent to the Massachusetts Natural Heritage and Endangered Species Program by Express or Priority mail on or before the date the Notice of Intent was filed, or other evidence that the Program received the Notice of Intent within 2 days of filing with the commission.

NOTE 1. A determination that plans and other documentation are "complete" for the purposes of accepting a Notice of Intent does not necessarily mean that enough information has been provided to let the conservation commission adequately evaluate the project.

NOI Requirements under Town Bylaw

- 1) Plans: Seven complete copies of the permit application and supporting documents.
 - (a) The plans **must be highlighted with transparent marker pen** as follows:
 - 1. Green: the edge of the Bordering Vegetated Wetlands;
 - 2. Blue: bank, for perennial rivers or streams;
 - 3. Dotted Green: the edge of the Inner Riparian Zone;
 - 4. Yellow: the limit of the buffer zone;
 - 5. Dotted Yellow: the edge of the Outer Riparian Zone;
 - 6. Red: all culverts and discharges;
 - 7. Purple: the edge of isolated wetlands;
 - 8. Orange: intermittent streams;
 - 9. Pink: the edge of other wetlands;
 - 10. Dotted Red: 100 year flood elevation.

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- 2) The location of consecutively numbered flags denoting the wetland resources shall be shown on the plan and shall be certified by a registered land surveyor, registered sanitarian, professional engineer or wetland biologist.
- 3) Elevation contours shall be shown in two-foot contours unless the slopes are very steep. Steep elevations, over 25%, shall be shown in five-foot contours.
- 4) All offset distances from the proposed foundation(s), well(s) and septic system(s) or other proposed work to all wells, septic systems, wetland resources, property lines, streams, watercourses, drainage structures, or easements within 150 feet, shall be shown.
- 5) All distances and % slopes along septic system piping shall be shown.
- 6) Where septic systems are proposed, the maximum groundwater elevation, and the elevation of the bottom of the leaching facility, the elevations of the inlets, outlets and the finished grades shall be given, as well as breakout calculations where a septic system is located on a slope.
- 7) All soil logs must be submitted showing the type of material, soil horizons, elevation of existing grades, maximum ground water elevation, depth of hole, and location of percolation test with corresponding elevations and percolation rates.
- 8) All proposed grades must be shown.
- 9) The limit of proposed work shall be shown.
- 10) Plan scale shall be no less than 1" = 40'.
- 11) All proposed structures within 100 feet of the resource areas shall be shown.
- 12) The Assessor's map, block, lot number, street number and subdivision lot number, where applicable, on the lot where work is proposed shall be shown.
- 13) Owner/applicant of large parcels or adjacent property of which they may have a vested interest should supply a general scheme of any proposed development, i.e. what impacts (cumulative or significant) to the values protected by the bylaw, will be addressed along with mitigation, compensation and remediation protocols.
- 14) The estimated project cost in accordance with Section 206-11.I of the bylaw, and the applicable fee as defined in the Regulations.
- 15) Evidence that all abutters within 300 feet of the property have been notified.
- 16) The appropriate filing fee and a copy of a worksheet showing the fee calculation.

The Commission may, at its discretion, choose to waive certain of the above items for small projects or projects likely to result in minimum or no impact. However, the Commission reserves the right to require additional information during the course of the public hearing if necessary to reach a decision on the proposal. In general, all roadway projects, limited projects as defined by 310 CMR 10.53(3), and subdivisions will require a full filing. Applicants who wish guidance prior to submitting a project should consult with the Conservation Agent for further guidance.