

Town of Hopkinton Wetlands Protections Regulations

CHECKLIST FOR COMPLETENESS OF NOTICES OF INTENT

In order to facilitate review of the proposal, please verify the following items are included as part of the Notice of Intent (NOI) submittal. Once a *complete* NOI has been received by the Hopkinton Conservation Commission (HCC) a public hearing will be scheduled within 21 days of receipt. The HCC shall have their Conservation Staff review the existing conditions of the site property prior to the public hearing.

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.

** 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 HCC adequately evaluate the project.*

NOI Requirements under Town Bylaw

Applications:

- 1. Three complete paper copies of the permit application and supporting documents, with up to four additional paper copies to be provided at the request of the Conservation Administrator.
- 2. One electronic copy of the application and supporting documents in PDF or Word Format on compact disc or sent via e-mail.
- 3. Evidence that all abutters within 300 feet of the property have been notified.
- 4. The appropriate filing fee and a copy of a worksheet showing the fee calculation.
- 5. 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 percolation rates.
- 6. 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.
- 7. The estimated project cost in accordance with Section 206-11.E of the bylaw, and the applicable fee as defined in the Regulations 1.4.3.

Hopkinton Wetlands Regulations

Plans:

- 1. Three paper copies of the complete plan(s), with up to four additional paper copies to be provided at the request of the Conservation Administrator.
- 2. One paper copy and PDF file of the plan(s), reduced to fit an 11 x 17 inch format.
- 3. One copy of the plan(s) in digital format, capable of conversion to a DXF file, on compact disc, and referenced to the Massachusetts State Plane NAD83 format (for all subdivisions and non-residential project filings).
- 4. One copy of the coordinates for all wetland resource flags, in an Excel Spreadsheet format, referenced to the Massachusetts State Plane NAD83 format (for all subdivisions and non-residential project filings and for all Abbreviated Notice of Resource Area Delineation filings).
- 5. The plans must be highlighted with transparent marker pen as follows:
 - a. **Green:** the edge of the Bordering Vegetated Wetlands;
 - b. **Blue:** bank, for perennial rivers or streams;
 - c. **Dotted Green:** the edge of the Inner Riparian Zone;
 - d. **Yellow:** the limit of the buffer zone;
 - e. **Dotted Yellow:** the edge of the Outer Riparian Zone;
 - f. **Red:** all culverts and discharges;
 - g. **Purple:** the edge of isolated wetlands;
 - h. **Orange:** intermittent streams;
 - i. **Pink:** the edge of other wetlands;
 - j. **Dotted Red:** 100 year flood elevation.
- 6. Plans shall show the location of consecutively numbered flags denoting the wetland resources.
- 7. Elevation contours shall be shown in two-foot contours unless the slopes are very steep. Slopes greater than 25% shall be shown in five-foot contours.
- 8. 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 on the plan.
- 9. 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 on the plan. All distances and % slopes along septic system piping shall be shown on the plan.
- 10. Locations of test holes and percolation tests shall be shown on the plan.
- 11. All existing and proposed grades shall be shown on the plan.
- 12. The limit of proposed work shall be shown on the plan.
- 13. The plan scale shall be no less than 1" = 40'.
- 14. All proposed structures within 100 feet of the resource areas shall be shown on the plan.
- 15. 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 on the plan.
- 16. Plans shall be stamped and signed by a Professional Engineer or Professional Land Surveyor registered in the Commonwealth of Massachusetts.

The HCC 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 HCC reserves the right to require additional information during the course of the public hearing if necessary to reach a decision on the proposal. Applicants who wish further guidance prior to submitting a project should contact the Conservation Administrator.