



TOWN OF SOUTHBOROUGH  
Conservation Commission  
17 Common Street  
Southborough, MA 01772  
Conservation@southboroughma.com ~ 508-485-0710, ext. 3024

## NOTICE OF INTENT SUBMISSION CHECKLIST

**This checklist is considered to be part of the application and must be provided as evidence that the Application is substantially complete in accordance with Section 4 of the Southborough Wetlands Regulations. If the Application is deemed incomplete by the Conservation Administrator, Conservation Commission or their representative, a hearing will not be scheduled.**

### TIMELINES:

- A complete application package (double-sided and collated) must be submitted by 10 am on the Monday (at least) 2 weeks in advance of a scheduled meeting, unless otherwise noted. See website for meeting calendar and submission deadlines.
- Supplemental information for continued hearings must be received at least 9 business days in advance of the next scheduled Commission meeting. This typically means that revisions will be due on the Monday a week and a half prior to the scheduled Thursday meeting.
- If no action is taken by an Applicant on a filing for 6 months or more, or hearings have been continued by the Applicant four or more consecutive times without appearing at a meeting with new information, the Commission may either: a) close the hearing, or b) require that the Applicant re-notify abutters and republish the legal notice.

### FORMS: (Nine double-sided copies and one digital copy is required)

- Completed application form (WPA Form 3), signed by the Applicant and Property Owner(s); Stormwater Management Form, Appendix C, if applicable; and completed NOI Wetland Fee Transmittal Form Pages 1 & 2.

### NARRATIVE: (Nine double-sided copies and one digital copy is required)

- Description of work within regulated resource areas and Buffer Zones, and describe any impacts to these areas.
- Description of the project's compliance with the WPA Performance Standards. If work is proposed in the Riverfront Area, an Alternatives Analysis must be provided.
- Proposed mitigation for unavoidable project impacts to resource areas and buffer zones.
- Square footage of work proposed by type (i.e. disturbance, structures, impervious surface, etc.) within each resource area or buffer zone (200-foot Riverfront Area, 20-foot No Disturb Zone, 100-foot Buffer Zone).
- Description of wetland resource areas, date delineated, and name of wetland scientist that conducted the delineation.
- For steeply sloped sites or those greater than 1 acre, describe proposed methods for stabilizing cleared areas of the site during extended shutdown due to weather, economic conditions or any other cause.
- A Construction sequence listing all proposed work and the order in which it will occur, shall contain timelines for: a) proposed erosion and sediment control installation, b) clearing, grubbing, excavation, c) grading and site stabilization, with supporting plans identifying phasing and other information to properly demonstrate construction sequencing, and 4) landscaping.
- List of all required local, state and federal permits.



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### MAPS: (Nine copies of the following maps, with the site clearly identified)

- Project locus map copied from a USGS quadrangle sheet or Town of Southborough map showing the location of the proposed project
- FEMA
- NHESP if applicable.

### FEES:

- Check to Town of Southborough which includes town portion of WPA fee and Local Filing Fee
- Completed Fee Calculation Sheet
- Copy of check to Commonwealth of MA
- Please note that the legal notice fee will be billed directly to the Applicant by Gatehouse Media for publication in the Metrowest Daily News. The Applicant is responsible for the cost of the legal notice in accordance with the state WPA (310 CMR 10.05(5) (a) and Southborough Wetlands Protection Bylaw.

### ABUTTERS LIST:

- The original and one copy
- Two copies of the abutter notification
- Evidence of abutter notification must be submitted either in advance of, or at the start of the public hearing. Evidence shall be the date-stamped receipt for each letter mailed, and the return receipt green cards, or stamped certificate of mailing from the U.S. Post Office.

### PROJECT PLANS:

Show proposed structures or modifications to existing structures, location of existing trees and those proposed to be removed, paving, drainage or water control structures, septic systems, stockpile and snow storage areas, property lines, adjacent roadways, and erosion controls. Be sure to include resource area delineation including riverfront area, and/or buffer zones, and existing and proposed topography (2-foot contours). Field staking of the corners of all proposed structures on the site (including center of roadways and septic systems) is required at least 10 days prior to the scheduled public hearing date. See the Southborough Wetlands Regulations for the complete list.

- Three folded copies (color coded - see below) of the complete full sized plan(s) including graphic scale (not more than 1"=50') and title block.
- Seven reduced sized (11x17) folded copies, including graphic scale (plan must be legible at reduced scale or full sized plans will be required).
- All plans shall be dated and signed by the person responsible for their preparation. Plans and drawings involving the practice of surveying or engineering shall be stamped and signed by a professional engineer or surveyor.
- One digital color coded PDF file of the plan(s), resubmitted with each revision, reduced to fit an 11x17 inch format sent via email.
- Final approved plans may also be required in ESRI shapefile, GeoDataBase (.GDB), AutoCad 2000 or newer format and referenced to the MA State Plane NAD83 format.



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- Erosion and sediment control details (erosion controls proposed shall be weed and invasive free).
- Colors for Plan Contents:
  1. Green: the edge of Bordering Vegetated Wetlands;
  2. Dotted Green: the limit of the 100-foot and 20-foot buffer zones;
  3. Blue: bank, for perennial rivers or streams;
  4. Yellow: the edge of the Inner Riparian 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 FEMA flood elevation.

CONTRACTOR AFFIDAVIT:

Any Contractor performing work under an approved Order of Conditions, or for any septic installations approved under a Determination of Applicability, shall be required to submit a Contractor Affidavit at least 48 hours prior to the required pre-construction meeting. No work will be allowed to commence on the site until receipt of this Affidavit is confirmed. Form is available through town website (<http://www.southboroughtown.com/conservation-commission>) or at the Conservation office at Town Hall)

DEP MAILINGS:

- Send original check for state fee and copy of NOI Wetland Fee Transmittal form (pages 1 & 2) to:  
DEP, Box 4062, Boston, MA 02211
- Send one complete copy of the application, including all of the required maps, project plans, list of abutters, etc., and a copy of the check for state and town fee payments to:  
MassDEP, Central Region  
Wetlands Division  
8 New Bond Street  
Worcester, Massachusetts 01606  
Main Phone: 508-792-7650  
Service Center / Permit Assistance: 508-792-7683

The requirements stated above are not definitive or exclusive. Some may be omitted in a particular case and an applicant may be required to submit additional information deemed necessary to determine compliance with the Southborough Wetlands By-law and the Regulations. Applicants and their consultants who wish guidance prior to submitting a project should consult with the Conservation Administrator to ascertain information requirements for specific projects.