

TOWN OF SOUTHBOROUGH



CONSERVATION COMMISSION

CORDAVILLE HALL · 9 CORDAVILLE ROAD, LOWER LEVEL · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 281-8984 · FAX (508) 480-0161 · mdanza@southboroughma.com

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 Agent, Conservation Commission, or their representative, a hearing will not be scheduled.

1. TIMELINES

Please check off the following to acknowledge that:

A complete application package must be submitted by 12PM on the day of the application deadline per the approved schedule set by the Commission annually (which can be found on the [website](#)). One (1) electronic copy via [ViewPoint](#) and three (3) hard copies (double-sided and collated) shall be submitted, and will not be considered complete until both copies and payment have been received.

Supplemental information for continued hearings must be received in conformance with the latest [Revised Materials Policy](#).

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.

2. FORMS

Please check off the following to certify their inclusion and/or acknowledgment that:

Copies as noted “()” and one electronic copy via ViewPoint

(3) [Completed Application Form \(WPA Form 3\)](#), signed by the Applicant and Property Owner(s)

(1) [MassDEP Stormwater Checklist](#) & associated Stormwater Report/Calculations, if applicable

(3) [Bylaw Waiver Request](#), if applicable

(1) [Completed NOI Wetland Fee Transmittal Form Pages 1 & 2](#)

(1) [Local Bylaw Fee Calculation Worksheet](#)

(1) [Legal Ad Authorization](#)

(3) [Bordering Vegetated Wetland Determination Form](#), if applicable

3. NARRATIVE

Please check off the following to certify their inclusion and/or acknowledgment that:

THREE double-sided copies and one electronic copy via ViewPoint that contains:

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.

Description of species, size, location, and reasoning for tree removal, if applicable

List of all required local, state and federal permits

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.

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
- d) landscaping

4. MAPS

Please check off the following to certify their inclusion and/or acknowledgment that (select NA if not applicable):

THREE double-sided copies and one electronic copy via ViewPoint

Project locus map copied from a [USGS quadrangle sheet](#) or [Town of Southborough GIS](#) map showing the location of the proposed project

[FEMA](#) (required even if outside of regulated floodplain)

[NHESP](#), if applicable

5. ABUTTER LIST (ONE printed copy and one electronic copy via ViewPoint)

Please check off the following to certify their inclusion and/or acknowledgment that:

Certified Abutter's List ([requested through the Assessor's Office](#))

[Abutter Notification Letter](#) (completed & as sent to abutters)

Evidence of abutter notification must be submitted prior to the opening of the public hearing. Evidence shall be by [Certified Mail, return receipt requested](#), or stamped [Certificate of Mailings](#) from the US Post Office (can be submitted electronically exclusively)

6. PROJECT PLANS

Please check off the following to certify their inclusion and/or acknowledgment that (select NA if not applicable):

THREE, folded, full sized (24"x36") copies (color coded – see below) of the complete plan set

THREE, folded, reduced sized (11"x17") copies (color coded – see below) of the complete plan set

Electronic (pdf) color copy of plans, submitted via ViewPoint

All plans are 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 Land Surveyor.

Scale shall not be larger than 1"=50' unless for the use of a locus map or to show total project scope

Show **all** existing, new, and/or modifications to existing structures

Location of existing trees and/or tree line and those proposed to be removed

Existing and proposed infrastructure such as, but not limited to, paved surfaces, drainage, water control structures, septic systems, utility and/or communication lines (if known),

Property lines and adjacent roadways

Limit of proposed work and/or erosion controls.

Erosion control method(s) specifications depicted on the approved site plan and are weed and invasive free. The use of hay is expressly prohibited.














Stockpile & Snow Storage Areas (both during and post construction), if applicable

Any proposed structures shall be staked in the field at least 10 days prior to the scheduled public hearing date.

Final approved plans and/or future as-builts may be required in ESRI Shapefile, GeoDataBase (.GDB) AutoCAD, and referenced to the MA State Plan NAD83 format

Other items may be required as stated in Southborough Wetlands Bylaw & associated Regulations

All Resource Areas, associated Buffer Zone's, and important features delineated and color coded as shown in the table below:

Plan Set Color Requirements			
Color		Resource Area	Description
Green		Bordering Vegetated Wetland	Edge/boundary
Dotted Green		Bordering Vegetated Wetland	100' Buffer Zone & 20' Buffer Zone
Orange		Bordering Vegetated Wetland	Intermittent Streams
Blue		Riverfront Area	Bank of perennial river & streams
Yellow		Riverfront Area	Edge of Inner Riparian Zone (100')
Dotted Yellow		Riverfront Area	Edge of Outer Riparian Zone (200')
Purple		Isolated Vegetated Wetlands	Edge of Isolated Vegetated Wetlands
Dotted Purple		Isolated Vegetated Wetlands	100' Buffer Zone of Isolated Vegetated Wetlands
Dashed Red		Bordering Land Subject to Flooding	100 year FEMA floodplain elevation
Dotted Red		Bordering Land Subject to Flooding	100' Buffer Zone to FEMA floodplain
Red		Varies	All culverts & discharges
Pink		Varies	Edge of other wetlands
Dotted Pink		Varies	100' Buffer Zone of other wetlands

7. **FEES**

Please check off the following to certify their inclusion and/or acknowledgment that (select NA if not applicable):

Payments shall be made on ViewPoint or by check made payable to 'Town of Southborough' which includes the town portion of the WPA fee and Local Filing Fee.

(1) Copy of check or transmittal to Commonwealth of MA

Cost of the legal notice fee will be billed directly to those listed on the [Legal Ad Authorization](#) for publication in the MetroWest Daily News. The applicant is responsible for the cost of the legal notice in accordance with WPA 310 CMR 10.05(5)(a) and the Southborough Wetlands Bylaw. Failure to comply with payment, even if an Order has been issued, may result in enforcement action. The invoice may come electronically from Wicked Local Legals/LocaliQ.

8. **DEP SUBMITTAL**

Please check off the following to certify their inclusion and/or acknowledgment that (select NA if not applicable):

One complete copy of the application (as stated here) sent to MassDEP either by:

[eDEP](#); or

Mail or hand delivery to:
MassDEP, Central Region
Wetlands Division
8 New Bond Street Worcester, Massachusetts 01606
Main Phone: 508-792-7650

If submitted by mail or hand delivery, MassDEP requests, but does not require, an electronic copy also be sent via email to CERO_NOI@mass.gov.

Evidence of submittal to DEP & payment (either eDEP Transmittal or Certified, Mail Receipt, or Hand-Delivery Confirmation)