

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

ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION **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 \(WPA Form 4A\)](#) signed by the Applicant and Property Owner(s)
- (1) [Completed ANRAD Wetland Fee Transmittal Form](#)
- (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

Description of the lot(s) existing conditions

Description of wetland resource areas, date delineated, name of wetland scientist that conducted the delineation, and method of delineation.

4. ABUTTER LIST

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

ONE printed copy and one electronic copy via ViewPoint

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 [\(can be submitted electronically exclusively\)](#)

5. PLANS

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

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

Plans to show (as applicable) all existing structures, location of existing trees and/or treeline, current limit of lawn, existing infrastructure (such as paved surfaces, drainage, water control structures, septic systems, etc.), property lines, and adjacent roadways.

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 that follows:

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	

6. 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 send via email to [CERO NOI@mass.gov](mailto:CERO_NOI@mass.gov).

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