**NOTICE OF INTENT APPLICATION CHECKLIST**

**For all filings, except Single Family House Lots**

*This checklist, which has been included in the Conservation Commission’s NOI application package, is designed to help applicants, Commissioners, and the Conservation Agent through the review process as quickly and efficiently as possible. Close adherence to this checklist and the documents submission deadline is recommended.*

*The checklist and deadlines apply to all filings under the Foxborough Wetlands Protection Bylaw (unless otherwise specified).*

**Information to Be Included on Site Plans**

All of the following information is required, unless exempted in writing by the Commission or its Agent.

**Please include a copy of this checklist with your NOI application package**, checking off the box next to each item/task below, after completion.

**All Plans**

Title Box: Include the date, name and address of proposed project; owner and/or applicant name; preparer’s name; scale (1 inch = 30 feet or less); north arrow; assessor's map/parcel number

Stamp/Signature: Plan to be prepared and stamped by a registered professional engineer (PE) or land surveyor, as appropriate. At least one original signed copy of each plan must be submitted

*(Note: The professional who stamps the original plans must also stamp, sign and date revisions.)*

Locus Map: Include on a corner of plan’s first page, at least 3” x 3” in size

Elevation Data: NAVD 88 or assumed datum with location of benchmark elevation

Topography: Contours shall be at two-foot intervals or less

Project Site: Include lot size(s) and property boundaries.

Abutting Properties: Abutting property owners’ names and property lines

Watershed Areas: For projects that alter the stormwater runoff from the site, identify total watershed area in which site is located, all sub-watersheds on site, and on- and off-site discharge points

Test Pits: Location, date and soil summaries of all soil borings and test pits on site; location, date and readings of groundwater level measurements on site

Stone walls or other barriers located between the area of work and the area(s) subject to protection

Easements: Location and type of easements, both on site and within 50 feet of property line

**Resource Areas and Buffer Zones:**

Wetland Resource Areas: Boundaries of wetland resource areas on or within 100 feet of the proposed project area (200 feet for perennial streams and rivers), with flow directions, if applicable

Wetland Flags: Numbered flags/stakes; note date of flagging and name/firm of delineator/botanist

Bank: Delineate the banks of streams, rivers, ponds and/or lakes

25 Foot No Activity Zone (Bylaw): 25 feet from inland banks and/or bordering vegetated wetlands

Bordering Land Subject to Flooding (BLSF); 100-year storm elevation (FEMA floodplain or highest observed or recorded elevation of flooding

Isolated Land Subject to Flooding (ILSF) with highest observed or recorded water level

Vernal Pools, (all, including NHESP PVPs) with highest observed or recorded water level

Certified Vernal Pools (Bylaw) and boundary of 100 foot No Activity Zone (on and off site)

High Water Level for all water bodies, from best available data (data source must be cited)

Mean Annual High Water Line (MAHWL) of any river

Riverfront Area: 100 foot Inner and 200 foot Outer Riparian boundaries, measured from MAHWL

100 Foot Buffer Zone (100-foot radius from all wetland resource areas)

**Existing Conditions Plans**

Existing Topography: Contours at two-foot intervals or less

Above-Ground: All above-ground structures, roadways, access ways, stone walls, fences on-site

Below-Ground: All below-ground structures on-site, including but not limited to, utility lines, drainage structures, septic systems, cesspools, wells, storage tanks

**Proposed Conditions Plans**

Proposed Topography: Contours at two-foot intervals or less; NAVD88 elevations or assumed datum

Limit of Work: Delineate all areas where vegetation or soil is proposed to be altered

Erosion Controls: Locations and type of temporary erosion controls, including installation details

Stockpiles: Locations of stockpiles

Construction Equipment access routes and storage/parking areas during proposed work

Fill: Note the amount of fill required to be added or removed (in cubic yards including maximum thickness); pre- and post- development grades on all slopes

Construction Details, including cross-sections and elevations of drainage structures (including but not limited to catch basins, leaching basins, dry wells, swales, retention areas, ditches, etc.) and road crossings in wetland resource areas

Alterations, Above-Ground: All structures, roadways, access ways, stone walls, fences, and all other physical alterations proposed in the buffer zone on-site; location and elevation of lowest floor of all structures; identify roadway or surface material proposed

Alterations, Below-Ground: All below-ground alterations and structures in the buffer zone on-site, including but not limited to utility lines, drainage structures, septic systems, cesspools, wells, tanks

Drainage Patterns: Existing natural drainage patterns and proposed alterations

Distance between proposed on-site stormwater BMPs and wetlands / resource areas

Distance between proposed alterations and wetlands / resource areas

Wells: Location of all existing and proposed wells on property and within 200 feet of project on abutting properties, and minimum distance to all septic systems

**Information to Be Included in Notice of Intent Narrative**

**Existing Conditions**

Description of topography, soils, and geology

Description of vegetation types (upland or wetlands community types and plant species)

Assessor’s map, with site’s location circled (locus map)

FEMA (Federal Emergency Management Agency) Floodplain Map, with site’s location circled

**Proposed Conditions**

Description of activities, construction sequencing and estimated timetable, including future phases

Description of indirect and direct impacts on wetland resource areas, both temporary and permanent

Impervious areas, square foot calculations, pre- and post- construction

Volume of fill required, if applicable, and source of fill

Description of soil erosion and sediment control plan, including regular monitoring and measures taken to prevent adverse impacts to resource areas

Detailed mitigation plan for activities in the buffer zone to prevent long term, indirect impacts to adjacent resource areas

Description of storm water management plan, including existing and proposed drainage areas

Description of wastewater management plan, if applicable

Description of wetlands restoration plan, if proposed, including area to be restored with existing and proposed topography contours (at one-foot intervals), description of soils, stockpile areas, plantings (including Latin names of plants/seeds and source of materials), invasive species eradication and monitoring plan and a timetable of proposed work

**Site Visit Requirements for Review of Notice of Intent**

The following markings and flagging must be in place before the field inspection, where applicable. Failure to properly stake and mark the site may result in non-review, resulting in a delay or denial of the project.

Edges of wetlands must be flagged with numbered flags, as reflected on submitted project plans

House number must be visible from the street, if work is proposed at a pre-existing house; if no house is on the property, the lot number must be posted and visible.

Property boundaries must be staked with numbered stakes at all corners

All proposed structures or additions, including decks, must be staked for identification purposes at all corners; stakes must be numbered and labeled, as reflected on submitted project plans

Locations of septic tank, leaching field and wells (if in the buffer zone) must be staked and labeled

**Document Submission Deadlines**

**NOI Application**:

All documentation (including plans, maps, tables, charts, reports, etc.) to be considered as part of an applicant’s permit filing must be submitted to the Commission by the application deadline, as posted in the Conservation Office in Town Hall and on the Commission’s website:

<https://www.foxboroughma.gov/departments/conservation>

**Continued Hearings Submission Deadline:**

***All document revisions***, submitted for review during a continued hearing, ***must be received at least four full business days before the hearing date****.* Four days is the minimum time required to allow the Conservation Commission and Conservation Agent to properly review and analyze new submissions.

Documents that are not submitted at least four business days before the hearing date may be excluded from consideration during the continued hearing and held for discussion during the next scheduled meeting.