



Littleton Conservation Commission

37 Shattuck Street / Room 303

Phone: 978 540-2428

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Filing Procedure Summary **Submit this checklist with application**

The following procedures must be followed when filing under M.G.L. c. 131, §40 or the Littleton Wetlands Protection, Chapter 171 for a wetland permit. The procedure applies to Notice of Intents, Abbreviated Notice of Intents, Request for Determinations, and Abbreviated Notice of Resource Area Determinations.

This summary is not to be considered all inclusive and in no way should an applicant misconstrue its contents to replace any part of M.G.L. c. 131, §40 or the Littleton Wetlands Protection, Chapter 171.

____ (1) one electronic file of complete submittal emailed to the Conservation Coordinator and 2 hard copies (with full sized, color plans) filed with the Conservation Commission hand delivered or mailed and received in the office before noon of filing deadline. Additional copies may be required of some projects. Please call ahead to determine meeting dates and filing deadlines.

____ (1) one complete copy of the application must be filed with Department of Environmental Protection at:
Department of Environmental Protection
8 New Bond Street
Worcester, Massachusetts 01608

____ The applicant must include a certified list of abutters (including those in adjacent Towns) located within 100 feet of the property boundaries, according to the most recent records of the Town Assessors, or as determined by MADEP policy on abutter notification. If a Town line is within 300 feet of the Limit of Work, then that Town's Conservation Commission must also be notified.

____ The applicant, at the applicant's expense, shall post to each abutter (and owner if owner is not applicant) by Certified Mail (Return Receipt Requested), or by hand delivery with signature of abutter a copy of the Abutter Notification Form. An Affidavit of Service of such notification shall also be provided. Abutters' signed acknowledgement of notification (ie, green Return Receipt cards) shall be provided at the first public meeting/hearing.

____ At the applicant's expense, the Commission shall publish a legal notice in a newspaper of local circulation announcing the public hearing. The Notice will be published at least five (5) working days prior to the meeting and will include the date, time and location of the public hearing. The newspaper will bill the applicant directly. This bill must be paid before the legal notice will be published. **Please provide information on who will pay the newspaper (owner, applicant and/or representative) with the application.**

____ Filing fees for MADEP and Town of Littleton under the MA Wetlands Protection Act regulations, as well as the Littleton Wetlands Protection ByLaw filing fee. Provide a copy of all checks with the filing.

PROJECT NAME/ADDRESS: _____ **DATE:** _____

Plans Checklist to accompany application for Notice of Intent (NOI). This is a Bylaw Supplemental form to aid you in submitting complete and appropriate information on your plans.

All lines must be marked X or identified as Not Applicable (N/A), or noted as to where the information can be found.

(1) ___ North arrow ___ Locus insert ___ Bar scale (preferably 1 in = 20 to 40 ft.)

(2) Title Block with Following Information:

___ Plan Title

___ Applicant's Name(s), address & phone

___ Property Owner Name(s), address & phone

___ Location/street name & number

___ Assessor map, lot, Registry book, page on all lots w/activity

___ Plan preparer's name, title, stamp, company name, address phone & fax

___ Date plan prepared, last revised, and revision notes

(3) ___ Existing contours

(4) ___ Existing structure(s) with natural and man-made features, including stone walls and trails

(5) ___ Trees over 8-inch diameter breast height within resource areas and buffer zones

(6) ___ Property lines; clearly mark limits of review area if entire property is not under review

(7) ___ Existing utilities, rights-of-way, easements, ancient ways or other deeded ways

(8) ___ Name of wetland scientist responsible for identifying wetland boundaries

(9) ___ Date wetland was flagged (must be no more than 3 years prior to current date)

(10) ___ Wetland resource area boundaries with flag numbers

(11) ___ 100 foot buffer zone limits and 50-foot No Disturb limit

(12) ___ Notations identifying all wetland types and delineation methodology

(13) ___ Shortest distance to all resource areas from closest proposed structure (use arrow)

(14) ___ Shortest distance to all resource areas from closest point of erosion control materials

PROJECT NAME/ADDRESS: _____ **DATE:** _____

- (15) _____ Proposed contours (one foot increments)
- (16) _____ Proposed location of utility lines
- (17) _____ Proposed structure(s) (including driveway work, septic components, etc)
- (18) _____ Existing and proposed stormwater management features (including temporary controls)
- (19) _____ Watersheds and drainage areas
- (20) _____ Test pit, boring holes and logs
- (21) _____ Conservation post detail and plaque detail
- (22) _____ Location of temporary stockpiles w/notation of content (e.g. excavated soils)
- (23) _____ Location of snow storage areas
- (24) _____ Cross-sections, particularly at key areas of slopes near wetland resource areas
- (25) _____ Mitigation plans as needed
- (26) _____ Construction sequencing

The two full sized color plans (and presentation plan) should be colored as follows.

Check if present	Feature	Line Type
	Existing tree line	Green solid
	Proposed tree line	Green dashed
	Bordering Vegetated Wetlands*	Dark blue solid
	Bank/Land Under Water	Light blue dashed
	100 foot buffer from BVW and/or Bank	Yellow solid
	50 foot No Disturb limit from BVW and/or Bank	Yellow dashed
	Vernal Pool	Purple solid
	Vernal Pool 100 foot	Purple dashed
	Bordering Lands Subject to Flooding	Orange solid
	Isolated Lands Subject to Flooding	Orange dashed
	Mean Annual High Water	Light red solid
	100 foot and 200 foot Riverfront Area	Light red dashed
	Bank, Wetland, Land Under Water, Riverfront Area and Floodplain	Red solid with differentiated stippling/cross hatching
	Mitigation Area	Red dashed line with differentiated stippling/cross hatching
	Erosion controls	Brown dashed
	Limit of work	Brown solid

*Note locations of any federal, non-state isolated vegetated wetlands

PROJECT NAME/ADDRESS: _____ DATE: _____