Littleton Conservation Commission
37 Shattuck Street / Room 303
Phone: 978 540-2428
Fax: 978 952-2321

NOI Plan Filing Procedure Summary
Submit this checklist with application
(rev February 14, 2024)

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. These are suggested/expected items to be shown on the plans but will not necessarily be applicable to all projects. Note that the Commission requires a colored plan for presentation purposes.

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

PROJECT NAME/ADDRESS: _____DATE:_____

(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

(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) _____ Location of dumpster(s)

(25) _____ Cross-sections, particularly at key areas of slopes near wetland resource areas

(26) _____ Mitigation plans as needed

(27) _____ Construction sequencing

(28) _____ Details as applicable, including type of erosion controls

PROJECT NAME/ADDRESS: _____DATE:_____

One 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:_____