

# BILLERICA CONSERVATION COMMISSION

## NOTICE OF INTENT (NOI) FILING CHECKLIST

MA Wetlands Protection Act (MGL Ch. 131, Sect. 40) Billerica Wetlands Protection By-Law (Article XXII - General By-Laws)

### Application Forms (available at the Conservation Department's webpage at: <http://www.town.billerica.ma.us>)

- ☐ **Notice of Intent (NOI) Form** – Complete and sign; Plat / parcel numbers / deed information (Book & Page and/or Certificate Number)
- ☐ **Notice of Intent Fee Transmittal Form** – Complete (with check)
- ☐ **Bylaw Application Form** – Complete and sign (including check & all supplemental forms)

### Maps and Plans

- ☐ **Engineered Plans** – Signed / stamped by a Registered Professional Engineer, Registered Land Surveyor, or, other qualified professional acceptable to the Commission. Plans must be folded. Required plan information: existing conditions, proposed site work and development, vegetative communities, existing / proposed grades and tree lines, earthwork, landscaping, new site features, all wetland resource areas, 100 ft. Buffer Zone, applicable 25 ft. or 50 ft. No Alteration Zone, limit of work, location of erosion/sedimentation controls, proposed mitigation, drainage controls and stormwater structures (drywells, infiltration, detention, vegetated swales, etc.), visual barrier along the applicable No Alteration Zone (post and rail fence with environmental placards)
- ☐ **FEMA Floodplain Firmette Map** – For project area (8.5" x 11" sheet)
- ☐ **Locus Plan** – From USGS Topographic Map for project area (8.5" x 11" sheet) → Available on
- ☐ **Green Engineering Floodplain Map** – For project area (8.5" x 11" sheet) → Billerica GIS & DPW Website

### Additional Required Material (forms are on the Conservation Department's webpage at: <http://www.town.billerica.ma.us>)

- ☐ **Project Narrative** – Detailed description of the site and the proposed project, including construction methodologies and sequencing.
- ☐ **Explanation** – Description of how the project meets the regulations & performance standards established under the MA Wetlands Protection Act and Billerica Wetlands Protect Bylaw. A request for a Variance must be submitted per outline under Section 4.01C.2 of the Bylaw Regulations.
- ☐ **Wetlands Report** – Prepared by a Botanist or Professional Wetland Scientist, include a thorough description of the wetland resource areas and delineation/flagging, their functions and role in the watershed, and date of the delineation.
- ☐ **Sedimentation and Erosion Control Narrative and/or Construction Sequencing Plan**
- ☐ **Notification to Abutters** – Must be complete when filing is submitted; Abutter notice shall summarize / describe the project (below Question B); Complete and sign form, submit w/ ap; White certified mail slips or green certified mail return cards must be submitted at the hearing
- ☐ **Certified Abutters List** – For direct abutters and abutters within 300 ft. of the property of the applicant; Obtain list from Assessor's Office
- ☐ **Affidavit of Service Form for Abutters** – Complete and sign
- ☐ **Affidavit of Service Form** – From Board of Health and the Planning Board; Complete and sign
- ☐ **Applicant Representative Form** (When owner is not the consultant / presenter) – Complete and sign
- ☐ **Permission to Inspect Form** – Complete and sign
- ☐ **Letter of Intent Form** (Signed by Building Inspector) – Available in Building Department
- ☐ **Permit Status Form** – Complete and sign
- ☐ **Minimum of 6 photos** – Showing existing site conditions and representative shots of the property's wetland resource areas
- ☐ **Filing Fees (\$Checks)** – Wetland Bylaw fee & Commission's share of the WPA fee & a copy of the check to the State
- ☐ **Permission to Advertise Form** – Complete form allowing the Lowell Sun to direct bill the applicant for the legal ad.

### Supplemental Forms (as applicable)

- ☐ **Wetlands Replication Narrative and Replication/Restoration Area Planting Plan** – Include planting list utilizing native species.
- ☐ **Stormwater Management Form** – Where the Town is responsible under a Maintenance Plan a written agreement signed by the Department of Public Works must be submitted
- ☐ **Stormwater/Drainage Report and Checklist** – Stamped by Registered Professional Engineer
- ☐ **Operation and Management Plan** – Addressing overall site maintenance (i.e., stormwater BMPs, snow management, sweeping, etc.).
- ☐ **Wildlife Habitat Evaluation** – Prepared by a wildlife biologist, or, other professional acceptable to the Commission.
- ☐ **Alternatives Analysis** – As required under the MA Wetlands Protection Act and Billerica Wetlands Protection Bylaw

Submit one (1) full set of all documents listed above to the DEP Northeast Regional Office, one (1) full set to the Board of Health, one (1) full set to the Planning Board, and nine (9) full sets to the Conservation Commission (the signed original, 1 file copy, and, 7 member sets). Member sets may include half-size plans **if** approved by the Commission and/or Director.