



TOWN OF DRACUT
CONSERVATION COMMISSION
Town Hall Annex
11 Spring Park Avenue
TEL. 978-458-4478 FAX. 978-937-9885

Notice of Intent
Submission Checklist

Please Note: The Applicant is responsible for the cost of the legal advertisement, which will be prepared and submitted to the Lowell Sun newspaper. Any applications that are missing the below mentioned information will not be placed on the hearing agenda for the upcoming meeting.

FORMS

- Two (2) copies of the Notice of Intent or Abbreviated Notice of Intent (1 original for the Commission, 1 for the Massachusetts DEP)
- Completed NOI Wetland Transmittal Form, Pages 1 & 2 (1 original for the Commission, 1 for the Massachusetts DEP)
- Fully completed and signed Wetlands Protection Act ("WPA") Form 3. A copy of this state form can be obtained online at www.state.ma.us/dep (1 original for the Commission, 1 for the Massachusetts DEP)

MAPS

- Two (2) copies of locus map attached to Notice of Intent (8.5" x 11") derived from a USGA quadrangle map that shows the project location.
- FEMA

NARRATIVE

- Description of work within regulated resource areas and buffer zones, and any impacts to these areas
- Description of the project's compliance with the Wetlands Protection Act (WPA) performance standards
- Proposed mitigation for unavoidable project impacts
- Square footage of work proposed in the buffer zone
- Description of wetland resource areas, date delineated, and name of wetland scientist that conducted the delineation

PROJECT PLANS

- Two (2) copies of engineered plans meeting submittal requirements as stated in the Wetlands Protection By-Law.
- All plans should provide the following information. This is not a complete list and the Applicant should contact the Town Planner prior to any application submittals.

<input type="checkbox"/> Plans must be to scale (not more than 1"=50")	<input type="checkbox"/> Identifying Plan #s
<input type="checkbox"/> Plans must be dated, stamped and signed (engineer, land surveyor and/or wetland scientist)	<input type="checkbox"/> Show resource area delineation with flag numbers
<input type="checkbox"/> Show 50' (Dracut), 100' and 200' (State) buffer zones	<input type="checkbox"/> Clearly state distances to resource areas and buffers
<input type="checkbox"/> Pre and post construction grades	<input type="checkbox"/> Proposed erosion and sedimentation control measures
<input type="checkbox"/> Alternatives analysis consistent with project	<input type="checkbox"/> Proposed structures are clearly shown
<input type="checkbox"/> Existing structures are clearly depicted	<input type="checkbox"/> Existing natural features such as walls, trees, etc.
<input type="checkbox"/> Documentation of Title 5 Compliance	<input type="checkbox"/> Location of nearby wells and septic systems
<input type="checkbox"/> Phase II Stormwater Controls (if applicable)	<input type="checkbox"/> Drainage calculations (if applicable)
<input type="checkbox"/> Restoration and mitigation (if applicable)	<input type="checkbox"/> Signature by Board of Health Representative

FEES

- Check payable to the Town of Dracut (Check fee schedule)
- Mail **State** share of the filing fee as calculated on Wetland Fee Transmittal Form to DEP, Box 4062, Boston, MA 02211. (payable to the Commonwealth)
- Mail one copy of application and all accompanying plans, along with the copy of your **State** filing fee to DEP Northeast Regional Office, 205B Lowell Street, Wilmington, MA 01887
- A check for \$130.00 made out to the Lowell Sun for legal notice.

ABUTTERS LIST

- Two (2) copies of a **certified abutters list** (including the original) within 100 feet of the property line. This must be obtained from the Assessor's Office. (1 copy for the Commission, 1 copy for DEP)
- Evidence of abutter notification: Notification can be either via certificate of mailing or certified mail. The post office provides a date-stamped receipt ("certificate") for each letter mailed. This certificate, or return receipt green cards, or copies of green cards, must be submitted before or at the hearing. If any mailings are returned, bring the entire envelope (or a copy) indicating, by postal service stamp, the reason for return.

****All NOI applications must be in accordance with the Massachusetts Wetland Protection Act (M.G.L. Chapter 131, Section 40), Dracut's Wetlands Protection Bylaw and 310 CMR 10.00.**