



TOWN OF CARVER

Conservation Commission

108 Main Street, Carver, MA 02330
508-866-3482 Fax: 508-866-3430

CHECK LIST

What to Submit to the Conservation Commission

When Filing For:

Notice of Intent (NOI)

Request for Determination of Applicability (RDA)

Abbreviated NOI

Abbreviated Notice of Resource Area Delineation (ANRAD)

Certificate of Compliance (COC)

1. ____ Appropriate and completed application form. This should be submitted by certified mail or by hand delivery to the Conservation Commission office. The completed form should also show the applicant's name, property owner's name (if different), location of the property, Assessors' Map and Lot number, Registry of Deeds Book and Page numbers, and an appropriate description of the project. The Conservation Commission reserves the right to request additional information. Forms can be found at:
<https://www.mass.gov/lists/wetlands-permitting-forms>
2. ____ Fees: See DEP's Wetland Fee Transmittal Form (attached to the Notice of Intent form) for the amount and calculation method.
 - A) See fee schedule for By-Law Fees; check is payable to the Town of Carver for NOIs, Abbreviated NOIs, ANRADs and RDAs and COCs.
3. ____ The DEP (Regional Office, Southeast Region) shall be sent a copy of the application and site plan via Certified Mail.
4. ____ Proof that Natural Heritage and Endangered Species Program has been sent a copy of the application and site plan (when applicable). Not needed for RDA.
5. ____ Certified Abutters List from the Assessors' Office. Not needed for RDA.
6. ____ Proof of notification of abutters ("green cards"/return receipt cards). Not needed for RDA. When notifying abutters, the exact date and time of the hearing must be listed. A generic form is NOT acceptable under the Carver Wetlands Protection Bylaw. A copy of the legal ad will be emailed to you - upon request - when submission is made to newspaper.
7. ____ Proof from Assessors' Office that land is or is not Chapter 61, Chapter 61A, or Chapter 61B land.
8. ____ Two (2) copies of the application form and six (6) copies of the site plan for the proposed work for NOI, Abbreviated NOI, and ANORAD. We

ask for two copies for RDA's with either a site plan or a drawing of site done to scale (may be hand-drawn).

9. ____ Green cards are to be submitted to the Conservation Commission on the night of the public hearing.
10. ____ Permits **CANNOT** be issued until taxes are paid in accordance with Chapter 8 of the Carver General ByLaws.
11. ____ If a special permit is required by the Zoning Board of Appeals (ZBA), permits cannot be granted by the Conservation Commission until the special permit has been issued by the ZBA.
12. ____ If a variance is needed from ZBA, permit applications cannot be heard by the Conservation Commission until the applicant has applied for the variance with the ZBA.

CHECKLIST

FOR INFORMATION TO BE SHOWN ON SITE PLAN

INFORMATION SHOWN ON SITE PLANS SHALL INCLUDE
BUT NOT BE LIMITED TO:

- ____A) Title, date of preparation, latest revision date.
- ____B) Stamped, signed, and dated by a Registered Land Surveyor. Plans showing drainage or septic systems must be stamped and signed by a Registered Professional Engineer.
- ____C) Copy of topographic quadrangle sheet showing location of project.
- ____D) A scale of 1" - not more than 50" (one inch equals not more than fifty feet.)
- ____E) Recent delineation (within 3 years) showing upland boundaries of all wetlands, bordering or isolated; lands subject to flooding; water bodies; waterways; ditches; creeks; rivers; streams; ponds; bogs whether natural or man-made, whether perennial or intermittent. Bogs shall be delineated at top of bank/ditch.
- ____F) Existing and proposed contours (topography).
- ____G) Existing and proposed conditions and utility easements, all structures; including, but not limited to, septics, wells, and tanks.
- ____H) Erosion control plan (temporary and permanent) and "limit of work."
- ____I) Proposed lowest elevations of cellars and floors.
- ____J) Proposed permanent pollution control devices on site, such as hooded catch basins, flow dissipaters, or vegetative buffers.
- ____K) Elevation benchmark.
- ____L) Resource boundaries (recent delineation (within 3 years)) on plans to accompany an RDA, Notice of Intent, ANORAD, and an Abbreviated Notice of Intent shall be color-coded as follows:
 - 1. Wetland line shall be colored **BLUE**.
 - 2. 65-foot wetland buffer zone shall be colored **RED**.
 - 3. 100-foot buffer zone shall be colored **GREEN**.
 - 4. 200-foot riverfront area shall be colored **TEAL**.
 - 5. 100-year flood plain (Bordering Land Subject to Flooding) line shall be colored **PURPLE**.
 - 6. 10-year flood plain line shall be colored **ORANGE**; for Wildlife Habitat Evaluations only.
- ____N) Locus of site (does not need to be to scale.)

PLANS SHOWING PROPOSED DRAINAGE AND/OR SEPTICS
SYSTEMS SHALL ALSO INCLUDE:

- ____A) Maximum groundwater elevations.
- ____B) Soil characterizations.
- ____C) A storm water management plan and calculations of run-off characteristics.
- ____D) Run-off characteristics should be calculated for pre- and post-development conditions.
- ____E) Hydrographs that illustrate run-off characteristics before and after proposed activity.
- ____F) The 100-year flood elevation, a description of any alterations to the 100-flood storage capacity of the site, and compensatory storage at every elevation in the flood plain.
- ____G) Existing and proposed location, rim elevation, and invert elevation of all catch basins, drains, culverts, and other drainage structures immediately upstream and downstream of the site, as well as those on-site.