



Cranberry Land USA

Carver Conservation Commission

Town Hall, 108 Main Street
Carver, MA 02330

Telephone: 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 (ANORAD):

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.
2. _____ Application fees: All fees must be paid with separate checks.
 - A) State's share of the application fees (see Department of Environmental Protection (DEP forms) found at www.mass.gov.com –1) Publications – 2) Applications and Forms – 3) Wetlands and Waterways – 4) WPA Forms. This fee must be sent to the DEP with a copy of the application and plans.
 - B) Town's share of State fee: See DEP's Wetland Fee Transmittal Form for the amount and calculation method.
 1. \$70.00 to the Town of Carver for NOI's, Abbreviated NOI's, and ANORAD's.
 2. \$35.00 to the Town of Carver for RDA's.
3. _____ Fee of \$41.25 for legal notice in local newspaper. This fee will be paid directly to Community Newspaper Corporation. Please see someone in the Conservation Commission office for details and form.
4. _____ Proof that the DEP has been sent a copy of the application and site plan.
5. _____ 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.
6. _____ Certified Abutters List from the Assessors' Office. Not needed for RDA.

7. _____ Proof of notification of abutters (“green cards”/return receipt cards). Not needed for RDA.
8. _____ Proof from Assessors’ Office that land is or is not Chapter 61, Chapter 61A, or Chapter 61B land.
9. _____ Affidavit confirming that all appropriate town officials, committees, or boards having joint jurisdiction over the proposed project have been given a copy of the application and site plan.
10. _____ Five (5) copies of the site plan for the proposed work for NOI, Abbreviated NOI, and ANORAD. We ask for five copies for RDA’s with either a site plan or a drawing of site done to scale (may be hand-drawn). Two (2) copies of the final plans.
11. _____ Green cards are to be returned to the Conservation Commission office the Monday prior to the hearing date.
12. _____ Permits **cannot** be issued until taxes are paid.
13. _____ 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.
14. _____ 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.
15. _____ A check in the sum of \$77.00 made payable to: PLYMOUTH COUNTY REGISTRY OF DEEDS to cover the cost of filing fees. The check must be presented at the meeting when the NOI or COC is approved.

Requests for

- Extensions
- Amended Orders of Conditions
- Certificates of Compliance

are \$50.00.

For pre-1999 COC’s the fee will be \$60.00.

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) Delineation (showing upland boundaries of all wetlands, lands subject to flooding, water bodies, waterways, ditches, creeks, rivers, streams, ponds, bogs, whether natural or man-made, whether continuously or intermittently flowing. Bogs shall be delineated at top of bank.
- _____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) Use Auto Cad if it is available.
- _____M) Resource boundaries on plains 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 **YELLOW**.
 - 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 scale.)
- _____O) Run-off volume calculations for all isolated wetlands (of any size.)

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) Hydrologists and engineers shall use the *Cornell Atlas of Precipitation Extremes* for rainfall quantities.
- ____G) 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.
- ____H) 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.

REVISED 3-2013