

**NOTICE OF INTENT APPLICATION CHECKLIST  
NEEDHAM CONSERVATION COMMISSION  
NEEDHAM GENERAL WETLANDS BY-LAW – ARTICLE 6**

THIS CHECKLIST MUST BE COMPLETED, SIGNED AND SUBMITTED WITH ANY NOTICE OF INTENT PERMIT APPLICATION. ALL REQUIRED INFORMATION AND NOTIFICATIONS MUST BE INCLUDED IN ORDER FOR THE APPLICATION TO BE CONSIDERED COMPLETE. BYLAW SECTION 1.05(4) LISTS THE REGULATORY REQUIREMENTS FOR AN APPLICATION.

**NINE (9) PAPER COPIES AND ONE (1) ELECTRONIC COPY OF ALL MATERIALS MUST BE SUBMITTED AND CHECK(S) MADE OUT TO TOWN OF NEEDHAM FOR APPLICATION FEE (SEE FEE SCHEDULE)**

**ABUTTER NOTIFICATION (by certified mail, return receipt or hand delivery)**

- List certified by the Assessor's Office of all abutters within 300 feet of the property line.
- Copy of the Assessor's Map or Subdivision Plan showing abutting and adjacent lots within 300 feet of the parcel on which work is proposed.
- Copy of draft notification made to abutters including date and specific time of public hearing. (See Sample online)
- Proof of notification to abutters and Board of Selectmen, Planning Board, Board of Health, and Building Inspector (SUBMIT AT OR PRIOR TO HEARING).

**PLANS (shall include the following)**

- An 8.5" x 11" section of the U.S. Geologic Survey quadrangle or other map of the area.
- TITLE block clearly stating the name of the project.
- Street address, map and parcel numbers.
- Date of plan (and most recent revision).
- Scale (1"=20' or 1"=40' or metric equivalent).
- Stamped and signed by a Professional Engineer or Registered Land Surveyor.
- Shows existing conditions (grades, structures, roads, treelines, and limits of existing lawn).
- Clearly shows the boundaries of all regulated resource areas (Vegetated Wetland, Bank, BLSF, ILSF, Riverfront Area, Vernal Pools), including the 100-foot and 50- or 25-foot Buffer Zone limits as defined under the Wetlands Protection Act and the Needham General Wetlands By-Law and Regulations.
- Clearly shows the location and numbers of all wetland flags and method of survey.
- Show proposed limit of work, including but not limited to proposed grades, locations of all structures, roads, paths, utilities, drainage structures, trees to be removed, changes in lawn edges, plantings (including replacement trees per Town Guidelines), and proposed tree line.
- Shows the minimum distance between the limit of proposed work (erosion controls) and the edge of wetland
- Details of any subsurface drainage structure.
- Detail of any erosion and sedimentation control measures.

**DOCUMENTS**

- WPA Form 3 – Notice of Intent.
- Application for a Permit (Needham General Wetlands Protection Bylaw Article 6).
- Written Description of the work proposed, including a description of any excavation, proposed structures, and erosion and sedimentation controls.
- Drainage calculations and plans, for any project other than a single family residence, that would alter the flow of runoff to a wetland or have a direct discharge of stormwater within the buffer zone.
- Quantitative documentation to support the delineation of the vegetated wetland, with certification from the wetland scientist responsible for the delineation, stating the basis for the delineation and the date on which the delineation was performed. DEP Bordering Vegetated Wetland (310 CMR 10.55) Delineation Field Data Forms must document both upland and wetland plots.
- Wildlife habitat assessment, where alterations to a wetland resource area or naturally-vegetated buffer zone are proposed.
- Soil test results where infiltration measures are proposed.
- Request for a waiver from compliance with the regulation (including proposed basis for request) if regulatory performance standards cannot be met.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_