

PART III APPLICATIONS FOR PERMITS

3.01 GENERAL INSTRUCTIONS FOR COMPLETING APPLICATIONS FOR PERMITS

- (1) A complete filing must include eight copies of the following:
 - (a) A Notice of Intent Form
 - (b) A locus map, based on the appropriate USGS quad sheet
 - (c) Drainage calculations must be submitted for any project with a greater than 5 percent increase in impervious surfaces. Drainage calculations must include existing and proposed runoff rates for the 2, 10, 50, and 100-year storm events; existing and proposed flood elevations in adjacent wetlands and detention basins during each of these storm events, and runoff rates at all point-source discharges.
 - (d) The appropriate filing fee, based on the calculation sheet required by the Massachusetts Department of Environmental Protection, must be submitted with an explanation of how the fee was calculated.
 - (e) Project Plans showing existing and proposed conditions.
 - (f) Wildlife habitat assessment, where alterations to resource areas or the Buffer Zone are proposed.
 - (g) Documentation to support the delineation of Vegetated Wetland. This documentation must be quantitative, and must demonstrate that the contribution of wetland vegetation to the area upgradient (above) the wetland boundary is less than 50 percent and that there is no evidence (hydric soils or other) of a wetland hydrology upgradient of the delineated boundary.
- (2) Required Project Plans

All plans submitted to the Commission must be stamped and signed by a Professional Engineer or Registered Land Surveyor, and must conform with the following guidelines:

 - (a) All plans shall be at the scale of 1"=40' or 1" = 20'.
 - (b) The boundaries of all resource areas shall be clearly shown.
 - (c) The 100-foot buffer zone from all pertinent resource areas shall be clearly shown.
 - (d) The locations and numbers of all wetland flags must be clearly shown.
 - (e) Certification from the wetlands biologist responsible for the wetland delineation must be provided, stating the basis for the wetland delineation, the date on which the delineation was performed, and stating that the flagging as indicated on the plans appears to be correct.

- (f) All existing and proposed grades must be shown, based on one-foot contours. Plans must also show all roads, paths, stone walls, and structures present on the site.
- (g) The limit of work or clearing must be shown
- (h) All erosion control measures must be shown, and must be sufficient to prevent any silt or sediment from entering wetland resource areas. Plans must indicate the type of erosion measures to be used, details showing the installation of such measures, and the locations of any areas to be re-vegetated following construction.

3.02 APPLICATION FORMS

**APPLICATION FOR A PERMIT
NEEDHAM GENERAL WETLANDS PROTECTION BY-LAW
ARTICLE 6**

Description of Project _____

Project Location Street: _____
Address/Lot Number: _____

Registry Information: Book: _____ Page: _____

Applicant Name: _____
Address: _____
Phone: _____

Owner (if different) Name: _____
Address : _____
Phone: _____

Date of Filing: _____

- Resources within which Work is Proposed**
- Vegetated Wetland**
 - Bank**
 - Bordering Land Subject to Flooding**
 - Isolated Land Subject to Flooding**
 - Buffer Zone**

This application **is** / **is not** filed simultaneously with a Notice of Intent under the Massachusetts Wetlands Protection Act.

Statement of Applicant: I hereby certify under the penalties of perjury that this application and all supporting plans and documents are true and complete to the best of my knowledge, and that these have been prepared in conformance with the requirements of the Needham General Wetlands By-law and supporting regulations. I further certify that all abutters and other parties have been notified of this application, as required by the By-law, Sections 5 and 6. I understand that I may be asked to pay for a consultant to review my application for the Commission.

Signature: _____ **Date:** _____

**APPLICATION CHECKLIST
NEEDHAM GENERAL WETLANDS BYLAW
ARTICLE 6**

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH ANY PERMIT APPLICATION. ALL REQUIRED INFORMATION AND NOTIFICATIONS MUST BE INCLUDED IN ORDER FOR THE APPLICATION TO BE CONSIDERED COMPLETE.

Notifications (by certified mail, return receipt or hand delivery)

- All Abutters within 300 feet of the property line
- Board of Selectmen
- Board of Health
- Planning Board
- Building Inspector

Plans

- Must include** a title block clearly stating the name of the project, street address or lot number, date of most recent revision, and scale
- Stamped and signed by a Professional Engineer or Registered Land Surveyor
- Scale of 1 inch = 20 feet or 1 inch = 40 feet (or metric equivalent)
- Shows existing conditions (grades, structures, roads, treelines)
- Shows all work to be done, including proposed grades, locations of all structures, roads, paths, utilities, and drainage structures, any trees to be removed, changes in lawn edges, etc.
- Clearly shows the boundaries of all regulated resource areas, including the Buffer Zone, as defined under the Needham General Wetlands Bylaw and regulations
- Clearly shows the 25-ft "no-work" zone and the proposed limit of work
- Clearly shows the location and numbers of all wetland flags
- Includes a 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

Documents

- Drainage calculations and plans, for any project other than a single family residence, that would alter the flow of runoff to a wetland or that would have a direct discharge of stormwater within the buffer zone
- Quantitative documentation to support the delineation of a vegetated wetland, with certification from the wetland biologist responsible for the delineation, stating the basis for the delineation, the date on which the delineation was performed, and stating that the delineation as shown on the plans appears to be correct.
- Wildlife habitat assessment, where alterations to a wetland resource area or naturally-vegetated buffer zone are proposed
- Request for a waiver from compliance with the regulations, if regulatory performance standards cannot be met