



TOWN OF DANVERS

TOWN HALL, DANVERS, MASSACHUSETTS 01923
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*DEPARTMENT OF PLANNING AND HUMAN SERVICES
Conservation Commission*

The Commission recognizes the fact that environmental review is necessarily a site-specific process. The attached information is, therefore, intended as a guideline in the broadest sense. The Commission intends that consultants have maximum flexibility in design and freedom to employ innovative techniques to minimize adverse environmental impacts of various projects. Pre-application conferences and site visits, especially for large, complex or unusual projects are encouraged. This conference can minimize delay in the permitting process, post-application, re-design and maximize efficiency in the project review.

GENERAL INSTRUCTIONS

These guidelines are intended to supplement the regulations and requirements for wetlands filings made under Massachusetts Wetlands Protection Act, M.G.L. Chapter 131, Section 40. No application will be accepted as complete unless all information requested is clearly and properly submitted.

An application is minimally understood to consist of:

6 copies + 1 original (Collated and stapled):

- The proper written application form requesting action by the Commission (DETERMINATION—NOI—ANOI—AMENDMENT—ANRAD)
- A narrative description of the proposed work
- Plan(s) of the project, folded if large size plans
- USGS topographic map with the locus of the project circled
- A photocopy of the state and town share of the filing fee (state fee) and the local bylaw fee

One copy or originals:

Proof of notification to abutters (including list of abutters' names and addresses)

Three options, choose one or a combination:

- Hand-delivery, original signatures and an affidavit of service signed by the applicant are required for this option (\$=your time and effort)
- USPS: certified mail and return receipt requested
- USPS: certificate of mailing

Filing Fee(s)

The applicant's check appropriate to the filing, including the local by law fee

1. Two copies of the entire application with plans should be sent to DEP's Regional Office.

DEP Northeast Regional Office, Wetlands Division
205B Lowell Street, Wilmington MA 01887

(For NOI/ANOI/ANRAD applications, check your file number issuance at:

<http://public.dep.state.ma.us/wetland/wetland.aspx> Select "Northeast Region" and then Danvers.)

2. **The Wetland Fee Transmittal Form and the state share of the filing fee** should go to DEP Headquarters in Boston:

Commonwealth of Massachusetts
Department of Environmental Protection
Box 4062
Boston MA 02211

3. The Department of Planning and Human Services will prepare and submit the legal advertisement for the hearing to the local newspaper. The newspaper will bill the applicant directly. Please include the applicant's phone number in the application.
4. The applicant must obtain an **abutters list** from the Planning Department. Please submit this request by emailing eschaeffer@danversma.gov with the project address. The local bylaw requires that all property owners within 300 feet of the subject property be notified for any filing. The notification must be sent by certified mail, return receipt, or hand-delivered no later than the day of the filing.
5. All new applications are due on the **Wednesday two weeks prior** to the next Conservation Commission meeting date. Any applications submitted after these deadlines will be on the following meeting's agenda.
6. A written list of all other required permits, variances or approvals and copies thereof should accompany the application. If any of these documents have not been received by the applicant at the time of the filing, a schedule anticipating their receipt shall be submitted and is subject to the Commission's approval.
7. For projects involving the application of: pesticides, herbicides, de-icers, dust controllers or fertilizers, the applicant must supply trade names, constituents, application rates and frequencies.
8. For projects entailing construction of any sort, a written statement describing construction methodology is required. The description should include the type of machinery to be used, access to the work site, proposed project timetables, etc. Unless the work described requires mechanical assistance from heavy equipment, none is permitted.
9. Where the proposed work involves **excavation or filling**, the following aspects must be reported:
- Describe the location of the work, the depth of the digging and the type of material to be removed.
 - If excavation includes stumps and/or boulder removal, describe proposed method of disposal of these elements.
 - Filling is proposed, the location of this work, the volume and type of material must be specified.
 - The method of stabilization of any of the above work and the contemplated vegetative cover must be described.
10. The application shall be accompanied by a list containing the names and addresses of the record property owners, and a list of abutters, as determined from the most recent local tax list (unless the applicant shall have more recent knowledge of such abutters). These lists shall be part of the submission for a Request for Determination of Applicability, Notice of Intent, Abbreviated NOI, or ANRAD.

REQUEST FOR AMENDMENT INSTRUCTIONS

6 copies + 1 original (collated and stapled):

- A letter requesting an amendment with a narrative description of the proposed work and reasons for the request and referencing the assigned DEP File number
- Plan(s) of the project, folded if large size
- A photocopy of the check(s) for the filing fee under bylaw

One copy or originals:

Proof of notification to abutters (including list of abutters' names and addresses)

Three options, choose one or a combination:

- Hand-delivery, original signatures and an affidavit of service signed by the applicant are required
- USPS: certified mail and return receipt requested
- USPS: certificate of mailing

Filing Fee(s)

The applicant's check appropriate to the filing for the local by law fee (\$50 for the initial request for amendment). Payable to the Town of Danvers

1. The Department of Planning and Human Services will prepare and submit the legal advertisement for the hearing to the local newspaper. The newspaper will bill the applicant directly.
2. The applicant must obtain an **abutters list** from the Planning Department. Please submit this request by emailing eschaeffer@danversma.gov with the project address. The local bylaw requires that all property owners within 300 feet of the subject property be notified for any filing. The notification must be sent by certified mail, return receipt, or hand-delivered no later than the day of the filing.
3. Any request for an amendment is due on the Wednesday two weeks prior to the next Conservation Commission meeting date. Any requests submitted after these deadlines will be on the following meeting's agenda.

GENERAL PLANS

1. All applications shall include **6 copies + 1 original of plans**. Technical data should be submitted to describe the plans and shall be in a narrative form with calculations submitted as necessary to substantiate the designs proposed.
2. The applicant, upon submission of an Application, shall comply with the requirements of the By-Law and these regulations and provide the following:
3. All drawings shall include:
 - a. A title box designating the name of the project, location,
 - b. Names of the person(s) preparing the drawings,
 - c. Scale, of not more than **1" = 40'**
 - d. Date originally prepared and any revision dates

Drawings shall be stamped and signed by a Registered Professional Engineer or Registered Land Surveyor of the Commonwealth of Massachusetts. For certain projects, including but not limited to additions to existing structures, the Commission may accept plans not drawn by a surveyor or civil engineer when these plans utilize a stamped plan as a basemap. In this case, the basemap shall also be submitted as reference.

4. All plans depicting proposed drainage systems must be stamped by a Massachusetts Registered Professional Civil Engineer or Hydrologist.
5. An 8½" x 11" photocopy of the USGS topographic quadrangle, showing the location of the proposed activity and the outline of the area in which the activity is located.
6. Detailed, narrative reports shall accompany the Application.
7. Source material for any plan submitted will be referenced on the plan.

SITE PLANS

In order to demonstrate full compliance with this By-Law and these regulations, the applicant has the burden of proof to completely describe the site, the work and its effect on resource areas and the interests they protect. The applicant is obligated to demonstrate that the work subject to regulation under this By-Law and Regulations can be performed in a manner that meets all applicable performance standards and results in no negative impact on the resource areas.

Applicants are urged to retain the services of qualified, experienced, professional consultants when filing an Application. Submission of incomplete or inadequate information or a failure to meet the burden of proof may result in extensive delays and continuations in the review and approval procedure. Failure to supply adequate and credible documentation describing the impact of the project on resource areas may result in the issuance of a decision prohibiting the work.

EXISTING CONDITIONS SITE PLANS

The following standards and design specifications are intended to provide the Commission with the minimum amount of data needed to determine the impact of the project on resource areas and their functions and values. The Commission may from time to time adopt and publish additional guidelines and minimum technical standards for plans, calculations and environmental impact reports submitted with an application. The Commission may find it necessary to request additional site-specific information to adequately determine the effect of the work on resource areas.

- 1.** Property boundaries and abutters from the most recent information on record at the Assessor's office.
- 2.** For any project other than alterations to or associated with those for a single residential lot, the drainage basin(s) in which the site is located shall be delineated on the plan. Sub-watersheds should be shown. Watershed Protection District Boundaries, if applicable. Adjacent impacted areas should also be shown.
- 3.** Existing contours at two-foot intervals and the source for any datum used to establish these contours. Contours beyond the site may be required when necessary to assess impacts.
- 4.** All existing natural and man-made features including tree lines, rock outcrops, stone walls, fence lines, cart roads, foot paths, overhead and underground utilities and drainage structures.
- 5.** All surface water courses, ponds, springs, wells and aquifer recharge areas are considered potential water supplies. Any proposed alteration of these resources shall be accompanied by registered engineering data demonstrating that the alteration will not compromise the public interest. The location of all surface water supplies, wells, and septic systems on the property and on abutting properties within 100 feet of the proposed work shall be shown on the plan.
- 6.** Elevations and delineation's of all natural and man-made drainage structures, waterways and resource areas as defined by vegetation and/or soils and hydrology
- 7.** 100 year flood elevations of all natural and man-made waterways and water bodies determined from the FEMA Flood Insurance Rate Maps and Flood Boundary and Floodway Maps. Where the floodplain of the wetlands and water bodies have not been mapped by FEMA or have been observed to be different than those mapped by FEMA, hydrologic calculations may be required, prepared by a registered, professional engineer to determine the boundary seasonal high water, mean annual high water and the 10 and 100-year floodplain. Watershed modeling, hydrograph routing and backwater analysis shall be performed using nationally recognized modeling techniques and those acceptable to the Town's Engineering Department.
- 8.** Drainage calculations, including pre and post conditions, shall be submitted.
- 9.** Site plan shall be submitted at a scale of not more than 1" = 40'. Additional plans with greater or lesser detail may also be required if such plans would provide valuable information to the Commission in its review.
- 10.** Protection of historic areas will not constitute sole grounds for denial. However, these values will be considered and the applicant may be required to discuss the impact of the project upon such areas. The Commission may impose restrictions to lessen the impact of the project on these other inherent wetlands.

DEVELOPED CONDITIONS SITE PLANS

The following items are set out as a minimum standard and are not intended to be a complete and final presentation as to what a plan should show. The applicant may submit or be required to submit by the Commission any further information which will assist in the review and which is deemed necessary to determine the proposed effect on the interests protected by this Bylaw and its regulations.

- 1.** All proposed man-made features including roads, driveways, rights of way, easements, restrictions, limits of construction, parking areas, structures, building, overhead and underground utilities shall be indicated. Any existing hiking, cross-country ski, foot or bicycle trails or paths should also be shown.
- 2.** Location and elevation of lowest habitable floor of all structures
- 3.** Plans shall describe the proposed activity and its effects on the environment. Due regard shall be shown for all natural features such as large trees, water courses and bodies, wetlands, wildlife habitat and similar community assets.
- 4.** Location and date of any soil borings and deep test holes and groundwater level determination. Include samplings and percolation tests.
- 5.** Subsurface sewage disposal systems shall be indicated
- 6.** Proposed grading and changes in elevation shown with two-foot contours and spot grades shall be shown.
- 7.** All surface and subsurface drainage structures including the location, cross-section, slope and surface treatment of all drainage channels and the inverts, slope, pipe materials, catch basins, manholes and end treatment of all storm drains discharging within 100 feet of any resource area.
- 8.** Wherever possible, all catch basins from which water directly enters a resource area shall contain oil/grease traps. Where conditions make this impossible, a statement about those conditions shall be supplied. A plan for maintenance and disposal of trapped hydrocarbons shall be provided.
- 9.** The location and detail of all temporary erosion control devices, diversions, terraces, silt fences, hay bale barriers and sedimentation basins
- 10.** The location and nature of all proposed alterations to resource areas and their buffer zones.