

**APPENDIX A**  
**APPLICATION SUBMITTAL REQUIREMENTS**

These submittal requirements are intended to supplement the regulations and requirements for wetland filings made under the Massachusetts Wetlands Protection Act, M.G.L. Chapter 141, Section 40, in the Town of Danvers.

**1. Minor Project Permit (MPP)**

1. Completed Minor Project Permit Application form, obtained from the Conservation office or online.
2. All other requirements as stated on the MPP application form as directed by the Conservation office.

**2. Request for Determination of Applicability (RDA)**

1. Completed WPA Form 1 which will serve as an application under both the Wetlands Protection Act (WPA) and the Town of Danvers Wetlands Bylaw and its Regulations. The form must be signed by the property owner.
2. A narrative describing the proposed work and mitigation measures to be taken. The narrative shall include a description of:
  - a) The resource area and delineation details
  - b) The existing and proposed conditions
  - c) The intended construction timeline
  - d) How the project meets the applicable performance standards
  - e) Square footage summaries indicating existing, proposed and net changes in impervious surface areas and coverage.
3. An 8.5"x11" section of the U.S. Geologic Survey quadrangle or other map of the area containing sufficient information for the Conservation Commission and the Department to locate the site.
4. A 24" x 36" plan showing the following details.
  - a) Parcel lines, easements, pavement, edge of lawn
  - b) Existing and proposed grades shown in two-foot contours
  - c) Erosion and Sediment control measures
  - d) Topography
  - e) Limit of work or alteration
  - f) Distances from wetlands to structures
  - g) Stormwater and drainage infrastructure
  - h) Signature and stamp of a Registered Professional Engineer or Registered Land Surveyor.
5. A check made out to the Town of Danvers for the appropriate filing fee
6. Pre-construction photographs of the site
7. One copy of a Certified Abutters List obtained from the Conservation office
8. One copy of the Affidavit of Service form, certifying that all abutters within 300-feet of the project site were notified of the given hearing date
9. One copy of the completed abutter notification form that was sent to each abutter
10. An electronic version of the entire application package in PDF format submitted via email. All plans and supplemental reports/documents must be submitted separate from the application.

### **3. Notice of Intent/Abbreviated Notice of Intent (NOI/ANOI)**

1. Completed WPA Form 3 which will serve as an application under both the Wetlands Protection Act (WPA) and the Town of Danvers Wetlands Bylaw and its Regulations. The form must be signed by the property owner.
2. A narrative describing the proposed work and mitigation measures to be taken. The narrative shall include a description of:
  - a) The resource area and how it was delineated
  - b) The sites existing and proposed conditions
  - c) The intended construction timeline
  - d) How the project meets the applicable performance standards
  - e) Square footage summaries indicating existing, proposed and net changes in impervious surface areas, broken down for buffer zones as 0-35 feet, 35-50 feet and 50-100 feet. For riverfront areas, the summary shall additionally break down areas into inner (0-100 feet) and outer (100-200 feet) riparian zones. A table displaying these proposed alteration numbers shall be shown on any submitted site plan.
3. An 8.5"x11" section of the U.S. Geologic Survey (USGS) quadrangle or other map of the area containing sufficient information for the Conservation Commission and the Department to locate the site.
4. Professional Plans as described in Appendix B.
5. Soil logs showing the type of material, soil horizons, elevation of existing grades, maximum groundwater elevation, depth of hole, and percolation rates.
6. One copy of the DEP's Bordering Vegetated Wetland Delineation Field Data Form. This form must be submitted when the project requires the delineation of a Bordering Vegetated Wetland, either by vegetation alone or by vegetation and other indicators of wetland hydrology. If a detailed vegetative assessment is not necessary for the site, a note detailing such must be provided on the data form.
7. Pre-construction photographs of the site.
8. A check made out to the Town of Danvers for the town's portion of the WPA filing fee and all applicable Bylaw fees.
9. One copy of a Certified Abutters List obtained from the Conservation Office.
10. One copy of the Affidavit of Service form, certifying that all abutters within 300-feet of the project site were notified of the given hearing date.
11. One copy of the completed abutter notification form that was sent to each abutter
12. An electronic version of the entire application package in PDF format submitted via email. All plans and supplemental reports/documents must be submitted separate from the application form.
13. Additional requests, narratives and documents, as applicable, including but not limited to the required materials relative to:
  - Section 4.1 Coastal Docks and Piers
  - Section 4.2 Stormwater Management
  - Section 4.3 Erosion and Sediment Control
  - Section 4.4 Flood Control
  - Section 4.5 Wetland Replacement or Restoration
  - Section 4.6 Wildlife Habitat

#### **4. Abbreviated Notice of Resource Area Delineation (ANRAD)**

1. Completed WPA Form 4A and the ANRAD Wetland Fee Transmittal Form which will serve as an application under both the Wetlands Protection Act and the Town of Danvers Wetlands Bylaw and its Regulations. The form must be signed by the property owner;
2. A narrative description of the site and any present, delineated resource areas.
3. The method of determination for any Bordering Vegetated Wetlands as specified in 310 CMR 10.55(2)(c). One copy of the DEP's Bordering Vegetated Wetland Delineation Field Data Form must be submitted with the application.
4. Professional Plans as described in Appendix B.
5. One copy of a Certified Abutters List obtained from the Conservation Office.
6. One copy of the Affidavit of Service form, certifying that all abutters within 300-feet of the project site were notified of the given hearing date.
7. One copy of the completed abutter notification form that was sent to each abutter
8. A check made out to the Town of Danvers for the town's portion of the WPA filing fee and all applicable Bylaw fees.
9. An electronic version of the entire application package in PDF format submitted via email. All plans and supplemental reports/documents must be submitted separate from the application package.

#### **5. Certificate of Compliance (COC)**

1. Completed WPA Form 8a which will serve as an application under both the Wetlands Protection Act (WPA) and the Town of Danvers Wetlands Bylaw and its Regulations. The form must be signed by the property owner.
2. Two as-built plans (stamped, dated and signed) as required by the Order of Conditions.
3. A letter from a Professional Engineer or Land Surveyor stating compliance with the Order and detailing any deviations that exist and their potential effect on the project. A statement that the work is in "substantial compliance" with no detailing of the deviations will not be accepted.
4. A check made out to the Town of Danvers for the town's portion of the WPA filing fee and all applicable Bylaw fees.
5. Post-construction photos of the site.