**NOTICE OF INTENT APPLICATION CHECKLIST**

**Single Family House Lot**

*This checklist, which has been included in the Conservation Commission’s NOI application package, is designed to help applicants, Commissioners, and the Conservation Agent through the review process as quickly and efficiently as possible. Close adherence to this checklist and the documents submission deadline is recommended.*

*The checklist and deadlines apply to all filings under the Foxborough Wetlands Protection Bylaw, Chapter 267 (unless otherwise specified).*

**Information to Be Included on Site Plans**

All of the following information will be required, unless exempted in writing by the Commission.

**Please include a copy of this checklist with your NOI application package**, checking the box next to each item below after finishing the item.

**All Plans**

[ ]  Title Box: Include the date, name and address of proposed project; owner and/or applicant name; preparer’s name; scale (1 inch = 30 feet or less); north arrow; assessor's map/parcel number

[ ]  Stamp/Signature: Plan to be prepared and stamped by a registered professional engineer (PE) or land surveyor, as appropriate. At least one original signed copy of each plan must be submitted

*(Note: The professional who stamps the original plans must also stamp, sign and date revisions.)*

[ ]  Locus Map: Include on a corner of plan’s first page, at least 3” x 3” in size

[ ]  Elevation Data: NAVD 88 or assumed datum with location of benchmark elevation

[ ]  Topography: Contours shall be at two-foot intervals or less

[ ]  Project Site: Include lot size(s) and property boundaries

[ ]  Abutting Properties: Abutting property owners’ names and property lines

[ ]  Test Pits: Location, date and soil summaries of all soil borings and test pits on site, including readings of groundwater level measurements

[ ]  Stone walls or other barriers located between the area of work and the area(s) subject to protection

[ ]  Easements: Location and type of easements, both on site and within 50 feet of property line

**Resource Areas and Buffer Zones:**

[ ]  Wetland Resource Areas: Boundaries of all wetland resource areas on or within 100 feet of the proposed project area (200 feet for perennial streams and rivers), with flow directions, if applicable

[ ]  Wetland Flags: Numbered flags/stakes; note flagging date and name of delineator/botanist

[ ]  Bank: Delineate the banks of streams, rivers, ponds and/or lakes

[ ]  25 Foot No Activity Zone (Bylaw): 25 feet from inland banks and/or bordering vegetated wetlands

[ ]  Bordering Land Subject to Flooding (BLSF); 100-year storm elevation (FEMA floodplain or highest observed or recorded elevation of flooding)

[ ]  Isolated Land Subject to Flooding (ILSF) with highest observed or recorded water level/boundary

[ ]  Vernal Pools (all, including NHESP PVPs) with highest observed or recorded water level

[ ]  Certified Vernal Pools (Bylaw) and boundary of 100 foot No Activity Zone (on and off site)

[ ]  High Water Level for all water bodies, from best available data (data source must be cited)

[ ]  Mean Annual High Water Line (MAHWL) of any river

[ ]  Riverfront Area: 100 foot Inner and 200 foot Outer Riparian boundaries, measured from MAHWL

[ ]  100 Foot Buffer Zone (100-foot radius from all wetland resource areas)

**Existing Conditions Plans**

[ ]  Existing Topography: Contours at two-foot intervals or less

[ ]  Above-Ground: All above-ground structures, roadways, access ways, stone walls, fences on-site

[ ]  Below-Ground: All below-ground structures on-site, including but not limited to, utility lines, drainage structures, septic systems, cesspools, wells, storage tanks

**Proposed Conditions Plans**

[ ]  Proposed Topography: Contours at two-foot intervals or less; NAVD88 elevations or assumed datum

[ ]  Limit of Work: Delineate all areas where vegetation or soil is proposed to be altered

[ ]  Erosion Controls: Locations and type of temporary erosion controls, with installation details

[ ]  Stockpiles: Locations of stockpiles

[ ]  Construction Equipment access routes and storage/parking areas during proposed work

[ ]  Fill: Note the amount of fill required to be added or removed (in cubic yards including maximum thickness); pre- and post- development grades on all slopes

[ ]  Alterations, Above-Ground: All structures, roadways, access ways, retaining walls, fences, and all other alterations proposed in on-site buffer zones; elevation of structure’s lowest

[ ]  Alterations, Below-Ground: All below-ground alterations and structures in the buffer zone, including but not limited to utility lines, drainage structures, septic systems, wells, tanks

[ ]  Distance between proposed alterations and wetlands / resource areas

[ ]  Wells: Location of all proposed wells, with minimum distance to all septic systems

**Information to Be Included in Notice of Intent Narrative**

**Existing Conditions**

[ ]  Description of site’s topography and geology

[ ]  Assessor’s map, with site’s location circled (locus map)

[ ]  FEMA (Federal Emergency Management Agency) Floodplain Map, with site’s location circled

**Proposed Conditions**

[ ]  Description of activities, construction sequencing and estimated timetable

[ ]  Description of indirect and direct impacts to wetland resource areas, both temporary and permanent

[ ]  Impervious areas, square foot calculations, pre- and post- construction

[ ]  Volume of fill required, if applicable, and source of fill

[ ]  Description of soil erosion and sediment control plan, including regular monitoring and measures taken to prevent adverse impacts to resource areas

[ ]  Detailed mitigation plan, if proposed, for activities that will prevent long term, indirect impacts to adjacent resource areas

[ ]  Description of resource restoration plan, if proposed, including area to be restored with existing and proposed topography contours (at one-foot intervals), description of soils, stockpile areas, plantings (including Latin names of plants/seeds and source of materials), invasive species eradication and monitoring plan, and a timetable for proposed work

**Site Visit Requirements for Review of Notice of Intent**

The following markings and flagging must be in place before the field inspection, where applicable. Failure to properly stake and mark the site may result in non-review, resulting in a delay or denial of the project.

[ ]  Edges of wetlands must be flagged with numbered flags, as shown on project plans

[ ]  House number must be visible from the street, if work is proposed at a pre-existing house; if no house is on the property, the lot number must be posted and visible.

[ ]  Stake corners of all proposed structures or additions, including decks; stakes must be labeled, as reflected on project plans

**Document Submission Deadlines**

**NOI Application**:

All documentation (plans, maps, tables, charts, reports, etc.) to be considered as part of a NOI filing must be submitted to the Commission by the application deadline, which is posted in the Conservation Office in Town Hall and on the Conservation Commission’s website:

<https://www.foxboroughma.gov/departments/conservation>

**Continued Hearings Submission Deadline:**

*All document revisions*, submitted for review during a continued hearing,*must be received at least four full business days before the hearing date.* Four days is the minimum amount of time required to allow the Conservation Commission and Conservation Agent to properly review and analyze new submissions.

Documents that are not submitted at least four business days before the hearing date may be excluded from consideration during the continued hearing, and may be held for discussion during the next scheduled meeting.