



Cranberry Land USA

Carver Conservation Commission

Town Hall, 108 Main Street
Carver, MA 02330

Telephone: 508-866-3482
Fax: 508-866-3430

CHECK LIST:

What to Submit to Conservation

When Filing a Notice of Intent (NOI), a Request for Determination of Applicability (RDA), an Abbreviated NOI, and an Abbreviated Notice of Resource Area Delineation (ANORAD):

- _____ 1. Appropriate and complete application form. This should be submitted by certified mail or by hand delivery to the Commission office. Completed form should also show applicant's name, property owner's name (if different), location of property, Assessors' Map and Lot number, Registry of Deeds Book and Page numbers, and an appropriate description of the project. Commission reserves the right to request additional information.
- _____ 2. Application fees:
 - A) State's share of application fees (see Department of Environmental Protection (DEP) forms) found on www.mass.gov – 1) Publications- 2) Applications and Forms- 3) Wetlands and Waterways- 4) WPA Forms.
 - B) Town's share of fee \$_____ (*one Check*)
 - 1) **\$50.00 to the Town of Carver for NOIs, Abbreviated NOIs, and ANORADS (Separate Check)**
 - 2) **\$25.00 to the Town of Carver for RDAs**
- _____ 3. Fee for legal notice in local newspaper: **\$41.25 as of (11/1/06)** made out to "CNC" Community Newspaper Corporation"
- _____ 4. Proof that the DEP has been sent a copy of the application and site plan
- _____ 5. Proof that Natural Heritage and Endangered Species Program has been sent a copy of the application and site plan (when applicable) (**not needed for RDA**)
- _____ 6. Certified Abutters List from Assessors' office (**not needed for RDA**)
- _____ 7. Proof of notification of abutters ("green cards"/return receipt cards) (**not needed for RDA**)
- _____ 8. Proof from Assessor's that land is or is not Chapter 61, Chapter 61A, or Chapter 61B land
- _____ 9. Affidavit confirming that all appropriate town officials, committees, or boards having joint jurisdiction over the proposed project have been given a copy of the application and site plan.

_____ 10. Five (5) copies of the site plan for the proposed work for NOI, Abbrev. NOI, and ANORAD only. We are asking the same 5 copies for RDAs also, along with either a site plan or a drawing of site done to scale (may be hand-drawn). **(2)Two Final Plans**

_____ 11. Green cards are to be returned to the Conservation office the Monday prior to your hearing date.

_____ 12. Copy of letter from tax collector's office saying taxes for property are up to date.

_____ 13. If a special permit is required by Zoning Board of Appeals (ZBA), permit applications cannot be heard, and permits cannot be granted, by Conservation until the special permit has been issued by the ZBA.

_____ 14. If a variance is needed from ZBA, permit applications cannot be heard by Conservation until the variance has been applied for with the ZBA.

CHECKLIST

FOR INFORMATION TO BE SHOWN ON SITE PLAN:

INFORMATION SHOWN ON SITE PLANS SHALL INCLUDE, BUT NOT BE LIMITED TO:

- _____ A) Title, date of preparation, latest revision date
- _____ B) Stamped, signed, and dated by a Registered Land Surveyor. Plans showing drainage or septic systems must be stamped and signed by a Registered Professional Engineer
- _____ C) Copy of quad sheet showing location of project
- _____ D) A scale of 1" = not more than 50' (one inch equals not more than fifty feet)
- _____ E) Delineation (showing upland boundaries) of all wetlands, lands subject to flooding, water bodies, waterways, ditches, creeks, rivers, streams, ponds, whether natural or man-made, whether continuously or intermittently flowing
- _____ F) Existing and proposed contours (topography)
- _____ G) Existing and proposed conditions, structures, roads, paved areas, septic, wells, tanks, and utility easements
- _____ H) Erosion control plan (temporary and permanent) and "limit of work"
- _____ I) Proposed lowest elevations of cellars and floors
- _____ J) Proposed permanent pollution control devices on site, such as hooded catch basins, flow dissipaters, or vegetative buffers
- _____ K) Elevation benchmark
- _____ L) Use Auto Cad if it is available to you
- _____ M) Resource boundaries on plans to accompany a Notice of Intent, ANORAD, and an Abbreviated Notice of Intent shall be color-coded as follows:
 - a. Wetland line shall be colored blue.
 - b. 65-foot wetland buffer zone line shall be colored red.
 - c. 100-foot buffer zone line shall be colored green.
 - d. 200-foot riverfront area line shall be colored yellow.
 - e. 100-year flood plain (Bordering Land Subject to Flooding) line shall be colored purple.
 - f. 10 -year flood plain line shall be colored orange. (* for Wildlife Habitat evaluations only (approved 3/15/06))

PLANS SHOWING PROPOSED DRAINAGE AND/OR SEPTICS
SYSTEMS SHALL ALSO INCLUDE:

- ___ a) Maximum groundwater elevations
- ___ b) Soil characterizations
- ___ c) A stormwater management plan and calculations of run-off characteristics
- ___ d) Run-off characteristics should be calculated for pre-and post-development conditions
- ___ e) Hydrographs that illustrate run-off characteristics before and after proposed activity
- ___ f) Hydrologists and engineers shall use the Cornell Atlas of Precipitation Extremes for rainfall quantities
- ___ g) The 100-year flood elevation, a description of any alterations to the 100-year flood storage capacity of the site, and compensatory storage at every elevation in the flood plain
- ___ h) Existing and proposed location, rim elevation and invert elevation of all catch basins, drains, culverts, and other drainage structures immediately upstream and downstream of the site, as well as those on-site.

Updated 9/10/07