

PART VII. FILING PROCEDURES

7.01 Minimum Submittal Requirements

A Notice of Intent must include at a minimum, a properly executed form and the information in 7.02, 7.03 and 7.04 unless a variance is requested by the applicant and permission granted by the Conservation Commission.

7.02 Information To Be Submitted

The following items are set out as a minimum standard. The applicant may submit, or be required to submit, any further information which will assist in review and which is deemed necessary to determine the proposed effect on the interests describing the proposed activity and its effect on the environment. Due regard shall be given for all natural features such as large trees, water courses and water bodies, wetlands, wildlife habitat, and similar community assets.

- 1) Description of any alteration to Flood Storage Capacity on the site. Include calculations for 10, 50, and 100 storm events, include watershed and F.E.M.A. maps if necessary.
- 2) Maximum and minimum ground water elevations. The calendar dates of measurements, samplings, and percolation tests shall be included, regardless of planned sewer connections.
- 3) Soil characteristics in representative portions of the site, including depth of peat and muck in wetlands, including test borings.
- 4) A runoff plan and calculations by a Registered Professional Engineer using the Rational Method (small areas) or the Modified Soil Cover Complex Method (areas greater than 5 acres) and based on the 10 year, 25 year, 50 year and 100 year flood frequency event period. Calculations shall show existing and proposed runoff conditions for comparative purposes.
- 5) Methods to be used to stabilize and maintain any embankments facing any wetland.
- 6) Methods to control erosion during and after construction.
- 7) The Hanson Wetlands By-law considers wildlife, erosion control, aesthetics and recreation as values of the wetlands. The applicant should include a discussion of the effect of the proposed project on these values.
- 8) Included in materials submitted with a Notice of Intent shall be a signed statement from the professional who performed the field investigation, detailing the date of the work and types of vegetation found.
- 9) A signed statement reflecting the investigator's assessment of the resource area shall be submitted concerning the function of the resource area and proposed construction impacts.
- 10) Atlas sheet, and lot.
- 11) Upon receipt of the Notice of Intent, a public hearing shall be held by the Conservation Commission within 21 days of receipt of the minimum submittal requirements set forth in Section 7 and shall be advertised in accordance with the By-law and the requirements of the Open Meeting Law, [M.G.L. Chapter 29, s.23B](#).
- 12) In additions, abutters, as identified from the latest available assessor's records shall be notified at least one week prior to the public hearing by certified mail or hand delivery, at the applicant's expense, and proof of notification shall be submitted to the Commission prior to the hearing.
- 13) The amount and type of fill material brought to or from the site shall be addressed in the Notice of Intent.
- 14) The Botanist will submit a resume to the Commission and it will be kept on file.
- 15) Certification by the State of person taking soil samples will be kept on file.
- 16) All Bordering Vegetated Wetlands on abutting property(s) within 100 feet of applicants project shall be clearly defined.

7.03 Plans

- 1) All drawings shall be drawn (1" equals 10'; 1" equals 20'; 1" equals 40') with the title designating the name of the project location, the name(s) of the person(s) preparing the drawings, the date prepared, including all revision dates. Drawings shall be stamped and signed by a Registered Professional Engineer, Registered Professional Land Surveyor or Registered Professional Landscape Architect.
- 2) Drawings must include a delineation of all wetlands, both permanent and seasonal, natural or man-made, and should be clearly delineated as indicated below:
 - a) Open or flowing water: light blue
 - b) Marsh or swamp: light blue with swamp symbols superimposed.
 - c) All meadows, flats, and other lands subject to flooding: outlined with a dashed blue line
 - d) BVW line: dark blue

- 3) Drawings must indicate 100 foot Buffer Zone in yellow.
- 4) Drawings must indicate flood plain boundary in pink.
- 5) Drawings must show the 200' Riverfront area.
 - a) 100' Inner Riparian Zone in orange.
 - b) 200 Outer Riparian Zone in green.
- 6) Drawings must include a delineation of all alterations proposed in or adjacent to wetlands and floodplains as indicated below. Any alterations should be clearly explained in text or footnotes.
 - a) areas to be dredged out: outlined in red
 - b) areas to be filled: outlined in green
 - c) areas to be altered in any other way: outlined in black
- 7) Contours shall not exceed two feet. USGS base shall be used for measurement of all datum. Include calendar date of measurements and samplings.
- 8) Drawings must indicate existing and proposed contours and interval used, include pond bottom and stream invert contours. Existing contours in dashed lines, proposed in solid lines.
- 9) Drawings must indicate locations, sizes, inverts and slopes of existing and proposed culverts and pipes.
- 10) Drawings must indicate location and elevation of benchmark used for survey.
- 11) Drawings must include existing and proposed water storage capacity of the property, including calculations and data on which the capacity is based. If filling is proposed, determine the effect on downstream channels and culverts.
- 12) Drawings must indicate locations and elevations of sills and bottom of septic systems.
- 13) Drawings must indicate all existing structures, trees with a diameter of 5" or more at breast height, fences, rock and ridge outcroppings, stone walls, and historic sites. Detail proposed alterations.
- 14) Drawings must indicate invert elevations of sills and bottom of septic system.
- 15) Drawings must indicate proposed on-site pollution control devices, such as hooded catch basins, oil absorption pillows, detention/retention basins, flow dissipaters or vegetative buffers.
- 16) Drawings must show locations and detail of erosion control measures.
- 17) Wetlands shall be flagged in the field at the time of submission of a Notice of Intent and flag positions and numbers shown on plan. Flags shall be marked with numbers, beginning with one (1). The initial of the field investigator shall appear under the flag number. If soils are used in conjunction with vegetation to determine a BVW line, these test holes must be shown on the proposed plan and marked in the field with the test hole number and person doing the soil evaluation.
- 18) Drawings must indicate limit of work line with hay bales.
- 19) Drawings must have a locus block.
- 20) Drawings must have a North Arrow.

7.04 Filing Requirements to be Fulfilled Prior to Site Inspections

- 1) Before site inspections can be made by the Conservation Commission, the following conditions must be met:
 - a) Stakes indicating the corners of houses or other structures nearest the wetland resource area.
 - b) Stakes indicated the septic tank and the leaching field locations.
 - c) Stakes indicating the limit of work.
 - d) Lot number or house number shall be posted at the location and observable from normal access.
 - e) Edges of all resource areas shall be delineated. (Please refer to Rules and Regulations for definitions).
 - f) Directions shall be made available to the Commission to locate property.
 - g) Lot corners are to be staked.

- 2) Failure to have the lot staked will result in Non-review and thus delay the project.
- 3) Upon completion of staking, the Commission office should be notified and a site inspection shall be arranged prior to the scheduled public hearing.

7.05 Conditions Regulating the Work Requested

- 1) Hanson Conservation Commission members and/or its Agents shall have the right to enter and inspect the premises to evaluate the site for a filing before the Commission as well as for compliance with an issued Order of Conditions.
- 2) No work may proceed until the Applicant has received all other permits required by law, including but not limited to, any permit required by the Hanson Board of Health, the Hanson Planning and Zoning Board the Hanson Board of Appeals, the Hanson Fire Department Regulations pertaining to hazardous material storage and tank constructions, the Department of Environmental Protection, or the Army Corps of Engineers. Additionally, the applicant must address any tax liability pursuant to the Town's acceptance of [M.G.L., Chapter 40 57](#).
- 3) This permit is granted under the Hanson Wetlands Protection By-law subject to the conditions imposed herein, for three years. Requests for and extension of this permit must be submitted in writing no less than 30 days prior to the expiration date of this permit.
- 4) Any substantial change made or intended to be made in the plans shall require the applicant to file a new Notice of Intent or to inquire in writing by certified mail to the Commission, whether the proposed change is so substantial as to require the filing of a new Notice of Intent.
- 5) The Commission shall receive 48 hours advance notice before the commencement of any site alteration as described in 1.02 A and B, excavation or construction.
- 6) All structures, facilities and equipment as parts of this project shall be continually operated and maintained so as to comply with the issued Order of Conditions. This provision applies specifically to all heavy machinery/equipment used on a project. Any leakage of oil, hydraulic fluid, gasoline or any other pollutant must be cleaned up immediately and the defective equipment responsible for said leakage must be immediately repaired or removed from the site.
- 7) A copy of the issued Order of Conditions for the project/property shall be kept on site at all times during construction. All contractors and sub-contractors shall be provided with a copy of this document and should be prepared to produce said Order of Conditions upon request by a member of the Commission or its Agent.
- 8) Violation of any of these conditions shall be subject to a daily fine, pursuant to the applicable section of Town of Hanson Wetlands Protection By-law until said violation (s) has/have been corrected to the satisfaction of the Conservation Commission.
- 9) Work shall proceed in strict accordance to the referenced plan(s) in the issued Order of Conditions.
- 10) Compliance must be made with the requirements of Title 5 of the State Environmental Code and the Hanson Board of Health regulations. No new sewage disposal systems shall be constructed within 100 feet of a protectable resource area. All repairs to existing sewage disposal systems shall meet State and/or Local Board of Health regulations.
- 11) Siltation controls must be provided as necessary and approved by the Commission and must remain in place through regular maintenance until all disturbed areas have been deemed stabilized to the satisfaction of the Commission via a site inspection and/or the issuance of a Certificate of Compliance for the entire project.
- 12) Applicant shall request a Certificate of Compliance from the Commission upon completion of the proposed work by following the instructions set forth in Section 1.05 (8) of these Rules and Regulations.
- 13) Hazardous materials shall be all those materials defined as hazardous pursuant to 101 (14) of the Federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, and also 310 CMR 30. No **Hazardous Materials** shall be stored within 100 feet of a protectable resource area nor be allowed in any area in which their presence poses a significant present or potential hazard to either surface or ground water quality.
- 14) Construction and storage of fuel oil tanks shall adhere to the Board of Fire Prevention Regulations in effect.

In Conformance with the Town of Hanson's Wetlands Protection By-law, all parts of Section 5 are hereby referenced and expressly made a part of these Rules and Regulations.