

Checklist for Filing a Notice of Intent or Request for Determination of Applicability

It is recommended that you hire a wetland scientist, landscape planner or engineer to assist you with preparing the permit application. Applications must generally include a plan certified by a registered professional engineer or land surveyor.

Step 1: Fill out the Permit Application

Use eDEP to complete WPA Form 3 (NOI) - edep.dep.mass.gov/ Form 1 (RDA) is available for download. The same forms may be used to file under the Charlton Wetlands Protection Bylaw.

Step 2: Certified List of Abutters

Obtain a certified list of abutters within **100 feet** of the property from the Charlton Assessors Office.

Step 3: Submit the Following Application Materials to the Charlton Conservation Department

Plan your submission date based on the hearing schedule. The Conservation Commission generally meets on Wednesdays, every three weeks – please contact the Conservation Department for exact dates. Applications are due by noon on Thursday, 21 days in advance of the Commission's meeting.

(A) RDA or NOI Application - one (1) copy double-sided

- Signed WPA Form 1 (RDA) or Form 3 (NOI)
- NOI Wetland Fee Transmittal Form and Check
- Copy of certified abutters list
- Priority & Estimated Habitat Map (no USGS map)
- DEP BVW Delineation field data forms

Please

- No plastic covers or TOC
- No page dividers or bindings
- Staples are OK
- Print materials double-sided
- **Fold plans**

(B) Project Narrative - four (2) copies double-sided

- Property details including owner info, location, parcel ID, and existing conditions of site
- Proposed conditions (all work proposed) with closest point of disturbance to BVW
- Description of impacts to buffer zone (both temporary & permanent) including SF calculations of each disturbance
- Description of how the project complies with each of the eight (8) interests of the Act
- Construction sequencing & staging plan
- Impacts to any resource areas including compliance with resource area performance standards
- Any mitigation measures
- Any possible alternatives to lessen impacts to resource areas
- A detailed wetlands evaluation report (including methodology used for delineation & DEP Appendix G BVW Delineation Field Data Form)
- Complete and include the Required Tables & Checklist for RDA and NOI Filings

(C) Plan Set @ 1"=10' or 1"=20' - one (1) copy full size & four (4) copies 11x17

- Title block with applicant's name, project address, map-block-lot, scale and date
- Wetland Boundaries (highlighted in green), 50' Buffer (in orange) & 100' Buffer (in yellow)
- Streams (highlighted in blue), 100' Riverfront Area (in red) and 200' Riverfront (in pink)
- Existing Conditions and Proposed Work
 - Parcel lines, easements, structures, pavement, edge of lawn, canopy tree line
 - Topography and grading if relevant to the proposed project
 - Septic system, wells, structures and any stormwater and drainage infrastructure
 - Limit of work, erosion controls and topsoil stockpile area

(D) Email the Electronic Submission to: rose.conway@townofcharlton.net

- Entire RDA or NOI Application
- Project Narrative (separate document from the application)
- Plan Set as full-size and 11x17 in .pdf format

Step 4: Submit your Application to the Department of Environmental Protection

- (A) One copy of the entire submission (described above) along with photocopy of the checks submitted to the Town and the State to: DEP CE Regional Office, 8 New Bond Street, Worcester MA 01606.
- (B) *(For NOI filings only)* Send original check for state fee and copy of Wetlands Fee Transmittal Form to DEP, Box 4062, Boston, MA 02211

Step 5: You will be Given a Hearing Date and Time

By submitting a **complete** RDA or NOI application (see items listed in Step 3), you will be scheduled to attend the next available public hearing. Incomplete applications will not be accepted by the Conservation Office. **The applicant or their representative must be present at the scheduled public hearing.**

Step 6: Notify Abutters

Once you have been informed of the date and time for the hearing, you shall notify abutters in accordance with the provisions of 310 CMR 10.05(4)(a). Please use Charlton's "Notification to Abutters Form" and **be sure to include the exact time and date of the hearing on this form.** The applicant must present either the certified mail or certificate of mailing receipts for all abutters at the beginning of the public hearing.

Step 7: Stake the Property One Week in Advance of the Hearing

The Charlton Conservation Commission requires that all new structures, additions, erosion control barriers, septic systems and stormwater systems within the Buffer Zone for which a Notice of Intent has been filed, must be staked one week prior to the hearing. The stakes must be labeled (please contact the Conservation Department for specific instructions). A plan demarcating the stakes in the field shall be submitted to the Conservation Department at the time of staking.

Step 8: Conservation Commission will Conduct a Site Visit

The Commission and their staff will perform a site visit to confirm the existing conditions and resource area delineation. The applicant will be notified about the date and time of the site visit.

Step 9: Attend a Public Hearing and Bring Certificates of Mailing

Step 10: Receive a Determination of Applicability or Order of Conditions (OOC) and READ IT

If you have any questions, contact the Conservation Department. Whether a permit is issued or denied, any abutter, the applicant, or a 10-citizen group may follow separate provisions for appealing the decision under the Wetlands Protection Act and/or the Charlton Wetlands Protection Bylaw.

Step 11: *(For NOI only)* Record Order of Conditions at Middlesex South Registry of Deeds

Bring the original or a copy of the original Order of Conditions with the recording information on the first sheet back to the Conservation Department. Keep a copy of your permit on-site.

Pre and Post Construction Reminders

- Contact the Conservation Department to schedule a pre-construction site meeting
- Complete the work within 3 years or request an extension 30 days prior to expiration of the permit
- *(For NOI)* Request a Certificate of Compliance from the Conservation Commission and record it at the Worcester Registry of Deeds.

Required Tables & Checklist for RDA and NOI Filings

Buffer Zone Resource Area Disturbance Table (Square Feet)

	0 to 50 FOOT BUFFER ZONE			50 to 100 FOOT BUFFER ZONE		
	Existing	Proposed	Difference	Existing	Proposed	Difference
Work access & graded area	N/A			N/A		
Semi-pervious *						
Impervious **						
Total Disturbance	----	----		----	----	

* Semi-pervious includes: pervious asphalt or paver driveway, decks, dry-laid walkways and patios

** Impervious includes: house, septic tanks, paved or gravel driveways, wet-set walkways and patios, pool

Shade the plan (in grey) all new areas of impervious area within the 100' Buffer Zone
Crosshatch (in black) all removed areas of impervious area within the 100' Buffer Zone

Riverfront Resource Area Disturbance Table - if applicable (Square Feet)

	0 to 100 FOOT RIVERFRONT			100 to 200 FOOT RIVERFRONT		
	Existing	Proposed	Difference	Existing	Proposed	Difference
Work access & graded area	N/A			N/A		
Semi-pervious *						
Impervious **						
Total Disturbance	----	----		----	----	

Stormwater Discharge Rates for Drainage Area (cfs) (incl. area outside 100' BZ if applicable)

Storm Event	Pre-Condition	Post-Condition	Difference (cfs)	Difference (%)
2 Year				
10 Year				
100 Year				

Checklist for Best Stormwater, Construction Site & Landscape Maintenance Practices

- This project will not result in any new stormwater conveyances that will discharge untreated stormwater directly to or cause erosion in the wetland, buffer zone or riverfront resource areas.
 Proposed Green Infrastructure – (circle) sheet flow, swale, rain garden, other _____
 Proposed Hard Infrastructure – (circle) stone drip edge, drywell, chambers, other _____
- As indicated above, post-dev. discharge rates will not exceed pre-dev. discharge rates
- This project will not result in the loss of annual recharge to groundwater
- This project employs the following best construction practices in order to prevent pollutants and suspended solids from entering the wetland, buffer zone and riverfront resource areas.
 - o Erosion controls and construction fencing will be installed and maintained
 - o Stone aprons and construction staging areas will be used and maintained
 - o Topsoil stockpile areas and waste & recycling dumpsters will be used and maintained
 - o Import and export of natural materials will be minimized
- This project employs the following best landscape practices in order to prevent pollutants and suspended solids from entering the wetland, buffer zone and riverfront resource areas.
 - o Salt, sand and deicing chemicals will be minimized and only used as needed
 - o Fertilizers, herbicides and pesticides will be minimized and only used as needed
 - o All disturbed soils will be stabilized and planted with regionally native vegetation
 - o New infestations of invasive species will be properly managed

Applicant's Signature Date Representative's Signature Date

Information for Calculating Stormwater Discharge Rates on Small Projects

$$Q=CiA$$

Where,

Q=peak discharge, cfs

C=Runoff Coefficient

i=Rainfall Intensity, in/hr

A=Area, acres

Below are the suggested i values for small watersheds.

(Taken from Boston Intensity-Duration-Frequency Curve; assuming 5 minute time of concentration)

Storm Event	Rainfall Intensity, i (in/hr)
2 Year	4.1
10 Year	5.4
100 Year	7.4

Suggested C factors (conservative, but commonly used values).

Surface	Runoff Coefficient, C
Impervious (e.g. roof, pavement)	0.9
Semi-pervious	0.4
Pervious (e.g. grass)	0.3

Example:

Given:

Total Area = 1.0 acre (43,560 sf)

Area Impervious = 0.25 acres (10,890 sf)

Area Pervious = 0.75 (32,670 sf)

Solve for Peak Discharge for 10 Year Storm Event:

Step 1: Determine weighted runoff coefficient, C_w

$$C_w = [(A_{\text{impervious}} \times 0.9) + (A_{\text{pervious}} \times 0.3)] / A_{\text{Total}}$$

$$C_w = [(0.25 \times 0.9) + (0.75 \times 0.3)] / 1.0$$

$$C_w = 0.45$$

Step 2: Determine Peak Discharge

$Q_{10\text{-year}} = (C_w)(i_{10\text{-year}})(A_{\text{Total}})$ [Please note: Area should be in acres. A unit conversion factor is already built into the equation.]

$$Q_{10\text{-year}} = (0.45)(5.4)(1.0)$$

$$Q_{10\text{-year}} = 2.43 \text{ cfs}$$