

Town of Belmont
Conservation Commission

Checklist for completing and submitting a Notice of Intent

Please verify that your Notice of Intent filing contains the following items. The Conservation Commission will schedule a public hearing within (21) days of receipt of a *complete* Notice of Intent.

Notice of Intent Requirements:

1. (2) copies of the completed Notice of Intent form (Form 3) from the DEP website
2. (2) copies of all supporting materials, including plans; calculations and any other documentation designed to completely describe the proposed work and any mitigation measures.
3. (1) electronic pdf file of the submission to be submitted via email to :

mtrudeau@belmont-ma.gov

4. (2) copies of a USGS quadrangle identifying the location of the property included in the Notice of Intent
5. The appropriate filing fee, as well as fee transmittal form, calculated under 310 CMR 10.00.
6. Evidence that all abutters have been notified by hand delivery, Certificate of Mailing, or Certified Mail. The applicant may use either the DEP template, or a copy of the legal advertisement, as the abutter notification form.
7. If applicable, the applicant shall submit evidence that a copy of the Notice of Intent has been sent to the Natural Heritage and Endangered Species Program by Express or Priority Mail on or before the filing date of the Notice of Intent with the Conservation Commission.
8. Minimum Plan Requirements:
 - a. Maximum sheet size of 24" by 36", unless previously discussed with the Conservation Agent
 - b. Field Delineation of a wetland resource areas, as well as the jurisdictional 25, 50 and 100 foot buffers, shall be shown. For

Riverfront Areas, both the 100 and 200 foot Riverfront Area boundaries shall be shown. Individual wetland flags should be clearly labeled on the site plans.

- c. The 25 foot buffer zone shall be shown as a “no disturb zone”, as defined in the Commission’s wetland setback policy.
- d. Plans shall be stamped by a Massachusetts Registered Professional Engineer, Surveyor, or Landscape Architect (as appropriate).
- e. Floodplain elevation data shall be based on NGVD (National Geodetic Vertical Datum) and reference the appropriate Flood Insurance Rate Map, or Flood Study.
- f. All existing and proposed structures and utilities shall be located on the site plans. For single family homes, the plans should show (at a minimum) decks, patios, subsurface sewage disposal systems; stormwater management structures or conveyances; foundation drains; as well as all areas of existing and proposed impervious surfaces, including: pools, tennis courts, parking, and driving surfaces.
- g. Existing and proposed topography shall be shown at two foot vertical increments and clearly labeled to differentiate between existing and proposed contours.
- h. Existing trees, with a diameter of 6” dbh, shall be included on any site plans submitted to the Commission. Exceptions may be granted by the Conservation Commission agent if circumstances warrant. Lawn areas and wooded areas shall be defined on the site plans, as well.
- i. Erosion and sedimentation controls shall be shown on all site plans where earth disturbance is proposed. *No plastic, or non biodegradable, netting shall be used in Belmont.* Standard erosion controls shall consist of a 12” (twelve inch) compost/wood chip filled tube, encased in a biodegradable casing, and stabilized with wooden stakes. Siltation control fencing or straw (not hay) bales may be used to augment steeper slopes, in conjunction with the 12” inch tubes.
- j. Site plans should include setback distances between the limit of work lines, and the wetland resource areas.

- k. All property lines, building envelope restrictions, conservation restrictions and easements shall be located on the site plans.
 - l. Site plans shall locate any soil test pits, soil borings and groundwater wells (including monitoring; irrigation; and supply wells).
 - m. Federal Wetlands, or isolated vegetated wetlands, shall be shown on the site plans.
9. The initial determination, by the Conservation Agent, that the plans and other documentation are complete for the purposes of accepting the Notice of Intent, does not necessarily mean that enough information has been provided to allow the Commission to adequately review the project.
10. The Town of Belmont has a Stormwater Bylaw that may impact your project. On sites with wetlands permits, the Conservation Commission has been charged with implementing this bylaw. The following is a link to the bylaw and regulations:

[Stormwater Bylaw Documents | Belmont. MA](#)

Documentation, showing compliance with the bylaw should be submitted as part of the Notice of Intent process.