



TOWN OF CONCORD
NATURAL RESOURCES COMMISSION
141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3285 FAX (978) 318-3291

Minimum Plan and Submission Requirements Policy

Submission/Scheduling/Organization:

- ❑ All information for a NEW project shall be submitted by 4:30 p.m., no later than two weeks prior to a scheduled hearing of the Natural Resources Commission. Hearings are typically the first and third Wednesdays of each month.
- ❑ REVISED information for CONTINUED projects shall be submitted by 4:30 p.m. no later than 8 business days prior to the scheduled hearing of the Commission. This typically means revisions will be due by close of business on the Friday a week and a half prior to the scheduled Wednesday hearing of the Commission.
- ❑ A complete package consisting of two collated copies of all forms, maps, narrative, full-size plans, abutters list (including the original) and notification, etc. must be submitted; fax copies and emails ARE NOT acceptable. Incomplete packages may cause delay of your project. Please also see *Submission Checklist*.
- ❑ In addition, five copies of the narrative and five reduced-size copies (11"x17") of the plans and narrative must be submitted at the same time as the complete application package.
- ❑ Applicants are encouraged to arrange a pre-submission meeting with Natural Resources staff to assure compliance with these requirements. Plans that do not meet these requirements may cause delay in review and/or approval by the Commission.

Wetland Resource Boundary Delineation Review:

Wetland delineations shall be reviewed only between April 1st and December 1st within any given calendar year. Exception to this policy may be granted by Natural Resources staff and/or the NRC at their sole discretion when they determine that accurate review of a boundary between Dec. 1st and April 1st is not compromised by lack of relevant resource indicators such as, but not limited to, soils, vegetation, topography, and hydrology. If the applicant does not agree to a meeting or hearing continuance in order to complete adequate field review, the Commission shall close the hearing and make a determination based on the information available.

Board Coordination

Your project may also require approval from the Board of Appeals, Planning Board, Historic Districts Commission, and/or the Board of Health. If so, it is the obligation of the applicant to submit appropriate applications to each of these other boards.

Jurisdictional overlaps among Town boards will be addressed on a case by case basis. The Commission may defer hearing an application until other boards have come to a conclusion regarding a proposed project. Building scale and siting previously approved by other boards do not assure approval of a project by the Commission as proposed, but the requirements of other Town boards do provide guidance.

Minimum Plan Requirements:

Sheet size

- ❑ Maximum dimension of 24" x 36"
- ❑ If more than one sheet is needed to describe the proposed work, a key sheet is required showing a general composite of all work proposed within wetland resource areas and the Buffer Zone.

Scale

- ❑ Not more than 1" = 50' (the Commission routinely accepts plans at 1"=20' or 1"=40')
- ❑ If plans are displayed, include graphical scales

Title Block

- ❑ Included on all plans
- ❑ Located at the lower right hand corner, oriented to be read from the bottom when bound at the left margin
- ❑ Include original date plus additional space to reference the title and dates of all plan revisions

In Addition, The Following Information Shall Be Shown on Plans as Applicable

- ❑ Delineation of all wetland resource areas (including vernal pools and federal wetlands), the 25-foot No Disturb Zone, the 50-foot No Build Zone, and the 100-foot Buffer Zone. For Riverfront Area, both the 200-foot outer and 100-foot inner riparian zones shall also be shown. Individual wetland flags should be clearly labeled on the project plans. Field Data Sheets with the name and company of the wetland scientist, and date of wetland delineation, shall be included with the application.
- ❑ When prepared by a professional, plans shall be signed and stamped by a Registered Professional Engineer, Professional Land Surveyor, or other recognized professional acceptable to the Commission. For Resource Area Delineation (ANRAD) submissions, a professional qualified in identifying wetland and river resources is required.
- ❑ Floodplain elevation data shall be based on 1988 NAVD (North American Vertical Datum) and reference the appropriate National Flood Insurance Rate Map and/or Flood Study.
- ❑ Existing and proposed contours at 2-foot minimum vertical increments and labeled clearly to differentiate existing and proposed contours, unless otherwise allowed by the Commission.
- ❑ All existing and proposed landscaping and vegetation shall be shown including existing trees over 6 inches in diameter breast height (dbh) and major vegetative cover types, including wooded areas defined by tree line, shrub communities, and limits of lawn.
- ❑ When proposing mitigation areas, a table on the plan shall indicate plant types and quantities. The table should indicate quantities to be planted in the zones regulated by the Commission (0-25ft, 25-50ft and 50-100ft for wetlands, also 0-100ft and 100-200ft for riverfront areas). A planting density of 5' on center for shrub species and 10' on center for trees is recommended by the Commission. Square footage of mitigation areas shall be provided in the project narrative.
- ❑ Proposed erosion controls and materials to be used (i.e. straw bales, silt fence, filtermitts, straw wattles, etc.) must be indicated on the plan. In projects anticipated to encounter or manage groundwater, provide dewatering contingency plans, details and location(s).

- ❑ Distances of proposed alterations from the edge of the bordering vegetated wetlands in several locations, including the closest limit of work.
- ❑ Show the location of any soil borings, test pits, and ground water wells (including monitoring, irrigation, and supply wells, etc.).
- ❑ All property lines, building envelope restrictions and/or easement areas, including areas affected by conservation restrictions, if applicable.
- ❑ Existing and proposed structures and utilities, (for single family homes plans shall show, at a minimum, decks, sewage disposal systems, underground sprinkler systems, foundation drains, roof drainage and stormwater drainage structures, as applicable), and all areas of existing and proposed impervious areas including tennis courts, swimming pools, patios, and driveways, etc. The project narrative shall include square footage summaries indicating existing, proposed and net changes in impervious surface areas and areas of alteration broken down for buffer zones as 0-25 feet, 25-50 feet and 50-100 feet. For riverfront areas, the summary shall additionally break down areas into inner (0-100 feet) and outer (100-200 feet) riparian zones.
- ❑ For engineered systems designed to provide drainage or stormwater management including, but not limited to culverts, drainage outfalls, catchbasins and pervious pavement 'systems', provide an appropriate plan detail, along with an Operation and Maintenance plan required to maintain the design element.
- ❑ For projects involving demolition and/or construction, indicate on the plan where materials will be staged. These areas shall be outside of resource areas and buffer zones to the degree practicable. The project narrative should indicate what types of machinery are anticipated to be used in the execution of the project, and the limits of the machinery's locations within the project area.

When Presenting to the Natural Resources Commission...

The NRC is most interested in how your project impacts the resource areas on or near your property. Accordingly, when presenting to the NRC you should address and focus on the following:

- 1st - Steps you are taking to avoid impact
- 2nd - What you are doing to minimize impact where it cannot be avoided, and
- 3rd - How you will mitigate for these impacts

It is often very helpful to present alternative ways of achieving your project goals. These alternatives can broaden the discussion with the NRC, and are intended to streamline the permitting process.

The NRC understands that projects are not presented in a vacuum. As such, it may help to briefly mention other factors that drive your particular project. For example, these may include, restrictions presented by other boards or commissions, site constraints, safety concerns, or other interests that you may want to provide for or protect. This information helps the NRC understand your project better and may be taken into consideration. However, by themselves they are insufficient. So it is most important to clearly address how your project minimizes harm to wetland resource area functions and values.