



Town of Belmont  
**Conservation Commission**  
Checklist for Completing Notices of Intent

In order to facilitate the review of your submission, please verify that the following items are included as part of your Notice of Intent filing. The Commission will schedule a hearing within 21 days of receipt of a *complete* Notice of Intent.

**Notice of Intent Requirements:**

1. (13) copies of a completed Notice of Intent form (Form 3)
2. (13) copies of plans, supporting calculations, and other documentation necessary to completely\* describe the proposed work and mitigation measures (see\* note below).
  - a. Minimum Plan Requirements:
    1. Maximum sheet size of 24" by 36"
    2. If more than one sheet is needed to describe the proposed work, an index sheet is required showing a general composite of all work proposed within the buffer zone and areas subject to protection under the act.
    3. Delineation of all wetland resource areas (including vernal pools) and the 100 foot buffer zone. For the riverfront resource area, both the 200-foot and 100-foot riparian zones shall be shown. Individual wetland flags should be clearly labeled on the project plans.
    4. Delineation of the 25 foot no-alteration area as defined in the Commission's wetlands setback policy.
    5. Plans shall be signed and stamped by a Massachusetts Registered Professional Engineer or other recognized professional acceptable to the Commission.
    6. Floodplain elevation data shall be based on NGVD (National Geodetic Vertical Datum), and reference the appropriate Flood Insurance Rate Map or Flood Study.
    7. Existing and proposed contours shall be shown at 2-ft vertical increments and labeled clearly to differentiate existing and any proposed changes in contours.
    8. All 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 edge of lawn.

9. Proposed erosion controls and materials to be used (i.e. straw bales, silt socks, silt fence, etc.)
  10. Distances of proposed alterations from the edge of protectable wetland resource areas.
  11. Locations of any soil borings, test pits, and ground water wells (including monitoring, irrigation and supply wells.)
  12. All property lines, building envelope restrictions and/or easement areas, including areas affected by Conservation Restrictions, if applicable.
  13. 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.)
  14. Federal wetlands not under the jurisdiction of the Commission shall be included.
3. (13 )copies of an 8 1/2 inch by 11 inch section of the USGS quadrangle map of the area, marked to show the project locus.
  4. The appropriate filing fee and fee transmittal form and copy of the fee calculation.
  5. Evidence that all abutters within 100 feet of the property have been notified by Certified Mail or hand delivery.
  6. If applicable, evidence that a copy of the Notice was sent to the Massachusetts Natural Heritage and Endangered Species Program by Express or Priority mail on or before the date the Notice of Intent was filed, or other evidence that the Program received the Notice of Intent within 2 days of filing with the Commission.

\*A determination that plans and other documentation are “complete” for the purposes of accepting a Notice of Intent does not necessarily mean that enough information has been provided to let the Conservation Commission adequately evaluate the project.