



**CANTON CONSERVATION COMMISSION
WETLAND PROTECTION ACT
MGL CH. 131 §40 AND TOWN OF CANTON
WETLANDS PROTECTION BY-LAW ARTICLE XV**

NOTICE OF INTENT (NOI) APPLICATION CHECKLIST

REVISED APRIL 2020

Applicants must contain all items listed below to be considered complete. *Incomplete applications will not be accepted, and may be returned. Delays due to incomplete applications are not the responsibility of the Conservation Commission.*

- Completed **NOI application** with all questions answered and legibly signed by both the applicant and the property owner. <https://www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent>
- Narrative** per Canton Wetlands Bylaw Regulations V(5.02)(A) and (Bb)(2)
- Site Plan** 24" x 36" signed and stamped by a MA Registered Civil Engineer or MA Professional Land Surveyor. Plans must show at minimum (see Regulations):
 - Entire parcel, lot lines, and distances
 - Numbered flags for all resource areas with date and name of person performing the delineation
 - Certified and potential vernal pools, Estimated and Priority Habitat areas
 - All streams, perennial (with mean annual high water mark) and intermittent (with bank)
 - All isolated wetlands
 - All buffer zones and riverfront areas
 - The minimum 30-foot No Disturbance Area
 - Maximum and minimum groundwater elevations
 - Soil characteristics in representative portions of the site
 - Existing and proposed contour elevations with datum stated
 - Distances to proposed structures from the wetland and from sediment controls
 - Limit of work
 - Erosion and sediment control in plan view and with a detail
 - Location of septic systems, wells, other utilities, and other significant features
 - Storm water management Best Management Practices (BMPs)
 - All fill/replication and restoration areas
 - Location of existing trees, stone walls, fences, buildings, rock ridges, etc.
- Locus (USGS) and FEMA Flood Insurance Rate Map (F.I.R.M)
- Natural Heritage and Endangered Species Program (NHESP) Map
- Certified Abutter List of all current property owners within 300 feet of the subject property from Canton Assessor's Office (located at Town Hall)

- Completed Affidavit of Service form
- Copy of Abutter Notification Form
- Copies of stamped white Certified Mail Slips or the Certificates of Mailing
- Completed WPA Fee Transmittal Form with a check for town fee and copy of check for state fee
- Canton Wetlands Bylaw Fee calculation sheet and application fee
- Check for \$25.00 made out to the “The Canton Citizen”
- 21 Day Waiver form signed
- Canton Board Signature Page with original signatures from each town department listed

Other items that must be included with application if they are applicable to the project:

- Stormwater management form, drainage calculations, TSS calculation worksheet, Operation and Maintenance Plan prepared, signed and stamped by registered professional engineer
- Wetlands report with replication schedule, planting plan, and narrative prepared by a wetland scientist or botanist
- Erosion and sediment details, narrative, Stormwater Pollution Prevention Plan (SWPPP) according to EPA 2012 Template and Notice of Intent application to the Environmental Protection Agency (EPA)
- Economic alternatives analysis **is required for ALL projects** within Riverfront Area

SUBMITTAL REQUIREMENTS

All items must be submitted to the Conservation Office by the posted deadline (please see posted hearing schedule and deadlines) in order to be included on an hearing agenda (the dates are irregular due to requirements of legal ad notification using a weekly paper):

1. Two (2) hard copies of the NOI application with all attachments listed above (one w/orig. signatures)
2. Two (2) hard copy full size (24 x 36) set of plans, signed and stamped
3. Electronic (PDF preferred) files of both the application (all pages/attachments) and the site plan emailed to Regen Milani at rmilani@town.canton.ma.us.

Once a **complete** NOI application has been received, the project will be scheduled for the next available Conservation Commission meeting. **The applicant or his/her representative must be present at the scheduled public meeting.** The Conservation Commission and/or its Agent will perform a site visit to confirm existing conditions and resource area delineation prior to the public hearing.