

GENERAL INSTRUCTIONS
FOR COMPLETING
NOTICE OF INTENT (FORM A)

AND

ABBREVIATED NOTICE OF INTENT (FORM H)

METHUEN WETLANDS PROTECTION ORDINANCE
CHAPTER 12, M.C.M.

PURPOSE

The purpose of the Notice of Intent is to provide the Conservation Commission with a complete and accurate description of the following:

- The site, including the type and boundaries of areas subject to protection (“resource areas”) and,
- The proposed work, including all measures and designs proposed to meet the performance standards set forth under each applicable resource area specified in Part II and Part III of the regulations.

This information is necessary for the issuing authority to fulfill its responsibility to protect the Commonwealth’s wetland resources in accordance with the Wetlands Protection Ordinance, Chapter 12, M.C.M.

RESPONSIBILITY OF APPLICANT

The role of the issuing authority is that of a reviewing agency. It is the applicant’s responsibility to provide all of the information required for this review. It is therefore in your interest to submit as complete and accurate a description of your property as possible, to insure that requests for additional information by the Conservation Commission do not result in an unnecessary delay of your project.

ABBREVIATED NOTICE OF INTENT

The abbreviated Notice of Intent (Form H) is provided to simplify filing requirements for the projects which are likely to result in limited impacts of resource areas. This form may be used when:

1. the proposed work is within the Buffer Zone (if the filing of a Notice of Intent is required) or is within Land Subject to Flooding, as defined in Part III, Section 10.57(2) of the regulations; and

2. the proposed work will alter less than 1,000 square feet of surface area within the Buffer Zone or Land Subject to Flooding; and
3. neither a Department of the Army permit nor a Division of Waterways license is required.

SUBMITTAL REQUIREMENTS

Before a Conservation Commission can go forward with its review, the applicant must submit the following materials by certified mail or hand delivered:

1. To the Conservation Commission:
 - (a) Eleven (11) copies of a completed Notice of Intent (Form A) or Abbreviated Notice of Intent (Form H), whichever is applicable.
 - (b) Eleven (11) copies of plans, supporting calculations and other documentation necessary to completely describe the proposed work and mitigating measures.
 - (c) Eleven (11) copies of plans showing compliance with Title 5 of the State Environmental Code, 310 CMR 15.00, if applicable (i.e., whenever a subsurface sewage disposal system is involved; see Part I, Section 10.03(3) of the regulations).
 - (d) Eleven (11) copies of an 8 1/2" x 11" section of the USGS quadrangle map of the area, containing sufficient information for the Conservation Commission to locate the site of work.
 - (e) Filing fee, payable to the city or town where the land on which the work is to be done is located, per Section 12-10 of the M.C.M.
2. To the Town Clerk:
 - (a) One (1) copy of the Notice of Intent form (Form "A" in the Appendix), and any additional plans required by the Commission (Section 4, B-1 M.C.C. Rules and Regulations).
3. Copy of the Notice of Intent and any plans shall also be sent or delivered to the Director of Public Works, the Community Development Board and the Board of Health (Section 4, B, M.C.C. Rules and Regulations).

4. Notification of all abutters by certified mail. Proof of such notification shall be submitted to the Commission prior to, or at, the public hearing. Such notification shall be per Form "J" in the Appendix. (Section 4, B-2, M.C.C. Rules and Regulations).

PLANS

Plans should be of adequate size, scale and detail to completely and accurately describe the site and the work proposed. The following guidelines are provided to encourage uniformity:

Sheet Sizes:

- Maximum 24" x 36"
- Where more than one sheet is required to describe the proposed work, provide an additional sheet indexing all other sheets and showing a generalized composite of all the work proposed within the Buffer Zone and Areas Subject to Protection under the Ordinance.

Scale:

- Not more than 1" = 50'.
- Where plans are reduced, display graphical scales.

Margins:

- For 8 1/2" x 11" plans, at least 1" left margin for binding, all other margins at least 1/2".
- For plans larger than 8 1/2" x 11", at least a 2" left margin for binding and all other margins at least 1/2".

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 provisions for dates and nature of revisions.

REQUIREMENTS FOR PROFESSIONAL SERVICES

The issuing authority may require that supporting plans and calculations be prepared and stamped by a registered professional engineer (PE) when, in its judgment, the complexity of the proposed work warrants this professional certification.

Likely to require certification by a PE:

- hydraulic and hydrologic calculations
- critical elevations and inverts
- drawings for water control structures such as headwalls, dams, and retention areas.

The issuing authority may also require that supporting materials be prepared by other professionals, including, but not limited to, a registered architect, registered landscape architect, registered land surveyor, registered sanitarian, biologist, geologist or hydrologist, when, in its judgment, the complexity of the proposed work warrants the relevant specialized expertise.

PERMITS, VARIANCES AND APPROVALS

Permits, variances and approvals required by local ordinance may include, among others, zoning variances, permits from boards of appeals, permits required under floodplain or wetland zoning ordinances and gravel removal permits; they do not include, among others, building permits under the State Building Code, General Laws, Chapter 23B, Section 16, or sub-division Control Law, General Laws, Chapter 41, Sections 81K-81G, which are issued by local authorities.

If you have any questions concerning the Notice of Intent, please call the Methuen Conservation Commission office at (798) 794-3217.