



Town of Barnstable Conservation Commission

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CHAPTER 707

Regulation Governing Minimum Submission Requirements for a Notice of Intent Application

The Barnstable Conservation Commission has adopted the following requirements in order to obtain more consistently complete submission documents necessary for a thorough and efficient review of all Notice of Intent (NOI) applications. Failure to complete any of the items in this checklist may result in your application being denied.

Applicant or applicant's agent should check each box denoting that the task has been completed or in certain instances, like field staking, denoting that the task will be completed. The following submission checklist covers the requirements of Chapter 237, Wetland Protection, of the General Ordinances of the Code of the Town of Barnstable. This checklist shall be submitted to the Barnstable Conservation Division with the NOI application.

1. Requirements

- a. The applicant understands, unless they've instructed otherwise, they are applying both under the Massachusetts Wetlands Protection Act M.G.L. c.131,§40 and Chapter 237 of the Town of Barnstable General Ordinances.
- b. Attach a written narrative to the Notice of Intent Application (BRP WPA Form 3), found at www.mass.gov/dep, describing any project impacts and proposed mitigation as they relate to:
 - 1. Any of the interests of Chapter 237 of the of the General Ordinances and the MA Wetlands Protection Act.
 - 2. The performance standards contained in the MA Wetland Protections Regulations (310 CMR 10.)
 - 3. Regulation Governing Activity in the 100' Buffer Zone.
 - 4. Chapter 703: Private Docks and Piers.
 - 5. Any other applicable regulations (310.CMR 10 or as promulgated under Chapter 237 of the General Ordinances).
- c. Enclosed proper payment to cover the fee for Chapter 237 filings. Consult current fee schedule.

- d. Please indicate who is to record the order of conditions (check one):
_____ Applicant _____ Agent

2. **Abutter Notification** (See Abutter Notification Regulation)

- a. Contact the Conservation Division office (508) 862-4093 regarding the docketing process.
- b. Provide a copy of the list of abutters within a 100' radius of the project site.
- c. Provide two copies of the Assessor's Map indicating the parcel of the project site and showing the 100' radius perimeter line.
- d. Provide a copy of the abutter notification letter. Use the form letter provided in our Abutter Notification Regulation.
- e. Bring the green return receipts, from the certified mailings to the abutters, as proof of notification to the public hearing. If any mailings are returned, bring the entire envelope, indicating by postal service stamp the reason for return. You will retain the receipts afterwards, not the Conservation Commission.
- f. I further certify under the penalties of perjury that all abutters were notified of the Notice of Intent Application, pursuant to the requirements of Chapter 237 of the General Ordinances. Notice must be made in writing by certified mail to all abutters within 100 feet of the property line of the project location.

Signature of Applicant or Representative

Date

3. **Field Staking:**

- a. On or before Tuesday, 8:30 a.m. one week prior to the scheduled public hearing, have your project staked by a Registered Land Surveyor showing all outside corners of all proposed structures and the continuous proposed "limit of work" line.
- b. Have a wetlands scientist or other qualified professional flag all wetland resource areas on or within 100' of the work area. Make sure that the flags are sequentially numbered.
- c. Provide a project identification stake with bright painted top and applicant name and address easily visible from the street accessing the site.

4. **Legal Advertisement Fees:**

- a. While we take care of the ad's publication, you are responsible for its payment. Pay by check at the hearing. The amount will be calculated at that time.

5. **Minimum Documentation for a Complete Application:**

- a Provide a completely filled out (in all parts) Notice of Intent application as locally adopted for the Town of Barnstable including DEP Vegetated Wetland Field Data Form. Indicate assessor's map and parcel number of the project as well as the street address.
- b. Provide project plans stamped by a professional engineer, land surveyor, architect or landscape architect (as applicable). Plans shall be drawn at a readable scale (1" = 20' preferred). For multi-acre sites a second site plan, drawn at larger scale showing the entire site, should also be provided.

6. **The site plan shall also show:**

- 1. All existing and proposed contours (at 2' minimum intervals, 1' preferred on residential sites).
- 2. Clear delineation of all existing and proposed structures and features. Building structures must be accurately dimensioned (fixed location) from property lines and wetland resource areas. Plans shall be in sufficient detail to show all potential wetland impacts, mitigation, compensatory areas, engineered structures, utilities, landscaping, etc. within the area of jurisdiction. On complicated sites, existing and proposed conditions should be shown on separate sheets.
- 3. Locus inset map of the site clearly showing its location relative to surrounding public streets.
- 4. All wetland resource area flags by individual flag number (matched to the field) to clearly identify all resource areas on or within 100' of the work area.
- 5. Section views showing changes in grade, cuts and fills.
- 6. Plan revisions clearly noted and dated in the revision block. The individual who stamped the plan must re-initial. A Revised Plan Submittal Sheet must be attached.
- 7. At least one copy of the submitted site plan printed with original signature or over original professional seal.
- c. Provide detailed, written street directions to the locus (site).
- d. Provide a copy of a U.S.G.S. locus map indicating the general area of the project site.
- e. Provide a check for the Town of Barnstable portion of the required filing fee. (The portion payable to the Commonwealth goes elsewhere.)
- f. Provide any other documentation, photographs, architectural renderings or other supporting data prepared by professionals competent in the field which may be relevant to the application.

