

CHECKLIST INFORMATION TO BE FILED FOR NOTICE OF INTENT OR ABBREVIATED NOTICE OF INTENT

All Plans shall be presented to the Waltham Conservation Commission as two (2) hard copies and as an electronic file in PDF format with the four (4) major sections formatted as described below.

Section 1 – General Site Information

- NOI Wetlands Protection Act (WPA) Forms.
- 8-1/2 x 11" USGS Quad Map noting project locus with a half mile (0.5) radius.
- 8-1/2 x 11" Flood Plain Map. Available on City of Waltham website.
- 8-1/2 x 11" National Heritage and Endangered Species Map.
- *Project Narrative* - provide details to describe the proposal and how it complies with performance standards.
- *Digital Photographs* - Recent and clear photographs showing the existing site conditions.

Section 2 – Plans

- Existing Topographic Plan prepared by a professional land surveyor based on NGVD '88 benchmarks showing existing conditions.
- Existing property site plan showing all legal lot lines, easements, street names and width of public and private streets. All buildings existing and proposed with building dimensions and all offsets to resource areas. Map shall include property address and/or map, block, lot number and deed reference (book and page).
- Show all buildings, retaining walls or other structures if applicable.
- Site Plan prepared by a Professional Land Surveyor and Professional Civil Engineer (if applicable), showing details of proposed project.

Format and Information Required in this Section:

- **Scale** - no smaller than 1" = 40'.
- **Sheet Size** - 11" X 17" to 24" X 36". Larger sheets may be used for complex projects.
- **Title Block** - located in the right-hand corner or on the right side, shall incorporate Plan Title, name and address of the project; name of the property owner or applicant; name, address and imprint of the professional consultant responsible for the preparation of each sheet; date; and sheet title and number and revision dates (if applicable).
- **Orientation** - north arrow, graphic scale, a legend defining signs and symbols used on the plan and not otherwise explained; revision date chart; location of ground water borings and the soil profile resulting from borings if applicable.
- **Plan Graphics** - existing conditions screened with topographic contours (at 1 foot) shown as dashed lines and proposed conditions clearly differentiated from the existing conditions by use of heavier or bold lines with topographic contour changes shown in solid lines. The contour lines must correspond to known elevations on existing benchmarks and to the existing and proposed grades of streets.
- **Landscape Plan** - generally showing the density of all plantings. Include invasive management plan if applicable.
- **Stamped and signed Certification** - Shall be by the professional land surveyor and professional civil engineer (if applicable).

Delineate the following:

- Wetland boundary showing flags numbered to correspond with numbered flags installed at the site
- Mean Annual High Water boundary
- Top of bank
- 100 year flood boundary
- 100 foot buffer to jurisdictional resource areas
- 100-foot inner and 200-foot outer riparian zones
- The erosion control barrier
- The limit-of-work line or note if the same as the erosion control barrier
- Recorded easements or restrictions on or crossing the property and metes and bounds of proposed conservation restrictions noting the total restricted area, if applicable
- Streets abutting the project, their grades and the utilities to which connections are proposed
- Abutting property owners and map and parcel id

Details of the following (if applicable):

- Utility Connections
- Drainage details for any proposed stormwater management system to mitigate stormwater runoff to comply with *MADEP Wetlands Protection Act*.
- Erosion control barriers.

Section 3 – Stormwater Management Form

If applicable, to ensure that proposed stormwater control designs meet MA DEP's Stormwater Management Policy.

Section 4 – Drainage Calculations

If applicable, provide drainage calculations to support system or design features proposed to mitigate impact on the wetlands to comply with *MA DEP's Stormwater Management Policy*.

- Storm drainage shall show the peak rates of flow after development and will not exceed those determined for existing conditions.
- Peak storm flow rates shall be determined using TR-55 or TR-20 for the pre- and post-development conditions for 2 year, 10 year, 25 year and 100 year storm events.
- Piped drainage systems shall have the capacity for a 25 year storm event and detention basins shall be designed to be capable of safely discharging the 100 year storm event.
- The handling of on-site drainage must be indicated and drainage calculations shall be prepared and stamped by a Registered Professional Engineer for submittal to the Conservation Commission.
- Location/size/description of snow storage plan, if applicable