

# Plans Checklist to Accompany DEP Application for Request for Determination of Applicability (RDA)

This is a Bylaw Supplemental form to aid you in submitting complete and appropriate information on your plans.

**THIS PAGE MUST BE INCLUDED WITH YOUR RDA APPLICATION.** All applicable boxes must be marked with  or identified as "N/A".

**These details are required on plans to accompany a DEP RDA application<sup>1</sup>:**

- north arrow  locus insert  bar scale- **1 in. = 20 ft.**
- existing contours (black dashed line- - - - -)
- existing structure(s) with natural and man-made features
- existing rights-of-way, easements, ancient ways or other deeded ways
- existing utilities- all locations (use standard engineering symbols/notations)
- name of Wetland Specialist responsible for identifying wetland boundaries
- date wetland was flagged (must be no more than 3 yrs. prior to current date<sup>2</sup>)
- wetland boundaries with flag #'s (highlighted blue)
- notations identifying all wetland types  
(include potential or certified vernal pools w/ 100' habitat area highlighted in green).
- 100 ft Buffer zone to wetlands (solid green line -----)
- 50 ft Buffer zone to wetlands (dashed green line - - - - -)
- 35 ft no-structure setback to wetlands (dashed black line --- - - - - -)
- 35 ft no-structure/no-disturbance setback (non-residential) same as above
- 25 ft no-disturbance setback to wetland (dashed black line - - - - -)
- floodplain (highlighted orange) per FEMA flood plain maps (if applicable)
- Annual MHW line to Riverfront area (purple solid line) labeled w/ name of River
- 200 ft. and 100 ft. Riverfront areas (purple dashed line-----) (if applicable)
- shortest distance to resource areas from proposed structure ( → )
- shortest distance to resource areas from erosion control materials ( → )
- If able, please send a pdf of plans and documents to [sandra.macfarlane@hanover-ma.gov](mailto:sandra.macfarlane@hanover-ma.gov)

- Title Block** with the following information:  Plan Title
- Applicant's Name(s), address and phone
  - Property Owner Name(s), address and phone
  - Location/Street name and number-  
**Must obtain from Assessor's Office if new lot, prior to submission of NOI**
  - Assessor Map and Lot number(s) (**All lots on which there will be activity, must** be listed on the plan with appropriate Registry info.- BK/Pg or Cert. #)
  - plan preparer's name, title and company/firm name
  - date plan prepared
  - proposed contours (**black solid line**)
  - proposed structure(s) (including driveway work, septic components, etc.)<sup>3</sup>
  - proposed location of utility lines
  - erosion control line (**highlighted red**) with erosion control material detail
  - limit of Work line (**may be same as erosion control line**)
  - conservation post locations (■ solid square symbol to indicate location of posts)
  - conservation post detail and plaque detail (copy available on website)
  - location of temporary stockpiles w/ notation of content (e.g. excavated soils)<sup>4</sup>
  - drywells for stormwater run-off are required for all structures requiring a Building Permit. Certain inground swimming pools also require dry wells for recharge to ground water.
  - drywell construction detail (copy available on website)
  - detail showing the access pathway to work area
  - crushed stone apron onto property as per DPW standards
  - signature and stamp of licensed surveyor or professional engineer
  - access path to site for proposed work**

I certify that the above checked items have been completed and understand that incomplete applications are cause for scheduling delays/continuations of public hearings.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup> Other documents are required with the application packet- see Submittal Requirements form.  
<sup>2</sup> Wetland delineation more than three years old is not acceptable for plan submission to the Cons. Commission. Call the Cons. Office for further details.  
<sup>3</sup> For Septic upgrades, show location of all features to be abandoned including detail notations. For structure demolition, show existing structural footprint.  
<sup>4</sup> depending on the content and size, stockpiles, even temporary piles, may require erosion control at base.