

# Plans Checklist to Accompany DEP Application for AOOC-revised Notice of Intent


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 AOOC revised NOI APPLICATION.**

**Highlight any item below that has been revised from the original plan.**

All applicable boxes must be marked with  or identified as "N/A".

## Required details for plans to accompany an AOOC revised NOI application<sup>1</sup>:

- highlighted details/notations pertaining to any and all items revised from the original plan.
  - existing contours (black dashed line- - - -)  locus insert  north arrow
  - existing structure(s) with natural and man-made features  bar scale- **1 in. = 20 ft.**
  - 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 (highlighted blue) showing flag locations, flag #'s and 
  - 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)
  - 35 ft no-structure setback to wetlands (dashed green line - - - - -)
  - 35 ft no-structure/no-disturbance- *non-residential* (same as above, + notation as such)
  - 25 ft no-disturbance setback (*residential*) (dashed green line - - - -)
  - floodplain (highlighted orange) per most current FEMA flood plain maps (if applicable)
  - Annual MHW line to Riverfront area (purple solid line) labeled w/ name of waterbody
  - 200 ft. and 100 ft. Riverfront areas (purple dashed line- - - - (if applicable)
  - wetland fill and replication areas (yellow for filled area, green for replication)
  - shortest distances from proposed structure(s) to all resource areas ( → )
  - shortest distances from erosion control materials to all resource areas ( → )
- 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 including revision dates, if any
- 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 insert<sup>4</sup>
- 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>5</sup>
- drywells for stormwater run-off are required for all structures requiring a Building Permit. 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

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> Haybales and straw wattles are no longer accepted for use as erosion control materials as per the Hanover Conservation Commission

<sup>5</sup> Depending on the content and size, stockpiles, even temporary piles, may require erosion control at base.