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TOWN OF SUTTON

CONSERVATION COMMISSION

Guidelines for Applicants

Types of Filings

THE SUTTON CONSERVATION COMMISSION SHALL USE THOSE FORMS AVAILABLE THROUGH THE MASSACHUSETTS DEP FORMS AND APPENDICES. WHERE, IN THE INTERPRETATION OF/OR CONFLICT WITH, THE SUTTON WETLANDS AND RIVERFRONT DISTRICT ADMINISTRATION BYLAW (THE "BYLAW") EXCEEDS MASSACHUSETTS GENERAL LAW, THE BYLAW SHALL TAKE PRECEDENCE AND PREVAIL.

Request for Determination of Applicability/Department of Environmental Protection Form WPA Form #1: This filing is to be used by applicants who wish to ask the Conservation Commission if a Notice of Intent is required. This application must be accompanied by a package including all information below and the appropriate filing and/or advertising fee. The Commission will then make a determination to either require a full Notice of Intent filing or to issue a Negative Determination with instructions to the applicant.

Notice of Intent/Department of Environmental Protection form WPA Form #4: This filing is used for any project that has known jurisdictional areas pursuant to M.G.L. and The Sutton Wetlands and Riverfront District Administration Bylaw. This application must be accompanied by a package including all information below and the appropriate filing fee.

1. Completed Form including all accurate information pertaining to any activity under the jurisdiction of the Conservation Commission.
2. A scaled plan (1" = 20') with a wet stamp and seal from a licensed Professional Engineer (PE) showing the entire property lot lines for individual lots or subdivisions, any surrounding wetlands, locus, and compass. The plan should include the following: (The applicant may be requested to provide additional plans to larger scale in order to see the entire property on one plan.)
 - a) The delineation of the wetlands with transect lines performed in areas of concern and low gradient areas. Wetland flags are to be numbered and surveyed. Plan should reflect identification of all federal, state and local jurisdictional areas. This data is to be provided by a professional wetland scientist as per the Town of Sutton local Bylaw. The plan must be stamped and signed by a licensed professional engineer. The plan must also be signed and dated by the wetland professional who performed the work.
 - b) The existing and proposed topography of the entire site.
 - c) The 100-foot buffer zone line, the 200-foot river buffer zone line, the 200-foot great pond (i.e. any pond greater than 10 acres) buffer zone, all streams marked as perennial or intermittent.
 - d) Time schedule for any existing and proposed demolition and/or construction of house, septic, well, driveway, limit of lawn, and landscaping grading contours.
 - e) Clear plan title and date of plan. Last recording date of the property with name of registry and book and page number.
 - f) Any storm water management system specifications and any proposed drainage. Include soils profile and volume of groundwater and water table levels under any retention and detention basins and/or any excavation.
 - g) Areas of proposed fill scaled, with supporting calculations.
 - h) Any proposed replication areas scaled and with planting and material stockpile plans attached as needed.
 - i) Any and all existing and proposed removal of trees greater than 5" in diameter in the 100-foot buffer zone and the 200-foot river front buffer zone, and the 200-foot great pond buffer zone.

- j) Schedule of the placement and details of proposed erosion controls for/during/and after construction.
 - k) A **locus plan** detailed street map with **Street number** indicated, showing actual location of site under consideration and with a **North arrow**.
 - l) See Comprehensive Checklist for Reviewing Public Information for other information that the Conservation Commission may require in association with any Public Hearing.
3. If required, a separate plan to scale for the replication area must be submitted with specific species identified and spacing of species within the proposed replication area as well as soils profiles, and materials stockpiles, and ground water levels in the wetland adjacent to the proposed replication area. A wetland scientist must develop this information and provide a 2-year schedule for regular nourishing and watering.
 4. Wetland field data reports provided by the wetland scientist which detail specific site information and transect lines in any sensitive areas. Details of all jurisdictional areas and any possible vernal pools whether certified or not.
 5. Clear and **enlarged** USGS map, in **color**, showing the site and the surrounding area. A one-page copy of the assessor's maps showing all the adjacent lots.
 6. If applicable, proof of filing with Natural Heritage and Endangered Species, Department of Fisheries and Wildlife, and provide a clear and **enlarged**, in **color**, Natural Heritage map with the site identified and accompanying information detailing the specific interest for the area.
 7. If applicable a wild life habitat study should be submitted.
 8. All supporting documentation required under the Massachusetts Storm Water Management Policy and Standards.
 9. All documents required under the Clean Water Act and 401 Water Quality Certification.
 10. All documents filed with the US Army Corps of Engineers.
 11. All copies of documents filed in conjunction with the Massachusetts Environmental Policy Act (MEPA) process.
 12. All documents related to the FEMA flood plain map, if any portions of the site is in a flood plain.

The above guidelines are to assist applicants in the filing process. Additional requirements may be requested as deemed necessary by the Sutton Conservation Commission.

- Also Refer to:**
- 1. Sutton Conservation Commission Order Of Conditions – Special Conditions.**
 - 2. Sutton Conservation Commission Comprehensive Checklist for Reviewing Public Hearing Information.**
 - 3. Sutton Conservation Commission RFDA/NOI Filing Fact Sheet.**

All filings must be accompanied by a plan wet stamped, and sealed by a licensed Professional Engineer.