

**TOWN OF MANCHESTER-BY-THE-SEA
WETLANDS REGULATIONS
FOR ADMINISTERING
GENERAL BY-LAW ARTICLE XVII**

**APPENDIX A – APPLICATION SUBMITTAL REQUIREMENTS
2/26/13**

1. Applications

1.1. Request for Letter Permit.

- 1.1.1. Completed Request for Letter Permit (RLP) form, obtained from the Conservation Office.
- 1.1.2. All other requirements as stated on the RLP Form and as directed by the Conservation Office.

1.2 Requests for Determination of Applicability (RDA)

- 1.2.1 Completed WPA Form 1 which will serve as an application under both the Wetlands Protection Act (WPA) and the Town of Manchester Wetlands By-Law and its Regulations. The form must be signed by the property owner.
- 1.2.2 RDAs shall be filed with the Conservation Office by the Filing Deadlines established by the Conservation Office. The RDA filing shall include:
 - 1.2.2.1 A narrative describing the proposed work and mitigation measures to be taken (e.g., erosion controls);
 - 1.2.2.2 An 8.5" x 11" section of the U.S. Geologic Survey (USGS) quadrangle or other map of the area containing sufficient information for the Conservation Commission and the Department to locate the site;
 - 1.2.2.3 Plans of sufficient size and detail to show all wetland resource areas in relation to the proposed work. RDAs used for the purposes of establishing wetland resource boundaries must be accompanied by a professionally engineered plan as described under Section 1.6;
 - 1.2.2.4 Copies of all application materials as directed by the Conservation Office;

- 1.2.2.5 An electronic version of the entire application as directed by the Conservation Office; and
- 1.2.2.6 All requisite fees as directed by the Conservation Office.

1.3 Notice of Intent (NOI) and Abbreviated Notice of Intent (ANOI)

- 1.3.1 Completed WPA Form 3 and the NOI Wetland Fee Transmittal Form which will serve as an application under both the Wetlands Protection Act (WPA) and the Town of Manchester Wetlands By-Law and its Regulations. The form must be signed by the property owner;
- 1.3.2 NOI applications shall be filed with the Conservation Office by the Filing Deadlines established by the Conservation Office. The RDA filing shall include:
 - 1.3.2.1 A certified abutters list obtained (and signed) by the Assessor's Office;
 - 1.3.2.2 A copy of the completed abutter notification form that was sent to each abutter;
 - 1.3.2.3 A signed "Affidavit of Service" that the abutters were notified;
 - 1.3.2.4 Professional Plans as described in Section 1.6;
 - 1.3.2.5 A narrative describing the proposed work and mitigation measures to be taken (e.g., erosion controls);
 - 1.3.2.6 An Alternatives Analysis and a written request for a waiver if work is proposed within a wetland Resource Area, the 30-foot No Disturb Zone or the 50-foot No Build Zone (see Section 14 of the By-Law Regulations);
 - 1.3.2.7 A Stormwater Report and Checklist illustrating how the project meets the Stormwater Management Standards unless waived by the Commission (see Section 13.2 of the By-Law Regulations);
 - 1.3.2.8 Copies of all application materials as directed by the Conservation Office;
 - 1.3.2.9 An electronic version of the entire application package (including plans) as directed by the Conservation Office; and
 - 1.3.2.10 The town's portion of the WPA filing fee and all applicable by-law fees as directed by the Conservation Office.

1.4 Abbreviated Notice of Resource Area Delineation (ANRAD)

- 1.4.1 Completed WPA Form 4A and the ANRAD Wetland Fee Transmittal Form which will serve as an application under both the Wetlands Protection Act (WPA) and the Town of Manchester Wetlands By-Law and its Regulations. The form must be signed by the property owner;
- 1.4.2 ANRAD applications shall be filed with the Conservation Office by the Filing Deadlines established by the Conservation Office. The ANRAD filing shall include:
 - 1.4.2.1 A certified abutters list obtained (and signed) by the Assessor's Office;
 - 1.4.2.2 A copy of the completed abutter notification form that was sent to each abutter;
 - 1.4.2.3 A signed "Affidavit of Service" that the abutters were notified;
 - 1.4.2.4 Professional Plans as described in Section 1.6;
 - 1.4.2.5 A Method of Determination for any Bordering Vegetated Wetlands as specified in 310 CMR 10.55(2)(c) including completed data forms as described in the MA DEP BVW Handbook: *Delineating Bordering Vegetated Wetlands Under the Massachusetts Wetlands Protection Act (1995)*;
 - 1.4.2.6 Copies of all application materials as directed by the Conservation Office;
 - 1.4.2.7 An electronic version of the entire application package (including plans) as directed by the Conservation Office; and
 - 1.4.2.8 The town's portion of the WPA filing fee and all applicable by-law fees as directed by the Conservation Office.

1.5 Request for Certificate of Compliance

- 1.5.1 Completed WPA Form 8A which will serve as an application under both the Wetlands Protection Act (WPA) and the Town of Manchester Wetlands By-Law and its Regulations. The form must be signed by the property owner;
- 1.5.2 Request for Certificate of Compliance Applications shall be filed with the Conservation Office by the Filing Deadlines established by the Conservation Office. The Request for Certificate of Compliance application shall include:

- 1.5.2.1 Professional Plans showing as-built conditions as described in Section 1.6. Plans must clearly show any deviations from the plans approved under the Order of Conditions;
- 1.5.2.2 A letter from a Professional Engineer certifying compliance of the project with the Order of Conditions, and detailing any deviations that exist and their potential effect on the project. **A statement that the work is in “substantial compliance” with no detailing of the deviations shall not be accepted.**

1.6 Professional Plan Requirements

- 1.6.1 All site plans shall include a title block, with:
 - 1.6.1.1 the name of the project;
 - 1.6.1.2 the location of the project;
 - 1.6.1.3 the name of the company or persons(s) who prepared the drawings;
and
 - 1.6.1.4 the date prepared, with the latest revision date.
- 1.6.2 A legend defining all symbols used on the plan;
- 1.6.3 Plans shall be stamped and signed by a properly licensed Professional Engineer or Land Surveyor of the Commonwealth of Massachusetts or other state unless otherwise directed by the Commission or its Administrator;
- 1.6.4 Site plans shall be submitted at a scale of 1"=10', 1"=20', or 1" = 40' unless otherwise directed by the Conservation Office or the Commission. Sheet size should be a maximum of 24" x 36." Additional plans with greater or lesser detail may also be required if such plans would provide valuable information to the Commission in its review. The Commission may allow plans at a different scale for large properties or unique circumstances;
- 1.6.5 Plans depicting proposed drainage systems and/or a subsurface sewage disposal system must be stamped by a properly licensed Professional Engineer or Land Surveyor or a Registered Sanitarian;
- 1.6.6 If the applicant has submitted or anticipates submitting plans for the subject property to any other City Board, he/she shall notify the Commission or its

- 1.6.7 Property boundaries and abutters from the most recent information on record at the Assessor's Office;
- 1.6.8 Existing and proposed contours at two-foot intervals throughout the entire plan and the source for any datum used to establish these contours;
- 1.6.9 All existing natural and man-made features including tree lines, rock outcrops, stonewalls, fence lines, driveways, parking lots, cart roads, foot paths, overhead and underground utilities, and drainage structures;
- 1.6.10 The location of all surface water supplies, wells, and septic systems on the property, and on abutting properties, within 100' of proposed work;
- 1.6.11 Elevations (side-views) of all natural and man-made drainage structures, waterways, and wetlands (as defined by the WPA and the By-Law);
- 1.6.12 All wetland resource areas including all buffer zones, including the 30-foot No Disturb Zone and the 50-foot No Build Zone;
- 1.6.13 All erosion and sedimentation control measures and the limits of work.
- 1.6.14 First floor elevation (side view) for any proposed dwelling in the 100-year floodplain using the same vertical datum as the most recent FEMA Flood Maps.
- 1.6.15 Flag numbers of all field delineated wetland resource areas;
- 1.6.16 100 year flood elevations of all natural and man-made waterways and water bodies as determined from the FEMA Flood Insurance Rate Maps and Flood Boundary and Floodway Maps. Where the floodplain of wetlands and water bodies has not been mapped by FEMA, hydrologic and calculations may be required, prepared by a Professional Engineer to determine the boundary of the 10 and 100-year floodplain;
- 1.6.17 Vegetated areas including large trees, beach grass and other coastal plant life, planting areas, both natural and cultivated—both existing and proposed. Trees and other vegetation that are proposed to be removed shall be shown on the plan;

- 1.6.18 Location of construction entrance, if applicable;
- 1.6.19 Location of proposed fill or spoils stockpile area(s) on site, if applicable;
- 1.6.20 Location of staging areas, if applicable; and
- 1.6.21 Location of proposed snow stockpile area(s), if applicable.