

# Berlin Conservation Commission Application Checklist

## Notice of Intent (NOI)

*This checklist is designed to assist the applicant in preparing a complete Notice of Intent application. One completed copy of the checklist should be submitted with the application. One (1) original and (1) copy of the NOI forms, plans and appurtenant data listed below are required to be submitted for a complete application. If submission is not complete, the planned NOI hearing may be postponed.*

**The following are required as part of a complete NOI application and are attached:**

- **Attached** Completed Notice of Intent form, available on line at <http://www.mass.gov/dep/appkits/wpaform3.pdf>. (Note: A copy of a complete NOI must also be mailed to the MassDEP Central Regional Office, 8 New Bond Street, Worcester, MA 01606.
- **Attached** Applicant must contact the Conservation Commission ([conservation@townofberlin.com](mailto:conservation@townofberlin.com)) to determine a public hearing date. Applicant must place a notice of the public hearing in the Worcester Telegram and Gazette or in The Item newspapers. Said notice must be placed at least five business days prior to the hearing, and must contain the purpose of the hearing, name of applicant, date, time and location (Berlin Town Offices, 23 Linden St.). Proof of the newspaper placements must be brought to the public hearing.
- **Attached** List of abutters within 100' of the project parcel(s) (and all pond abutters if applicable), prepared and certified by the Town Assessor's Office. At the public hearing, the applicant must provide evidence that the notice was mailed to each of the persons on the certified abutters list.
- **Attached** A copy of a check made out in the correct amount to the Department of Environmental Protection and a copy of a completed State Wetlands Fee Transmittal Form (see Mass DEP website for details).
- **Attached** A check for local filing fees made out in the correct amount to the "Town of Berlin".
- **Attached** A letter-sized copy of a portion of a USGS map depicting the project location.
- **Attached** Site Plan. See next page for required elements of plan.
- **Attached** □ **N/A** Proof of mailing or proof of hand delivery to the Natural Heritage and Endangered Species Program, if applicable.

□ **Attached** □ **N/A** Evidence that all other Berlin Bylaw permit applications relevant to the project have been filed, if applicable (e.g., Board of Health, Zoning Board of Appeals). Please list all other Bylaw permit filings: \_\_\_\_\_.

**The following must be shown on the site plan attached to the application:**

- **Shown** The signature and stamp of a Registered Professional Land Surveyor, Registered Sanitarian, or Registered Professional Engineer, and the identity of the firm/person that delineated the wetland resource area. Site plan must be dated.
- **Shown** Boundaries of all wetland resource areas (e.g., bordering vegetated wetland, bordering land subject to flooding). All demarcation flags must be located by survey in the field, shown on the plan and uniquely numbered for 'ease of location' during site inspections.
- **Shown** All wetland resource area setback lines (e.g., 100' Limit of Jurisdiction, 200' Riverfront, 25' No Disturbance).
- **Shown** Existing contour information and proposed grading.
- **Shown** Existing site conditions and proposed changes including structures, pavement, landscaping, underground utilities and building overhangs. (Note: it may be necessary to show areas outside of the limits of jurisdictional wetland area in order to provide adequate information for the Commission to properly review the project.)
- **Shown** All erosion / sedimentation control measures.
- **Shown** Pre- and post-development overstory tree line within jurisdictional area, and a calculation of the percent removal of overstory trees within the "discretionary cutting area".

**Applications subject to the DEP Stormwater Management Policy must include the following:** *(The plan and supporting documentation must also be mailed to the DEP Central Region and the Berlin Highway Department)*

- **Attached** Completed DEP Stormwater Management Form.
- **Attached** Stormwater & flood calculations using the Cornell Atlas rainfall estimates, prepared by a Professional Engineer.
- **Attached** Operations and Maintenance Plan.