



## TOWN OF NORWELL CONSERVATION COMMISSION

345 Main Street  
Norwell, MA 02061-0295  
(781) 659 - 8022

### Project Plan Checklist

File #: \_\_\_\_\_

Address: \_\_\_\_\_ Proponent: \_\_\_\_\_

#### Existing Conditions

##### Plan Basics

- ☐ Registered PE stamp and signature (or appropriate qualified individual)
- ☐ Date-original plan and all chronological revisions
- ☐ Title block
- ☐ Text not in all Caps
- ☐ Scale - Between 1"=10' and 1" = 40'
- ☐ Plan size and submittal requirement - 24" x 36' - 3 copies and 11x17 reduced – 2 copies
- ☐ Plan must be submitted in digital format separately from any narrative
- ☐ Locus map
- ☐ North arrow
- ☐ Flag, stake, and plot numbers must be on the depicted on the plan
- ☐ Property bounds and property ownership
- ☐ Existing topography (2 foot contours)(for sensitive areas 1' may be required)
- ☐ Existing vegetation, (tree line, lawn, meadows, other)
- ☐ Structures and impervious areas, (includes driveways, stonewall, sheds, pools, decks, etc)
- ☐ Existing drainage features
- ☐ Existing mitigation/replication areas
- ☐ Calculate the amount of fill required
- ☐ Plans must have maximum impervious area, either PB determined through subdivision or open space requirements
- ☐ Overlay all plan changes and updates over previous versions in different colors
- ☐ Send any CAD or GIS files associated with the project if available
- ☐ Submit both electronic and hard copy plans

##### Wetland resource areas

- ☐ Name and signature/stamp of wetland professional conducting the delineation
- ☐ Wetland resources (in color) - flagged and shown on the plan – each unique type of resource must be shown including but not limited to (salt marsh, bvw, pond, stream, bank)
- ☐ 50 foot no disturb/no build resource buffer (in red)
- ☐ 100 ft buffer (in green)
- ☐ Riverfront resource 100 and 200 ft (in blue)

MINIMUM SITE PLAN REQUIREMENTS – ADOPTED BY UNANIMOUS VOTE OF THE  
NORWELL CONSERVATION COMMISSION – February 2, 2021

- ☐ Vernal Pool buffer
- ☐ Areas prone to flooding or inundation
- ☐ Percentage and area of upland and wetland

### **Proposed Conditions**

#### **Clear and detailed Narratives are to be included, wherever feasible, on/in the plan set**

- ☐ Project scope, intent, methodology, etc.
- ☐ Riverfront alternatives analysis
- ☐ Phasing plan
- ☐ Stormwater checklist and analysis, with clear conclusions
- ☐ Stormwater monitoring and maintenance plan or SWPPP
- ☐ Dewatering plan
- ☐ Landscaping plan
- ☐ Drainage features
- ☐ Replication/mitigation areas

#### **Proposed plans for each phase and final conditions (clearly overlaid on the above noted existing conditions plan)**

- ☐ Limit of work (are natural areas being protected?)
- ☐ Erosion and sedimentation controls (e.g., diversion pipes, silt fence, construction entrances)
- ☐ Topography (1-2 foot contours) (e.g., sedimentation basins, drainage swales)
- ☐ Changes in grade
- ☐ Changes in vegetation
- ☐ All structures – all impervious
- ☐ Landscape Areas
- ☐ Retaining walls
- ☐ Replication/Mitigation Areas
- ☐ Drainage Areas
- ☐ Staging and stockpiling Areas – dumpsters/parking etc.
- ☐ Conservation Bounds – required at the 50 ft resource buffer or edge of lawfully existing use area.

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#### **Stormwater Plans**

- ☐ Stormwater checklist
- ☐ Pre- and post-construction sub-watershed areas and calculations
- ☐ All existing and proposed stormwater structures
- ☐ All proposed erosion/sediment controls (consider slope, treatment area, etc.)
- ☐ Detail sheets for all proposed erosion and sediment controls

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Please acknowledge that you have read, complied with and understand the following;

- ☐ All applicants are encouraged to utilize the services of a Massachusetts Certified Wetland Scientist for the purposes of any delineation for which you would like confirmation.

- Plans must completely and accurately describe the site, resource area boundaries, and proposed work. If these attributes are not obvious to the commission, they are unlikely to be obvious to the contractor.
- If more than one sheet is required to describe the proposed work, provide an additional sheet indexing all other sheets and showing a general composite of all work proposed within the Buffer Zone and areas subject to protection under the Act and Bylaw.
- **For those projects in which the work involves:**
  - Construction period runoff, erosion and sedimentation control
  - Changes in grades/topography, and soils or significant vegetation change,
  - Changes in water levels or drainage patterns,
  - Construction of stormwater management facilities, and
  - Wetland replication or mitigation,

**The commission will require professionally prepared plans. Any plan with stormwater or engineered features and those involving surveyed property lines must contain a PE stamp.**

- Use areas that are the result of violations or unpermitted activities must be identified and plans to restore or mitigate the loss must be included with any new project proposal.
- Location of all resource areas on site must be shown and must be accurately located regardless of type or of the applicants opinion on jurisdiction. The Conservation Commission and DEP are the only bodies granted authority to determine whether or not wetland resource areas are jurisdictional. Planning a project based on incomplete or partial resource delineation will be considered a self-imposed hardship. If you believe a resource area is not jurisdictional, show it on the plan and present the reasons why you believe it is not jurisdictional.
- Hand-drawn sketches from landowners are acceptable as plans for small buffer zone projects under Request for Determinations only. Applicants must include all the checklist information described above in a clear and accurate manner.
- The commission/staff conducts site visits to ensure that all features on the plan correspond to their locations on the site. All site plans are field verified.
- All important features shall be clearly staked in the field (with identifying labels) and surveyed on the plan.
- Supporting plans and calculations for Notices of Intent (NOIs) and for Abbreviated Notices of Resource Area Delineation (ANRADs) must be prepared by a registered professional engineer when the complexity of the work so warrants (310 CMR 10.05(4)(h)). Each registered engineer has an identification number and a stamp, and these must be on plans and calculations.
- Section 10.05(4)(h) of the wetlands regulations also allows commissions to require that supporting materials be prepared by registered landscape architects, registered land surveyors, environmental scientists, geologists, hydrologists or other professionals when that expertise is needed.
- Architects, landscape architects, land surveyors, and homeowners are not qualified under Massachusetts law to perform drainage calculations.
- Engineered plans of septic systems and water control structures must be signed and stamped by a registered professional engineer or other professional designated under Title 5 ([310 CMR 15.02\(5\)](#)).
- An MLS (municipal lien sign-off) must be received from the treasurer's office per Norwell General Bylaw Article 6, Section 8.