



## Littleton Conservation Commission

37 Shattuck Street / Room 303

Phone: 978 540-2428

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### Filing Procedure Summary Submit this checklist with application (rev August 15, 2023)

The following procedures must be followed when filing under M.G.L. c. 131, §40 or the Littleton Wetlands Protection, Chapter 171 for a wetland permit. The procedure applies to Notice of Intent, Abbreviated Notice of Intent, Request for Determinations, and Abbreviated Notice of Resource Area Determinations.

This summary is not to be considered all inclusive and in no way should an applicant misconstrue its contents to replace any part of M.G.L. c. 131, §40 or the Littleton Wetlands Protection, Chapter 171.

\_\_\_\_ (1) one electronic file of complete submittal emailed to the Conservation Agent and 2 hard copies (with full sized, color plans) filed with the Conservation Commission hand delivered or mailed and received in the office before noon of filing deadline. Additional copies may be required of some projects. Please call ahead to determine meeting dates and filing deadlines.

\_\_\_\_ (1) one complete copy of the application (paper or by eDEP) must be filed with Department of Environmental Protection at:

Department of Environmental Protection  
8 New Bond Street  
Worcester, Massachusetts 01608

It is also helpful if MADEP gets an electronic file sent to  
[CERO\\_NOI@mass.gov](mailto:CERO_NOI@mass.gov) (underscore between CERO and NOI)

With the Subject line based on this format "LITTLETON -xxx-STREET ADDRESS -  
APPLICANT NAME. The "xxx" will be NOI, ANRAD or RDA

\_\_\_\_ The applicant must include a certified list of abutters (including those in adjacent Towns) located within 100 feet of the property boundaries, according to the most recent records of the Town Assessors, or as determined by MADEP policy on abutter notification. If a Town line is within 300 feet of the Limit of Work, then that Town's Conservation Commission must also be notified.

\_\_\_\_ The applicant, at the applicant's expense, shall post to each abutter (and owner if owner is not applicant) by Certificated Mail (Return Receipt Requested), or by hand delivery with signature of abutter a copy of the Abutter Notification Form. An Affidavit of Service of such notification shall also be provided. Abutters' signed acknowledgement of notification (ie, green Return Receipt cards) shall be provide at the first public meeting/hearing. See the Littleton Conservation Commission website for the Abutter Notification Form or call the Agent.

**PROJECT NAME/ADDRESS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_ At the applicant’s expense, the Commission shall publish a legal notice in a newspaper of local circulation announcing the public hearing. The Notice will be published at least five (5) working days prior to the meeting and will include the date, time and location of the public hearing. The newspaper will bill the applicant directly. This bill must be paid before the legal notice will be published. **Please provide information on who will pay the newspaper (owner, applicant and/or representative) with the application.**

**Name** \_\_\_\_\_

**Company (if applicable)** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Phone** \_\_\_\_\_

\_\_\_\_ Filing fees for MADEP and Town of Littleton under the MA Wetlands Protection Act regulations, as well as the Littleton Wetlands Protection ByLaw filing fee.

**PROJECT NAME/ADDRESS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Plans Checklist** to accompany application for Notice of Intent (NOI). This is a Bylaw Supplemental form to aid you in submitting complete and appropriate information on your plans. These are suggested/expected items to be shown on the plans but will not necessarily be applicable to all projects. Note that the Commission requires a colored plan for presentation purposes.

All lines must be marked X or identified as Not Applicable (“N/A”), or noted as to where the information can be found.

(1) \_\_\_\_ North arrow      \_\_\_\_ Locus insert      \_\_\_\_ Bar scale (preferably 1 in = 20 to 40 ft.)

(2) Title Block with Following Information:

\_\_\_\_ Plan Title

\_\_\_\_ Applicant’s Name(s), address & phone

\_\_\_\_ Property Owner Name(s), address & phone

\_\_\_\_ Location/street name & number

\_\_\_\_ Assessor map, lot, Registry book, page on all lots w/activity

\_\_\_\_ Plan preparer’s name, title, stamp, company name, address phone & fax

\_\_\_\_ Date plan prepared, last revised, and revision notes

(3) \_\_\_\_ Existing contours

(4) \_\_\_\_ Existing structure(s) with natural and man-made features, including stone walls and trails

(5) \_\_\_\_ Trees over 8-inch diameter breast height within resource areas and buffer zones

(6) \_\_\_\_ Property lines; clearly mark limits of review area if entire property is not under review

(7) \_\_\_\_ Existing utilities, rights-of-way, easements, ancient ways or other deeded ways

(8) \_\_\_\_ Name of wetland scientist responsible for identifying wetland boundaries

(9) \_\_\_\_ Date wetland was flagged (must be no more than 3 years prior to current date)

(10) \_\_\_\_ Wetland resource area boundaries with flag numbers

(11) \_\_\_\_ 100 foot buffer zone limits and 50-foot No Disturb limit

(12) \_\_\_\_ Notations identifying all wetland types and delineation methodology

(13) \_\_\_\_ Shortest distance to all resource areas from closest proposed structure (use arrow)

**PROJECT NAME/ADDRESS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- (14) \_\_\_\_\_ Shortest distance to all resource areas from closest point of erosion control materials
- (15) \_\_\_\_\_ Proposed contours (one foot increments)
- (16) \_\_\_\_\_ Proposed location of utility lines
- (17) \_\_\_\_\_ Proposed structure(s) (including driveway work, septic components, etc)
- (18) \_\_\_\_\_ Existing and proposed stormwater management features (including temporary controls)
- (19) \_\_\_\_\_ Watersheds and drainage areas
- (20) \_\_\_\_\_ Test pit, boring holes and logs
- (21) \_\_\_\_\_ Conservation post detail and plaque detail
- (22) \_\_\_\_\_ Location of temporary stockpiles w/notation of content (e.g. excavated soils)
- (23) \_\_\_\_\_ Location of snow storage areas
- (24) \_\_\_\_\_ Location of dumpster(s)
- (25) \_\_\_\_\_ Cross-sections, particularly at key areas of slopes near wetland resource areas
- (26) \_\_\_\_\_ Mitigation plans as needed
- (27) \_\_\_\_\_ Construction sequencing
- (28) \_\_\_\_\_ Details as applicable, including type of erosion controls

**One full sized color plans (and presentation plan) should be colored as follows.**

Check if present	Feature	Line Type
	Existing tree line	Green solid
	Proposed tree line	Green dashed
	Bordering Vegetated Wetlands*	Dark blue solid
	Bank/Land Under Water	Light blue dashed
	100 foot buffer from BVW and/or Bank	Yellow solid
	50 foot No Disturb limit from BVW and/or Bank	Yellow dashed
	Vernal Pool	Purple solid
	Vernal Pool 100 foot	Purple dashed
	Bordering Lands Subject to Flooding	Orange solid
	Isolated Lands Subject to Flooding	Orange dashed
	Mean Annual High Water	Light red solid
	100 foot and 200 foot Riverfront Area	Light red dashed
	Bank, Wetland, Land Under Water, Riverfront Area and Floodplain	Red solid with differentiated stippling/cross hatching
	Mitigation Area	Red dashed line with differentiated stippling/cross hatching
	Erosion controls	Brown dashed
	Limit of work	Brown solid

\*Note locations of any federal, non-state isolated vegetated wetlands

**PROJECT NAME/ADDRESS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_