

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

- (1) The applicant must supply all of the information requested on either the NOI or ANOI.
- (2) Information to be shown on plans and / or included in the documentation of the project:
 - ☐ A separate locus map 8-1/2" x 11" on a USGS base map with title & address.
 - ☐ Title box: date, owner, bar scale, NGVD datum, North arrow.
 - ☐ Area of lot
 - ☐ Assessor's reference: map, block and parcel number
 - ☐ Registered Engineer's stamp and signature (smaller projects require plans with accurate measurements), Registered Land Surveyor's stamp and signature and/or Registered Sanitarian's Stamp and signature as appropriate
 - ☐ 10 and 100 year Flood Elevations and identification of any FEMA Flood boundaries and zones on the property
 - ☐ Proposed and existing contours and estimate of amount of fill proposed plotted at a minimum of a 2 foot Contour (on the site and adjoining sites) interval based on MSL (NGVD)
 - ☐ The "Water Resource Protection District" boundary if applicable
 - ☐ Any high water line and/or Town of Scituate Floodplain and Watershed Protection District boundary line
 - ☐ Boundaries and identify the location of any on site or adjacent vegetated wetlands, water bodies, banks, coastal beach, and/or dunes or riverfront area
 - ☐ Top and toe of the naturally occurring coastal bank, and both sides of any coastal dune
 - ☐ Vegetated areas of site including large trees & planting areas natural and cultivated
 - ☐ 100 foot setback (buffer zone) from delineated wetlands; 200 foot setback for riverfront areas.
 - ☐ Limit of work (boundary and/or notation).
 - ☐ The location and detail of proposed sedimentation/erosion control.
 - ☐ All below-ground alteration and existing and proposed structures e.g., drainage, septic systems, storage tanks, wells.
 - ☐ Distance from wetlands, water courses or other resource areas to the leaching facility
 - ☐ Easements.
 - ☐ Existing stone walls, buildings or other fixed landmarks on the site.
 - ☐ Proposed location for the stockpiling of any fill or spoils material to be stored on site and existing and abutting properties.
 - ☐ Existing and proposed lowest elevation of cellars or floors.
 - ☐ The top of foundation and first floor elevation for any dwelling in the floodplain, existing or proposed.
 - ☐ Calculations for drainage, if required, based on standard methodologies set forth in the U.S. Soil Conservation Service Technical Release No 55, Urban Hydrology for Small Watersheds and Section 4 of the U.S. Soil Conservation, National Engineering Hydrology Handbook, and prepared by a registered professional engineer or another professional competent in such matters.
 - ☐ Photographs of the property, including structures, mounted or printed on 8-1/2" x 11" sheets.
 - ☐ Copy of the Deed to the property.
 - ☐ Flagging and numbering of the edge of wetlands and flood zone boundaries.

NOI on site inspection requirements to be met at the time of filing:

- ☐ Visible identification of lot number or house number if existing house.
- ☐ Staking of all corners of new structures or additions.
- ☐ Staking of property boundaries, if required by the Commission.
- ☐ Flagging and numbering of the edge of wetlands and flood zone boundaries.

If these requirements are not met, the project may be denied for lack of information (SWR 10.05, (a)&(b)) or, at the applicant's request, continued to another hearing date. Any new information requested by the Commission must be submitted 7 days prior to the date of the continuance, to allow for adequate review by the Commission. Additional time for review of tardy information may be requested by the Commission and may result in an additional continuance.