

## Notice of Intent (NOI) Plan Content Requirements

- (1) The applicant must supply all of the information requested on either the NOI.
- (2) Submit original (1) and three (3) copies of everything, plans included, and email to the Conservation Commission at [conservation@scituatema.gov](mailto:conservation@scituatema.gov)
- (3) 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), and/or Registered Land Surveyor'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.
  - Narrative describing how the project meets the performance standards of the WPA and Bylaw

### **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 seven (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.

**Mail transmittal forms and MassDEP payments, payable to:**

Commonwealth of Massachusetts  
Department of Environmental Protection  
Box 4062  
Boston, MA 02211

***Mail & Email Copy of complete NOI to:***

**DEP/SERO - Wetlands Division  
20 Riverside Drive  
Lakeville, MA 02347**

[SERO\\_NOI@mass.gov](mailto:SERO_NOI@mass.gov)

**Subject line includes:** "SCITUATE – NOI – (Street Address) – (Applicant Name)"

**FEES IF 1 ACTIVITY (SEE DEP CATEGORIES ALSO ATTACHED):**

**Category 1** (Fee for each activity is **\$110**):

- a.) work on single family lot; addition, pool, etc.;
- b.) site work without a house;
- c.) control vegetation;
- d.) resource improvement;
- e.) work on septic system separate from house;
- f.) monitoring well activities minus roadway; new agricultural or aquaculture projects.

**WETLAND FEE TRANSMITTAL FORM:**

**STATE FEE: \$110**

**1/2 = \$55.00 - \$12.50 = \$42.50 State share**

**TOWN FEE**

**\$55.00 + \$12.50 = \$67.50 + BYLAW FEE OF \$100.00 = \$167.50**

**Fill in the Wetland Fee Transmittal Form**

**And the Town of Scituate Bylaw Fee Schedule**

**ABUTTER NOTIFICATION**

- **Notification to Abutters** (all abutters within 100') and you can notify them by Certificate of Mailing (needs to be done at the Post Office) but cheaper than certified mail.
- **Legal Notices**: Notice of Intent filings require that a legal notice be published in a local newspaper at least five (5) days before the public hearing. The Conservation Office staff will publish this notice on your behalf. Applicant will be required to pay for the legal notice.