

Ipswich Conservation Commission Mandatory Pre-Filing Checklist for an NOI, ANOI and ANRAD

Filings must be complete, in compliance with the following checklist, or your project filing will not be accepted. Every blank below must be either initialed, indicating compliance, or designated as “N/A,” if not applicable. Ipswich Wetlands Protection Bylaw and Regulations and Ipswich Stormwater Bylaw and Regulations are available at the Town Clerk’s Office or on the Town website.

GENERAL REQUIREMENTS

___ Applicable sections of all forms are completed. We understand that incomplete or deficient information may cause delays in the hearing.

___ All forms are dated and contain contact names, addresses and telephone numbers, in addition to the proper project address. For the applicant, we understand that this must include having a **valid telephone number** for the legal advertisement bill. All information must be legible.

___ We understand that this filing requires the issuance of a Department of Environmental Protection (DEP) file number before any decision may be finalized by the Commission. Failure to file the project materials with DEP will result in no number issuing, which will cause delays.

___ If this matter is not decided for any reason in the first session it is heard, and if any new information is required, or revisions to project plans required, the deadline for submission of any and all subsequent materials in this matter is the Wednesday before the meeting date to which this matter was continued. All supplemental materials must comply with the Required Number of Copies section below, including one additional complete set of same submitted to DEP-Northeast Regional Office (NERO) on or before that date of submittal to the Commission.

MANDATORY SETBACKS

___ If proposing **any activity in the No-Disturbance Zone**, we have submitted a separate written request for a variance of sufficient scope and content to establish a hardship. We have also submitted a proposed mitigation plan. The proposed impact and the mitigation areas are both shown on the plan. The mitigation area ratio is a *minimum* of 1.5 (new) to 1.0 for areas disturbed, if approved.

___ If proposing **any structural activity (any impervious surface, gravel, rip-rap, paving, etc. is considered a structure) in the No-Build Zone**, we have submitted a separate written request for variance of sufficient scope to establish a hardship in full compliance with the requirements of the Bylaw. We have also submitted a proposed mitigation plan. The proposed impact and the mitigation areas are both shown on the plan. The mitigation area ratio is a *minimum* of 1.5 (new) to 1.0 for areas disturbed, if approved.

STORMWATER MANAGEMENT:

___ If the project is subject to Massachusetts Stormwater Management requirements, a “Checklist for Stormwater Report”, stamped by a professional engineer, has been submitted with this filing.

___ If this project proposes land disturbances greater than 10,000 sq.ft. or 50% of the lot, whichever is less, the project is subject to Section VI.F of the Ipswich Wetland Protection Bylaw regulations, which requires compliance with state Stormwater Management requirements. “Land Disturbance” includes soil removal, grading and filling, deforestation and clearance of other existing vegetation.

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REQUIRED PLANS:

____ We have included a Locus map showing the location of the project site, with the site circled or otherwise identified.

____ We have included engineered plans are included which show all proposed work, two-foot contours, all resources delineated, all applicable State and Bylaw buffer zones shown, and restrictive Bylaw subzones for No Disturb and No Build Zones. *Per 310 CMR 10.05(4)(h), "The issuing authority (ICC) may require that supporting plans and calculations be prepared and stamped by a registered professional engineer (PE) when, in its judgment, the complexity of the proposed work warrants this professional certification. The issuing authority may also require the preparation of supporting materials by other professionals including, but not limited to, registered landscape architect, registered land surveyor, environmental scientist, geologist or hydrologist when in its judgment the complexity of the proposed work warrants the relevant specialized expertise."*

____ If there is no large or deep excavation, and no mitigation requirement, we have included a sketch showing proposed work, and distances to wetland area(s), and requested a waiver of the requirements for engineered plans.

ABUTTER NOTIFICATION:

____ We have created an list of **all abutters for all properties within 100 feet** in any direction of the project property lines (including across paper or real streets, easements, adjoining waterbodies, etc.) and had that list certified by the Ipswich Assessor's Office.

____ We have notified all the abutters by certified mail on or before the date of filing this project with the Commission. **Proof of this notification must be submitted at the first public hearing.** Failure to notify abutters in advance will constitute valid cause for the Commission to continue this matter to a future session.

____ In lieu of the above, this project proposes work solely within Land under Water Bodies or Waterways, or solely within a Lot with an area greater than 50 acres, and the applicant has provided notification to Abutters whose Lot is within one hundred feet from the Project Site; OR

____ the project is a Linear-shaped project greater than 1,000 feet in length, and notification is provided to Abutters whose Lot is within 1,000 feet from the Project Site.

FEES AND OTHER COSTS:

____ All fees required under **both state and local law** are enclosed. **If a delineation of resources is part of the project for an NOI or ANOI, we have included payment under the local law for review of the resource boundaries.** Fees are not refundable, including for voluntary project withdrawal. Miscalculation of fees or failure to pay fees will result in the filing being deemed incomplete.

____ Your application must include a seperate check for \$75 made out to Town of Ipswich to cover the advertisement fee. We understand that this filing requires published public advertisement/legal notices which the Commission will prepare and submit to the newspaper.

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AUTHORIZATION:

_____ **If this document is not filled out by the applicant**, then any consultant or contractor or other representative so completing and submitting it hereby state(s) that they have full and complete knowledge and authority to make all the representations herein, that they agree to immediately notify the applicant of all aspects of this matter not decided by the applicant, and that the applicant has so authorized them to make those decisions on the applicant's behalf.

MEETING DATE

_____ We understand that this matter, if submitted in complete form, will normally be agendaed for the first meeting following our submittal of materials. The applicant or their duly-authorized representative **agrees to attend the meeting**.

_____ If, due to early deadlines related to the required legal advertisement, the matter cannot be heard within the required 21-day period, we agree to sign a waiver of the 21-day requirement for a hearing, and be present at the next regularly-scheduled public hearing.

REQUIRED NUMBER OF COPIES:

_____ We have signed and dated the original of this form, and submitted to the Conservation Office:

- **An original copy of all 8½" by 11" documents** (e.g., NOI, etc.) **AND**
- **An original plus 1 copy of documents larger than 8½" by 11"** at actual scale (e.g. plans).

_____ **In addition**, we have submitted via email to Jennap@ipswichma.gov and Janetr@ipswichma.gov **an electronic set of all documents and plans**, as required by the Ipswich Wetland Protection Bylaw. NOTE: *A DVD may be submitted to the Conservation Office to meet this requirement.* If you require assistance with creating an electronic copy, contact the Conservation Office.

_____ We have sent a copy of the **state Fee Form** and **state's portion of the state fee** to **Department of Environmental Protection at P.O. Box 4062, Boston, MA 02211.**

_____ We have submitted **one full set of all documents and plans except this checklist to the DEP-Northeast Regional Office (NERO) at 205B Lowell Street, Wilmington, MA 01887** on or before this submission to the Commission.

We have reviewed and completed this form on _____ day of _____, 20__.

We are the (circle all that apply): applicant // site owner // consultant

Sign here: _____

Print here: _____