BROCKTON CONSERVATION COMMISSION

FILING INFORMATION & REGULATIONS

January 2009

Request for Determination of Applicability

The Request for Determination of Applicability Form and associated documentation must be filed with the Commission Office by noon of the deadline date. (See attached schedule of filing deadlines).

As part of the filing, the applicant must:

- Submit ten collated packets of the completed application, maps, plans, and other documents identifying proposed activities and their location relative to the boundaries of each wetland resource area and Buffer Zone (if applicable). All plans contained in said packets must be folded to fit within a 12x15 envelope used for mailing the applications to the Commissioners.

- The application must contain a written narrative of the project. Describe and show on accompanying maps and plans, both existing and proposed site conditions, including temporary construction impacts. (See attached specifications.)

- The application must include an **original** green municipal lien certificate from the City of Brockton showing all taxes and fees are paid to date.

- Fees
  - Advertising Fees are the responsibility of the Applicant or its representative. The applicant/representative is responsible to contact *The Enterprise* at 508-638-5561 prior to the running of the advertisement to make arrangements for payment.
  - Consultant fees: all projects will be reviewed by the Commission's consultant; see attached schedule for appropriate fee submittal.

Within 21 days of receipt of the application, the Conservation Commission will hold a public hearing.

- The meeting may be postponed/extended upon written permission of the applicant.

Abbreviated Notice of Resource Area Delineation

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- Notify abutters of intent and the date of the public hearing by certified/returned receipt mail.
  - The public hearing cannot be opened unless and until the abutter notification is complete.
  - The certified abutter's list must accompany the application

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- Attach a copy of the signed and stamped as-built plans from the *Notice of Intent*

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IMPORTANT

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- All information, documentation and revisions are to be received prior to the close of any public hearing. Public hearings will **not** be closed "pending receipt of a revised plan or additional information".

- If a project does not meet the required regulations it will be denied unless the applicant requests a continuance date to address redesign issues.

- Any design submitted must provide documentation supporting compliance with the DEP Stormwater Policy. Please see Hydrology Handbook for Conservation Commissioners, March 2002, for specific submittal requirements and site plan data.

How to Notify Abutters

The applicant must request a certified abutters list from the Assessor's Office. All requests must be made on the attached form. After receiving the names of the abutters, the applicant is required to mail a notification via Certified / Returned Receipt mail. Proof of mailing must be presented at the first meeting.

Example Letter:

Notification to Abutters Under the
Massachusetts Wetlands Protection Act

In accordance with Massachusetts General Laws Chapter 131 ss40, you are hereby notified that (name) has filed a (type of submission) with the Brockton Conservation Commission for (project description). Copies of the (type of submission) may be examined at the Office of the Conservation Commission between the hours of 8:30 am – 4:30 pm Monday through Friday. For more information you may call the Brockton Conservation Commission Office at (508) 580-7167.

Notice of the public hearing, including its date, time, and place will be published at least five (5) days in advance in The Enterprise. You also may contact the nearest Department of Environmental Protection Regional Office for more information about this application at the Southeast Regional Office at (508) 946-2800.

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Bring this to the Assessor's Office in the Basement. There will be a charge depending on the number of abutters.

TO: Board of Assessors

FROM: Stephanie Danielson, Chairperson

DATE: _____

Please furnish a list of abutters and owners of the adjoining land of the abutters not to exceed 100 feet to the property owned by

_____

and located at _____

Map # _____ Plot _____ Route _____.

Thank you.

_____

Project Specifications

The following is typical of the information the applicant will be expected to provide either in the text of the application or in the plans.

1. The names of all abutters are to be shown on the plan, including those across any public way.

2. The description of any alteration to Flood Storage capacity on the site. (Including calculations and water shed maps.)

3. Runoff plan and calculations using the TR 55 method and based on the 10 year, 50 year, and 100 year flood frequency event periods. Calculations shall show existing and proposed runoff conditions for comparative purposes.

4. The soil characteristics in representative parts of property, including depth of peat and muck in wetlands. Test boring results should be provided.

5. A cross-section of all wetlands, showing slopes, bank and bottom treatments.

6. The existing and proposed water storage capacity of the property, including calculations and data on which the capacity is based. If filling is proposed, determine the effect of loss of storage on downstream channels and culverts.

7. If storm water management operations/maintenance plans are required, they must be included in the text of the application even if they are also shown on a plan submitted.

Plan Requirements for Request for Determination of Applicability, Resource Delineations, and Notice of Intent

1. An 8.5 x 11 inch color reproduction of the U.S.G.S. quadrangle sheet showing the project locus.

2. The names of all abutters are shown on the plan, including those across any public and private way.

3. Maximum and minimum ground water elevations.

4. Soil characteristics in representative positions of the site.

5. The methods to be used to stabilize and maintain any embankments facing any wetland, or show slope on plans of less than or equal to 3:1.

6. The methods to control erosion during and after construction shall be shown.

7. All plans must include a delineation of all wetlands, both permanent and seasonal, natural and man-made, and should be clearly delineated as indicated below, regardless of whether or not the applicant believes the work is subject to M.G.L. Ch. 131, s. 40. If a resource area is on nearby land it is also to be identified on the plan as indicated below.

a. Open or flowing water: Light Blue
b. Marsh or swamp: Light blue with swamp symbols superimposed
c. All meadows, flats, and other land subject to flooding: Outline with a dashed blue line.

8. All plans must include a delineation of all alterations proposed in or adjacent to wetlands and floodplains as indicated below:

a. Areas to be dredged: Outlined with red
b. Areas to be filled: Outlined with green
c. Areas to be altered in any way, other than dredging or filling: Outlined in black. All alterations should be clearly explained in text or footnotes.

9. All drawings should delineate the 100 and 50 foot buffer as well as the 25 foot no touch zone.

10. The calendar dates of measurements, samplings, contours and so forth should appear with such data. The datum shall be stated in both NGVD and Brockton City base. The contour interval shall be no greater than two feet.

11. The existing and final contours and contour interval used, including pond bottom and stream invert contours.

12. The locations and elevations of sills.

13. The locations, sizes and slopes of existing and proposed culverts and pipes shall be shown.

14. The location and elevation of benchmark used for survey.

15. The location of all existing trees, stone walls, fences, buildings, historic sites, rock ridges and outcroppings.

16. The invert elevations on catch basins.

BROCKTON CONSERVATION COMMISSION
CONSULTANT REVIEW FEE SHEET - EFFECTIVE January 1, 2008

APPLICATION	PROJECT	CONSULTANT REVIEW FEE
Notice of Intent (NOI)	**Residential – single family**	
	Accessory / Addition	$300.00*
	New Construction	$500.00*
	Residential - other	
	Subdivision	$2,500.00*
	Multi-Unit	$2,500.00*
	Commercial	
	New	$2,500.00*
	Redevelopment	$1,500.00*
	Industrial	
	New	$3,000.00*
	Redevelopment	$1,500.00*
	Utilities – New/Expansion	$5 per linear foot / not-to-exceed $2,500.00
	Limited Project (other than 10.53(e)	**Fee Varies:** As per the Commission's Consultant's Proposal
	***Wetland Resource Alterations / located w/in RFA**	***Additional 50% of Fee**
Notice of Resource Area Delineation (ANRAD)	Base Review	$2,500.00 plus:
	Resource Area Boundary	$4 per linear foot / not-to-exceed $2,000.00
Request for Determination of Applicability - *NO Boundary Confirmation*	Residential	No Charge
	All Other	$300.00
	Boundary Confirmation	See ANRAD Fee Schedule
Certificate of Compliance (COC)		No Charge [1]
OOC Extension Request		No Charge
Emergency Certification		$500.00
Request for Amended Order of Conditions		$500.00[2]

[1] No Charge assumes that all required documentation is available and/or provided with Request and no site inspection to confirm that the project meets the applicable General Performance Standards. Otherwise, a Consultant Review Fee may be assessed by the Commission on a case-by-case basis.
[2] Consultant Review Fee assumes that no stormwater management design review is necessary.