

**WETLANDS PROTECTION COMMITTEE**

Town Hall, 525 Washington Street, Wellesley, Massachusetts 02482

**Requirements for submittal of a Notice of Intent (NOI)**

- Signed and dated cover letter
- Completed, signed and dated WPA Form 3, Notice of Intent (NOI) signed by the applicant and current owner(s) (or owner's written authorization that the NOI may be submitted if unable to sign)
- Completed Town of Wellesley Wetlands Protection Bylaw Notice of Intent Application
- Abutter Notification:
  - A. completed [Abutter Notification Form](#)
  - B. proof of abutter notification (i.e. receipts, must be submitted by the opening hearing)
  - C. completed [Affidavit of Service Form](#)
  - D. list of abutters
- Locus map with project site marked on the appropriate USGS quadrangle
- Narrative describing:
  - A. existing and proposed site conditions and activities, including walls, drywells, fences, etc., in all wetland resource areas
  - B. current and proposed status of any on-site invasive species (if applicable)
  - C. changes in impervious cover within the Resource Areas and within the site as a whole, by cover type (i.e. grass cover, woods, impervious area), as a table
  - D. wetland resource area delineation or certification from wetland scientist responsible for the delineation, including
    - the date of the delineation
    - the basis of delineation, including quantitative field data sheets for both upland and wetland plots
    - a statement that the flags indicated on the site plan appear to be correctly shown
  - E. a wildlife habitat evaluation (if required); see performance standards by resource area for thresholds when triggered and Section 2.10 Wellesley Wetlands Protection Regulations for a comprehensive list of requirements

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- F. A compliance evaluation describing how the proposed project meets the Performance Standards for each Wetland Resource Area including the Buffer Zone under the Bylaw.
- G. A compliance evaluation to demonstrate how the proposed project meets the applicable stormwater management standards, **when triggered** (see Section 1.6(8)(b)4.1)-2) of the Bylaw Regulations and 310 CMR 10.05(6)(k)-(q). If applicable, provide:
- 1) calculations for TSS and P removal for any proposed onsite infiltration system showing load reductions (required for the Town's MS4 Permit)
  - 2) an Operations & Maintenance Plan including a statement that maintenance logs be submitted to the Town Engineer annually
  - 3) a note that the installation of the onsite infiltration system requires an inspection by the Town Engineer at the time of excavation
  - 4) confirmation if the project will go through Large House Review
- H. completed [Request for Waiver](#) of Performance Standards under the Wellesley Wetlands Protection Bylaw Form (**if applicable**)
- I. full-size plans, stamped, dated, and signed plans by a Registered Land Surveyor, Registered Professional Engineer and/or Registered Landscape Architect, conforming to the following guidelines:
- 1) scale between 1" = 10' and 1" = 50' (10- or 20-scale plans are recommended for single-family parcels)
  - 2) elevations at 1' contours using Wellesley Town Datum
  - 3) boundaries of all wetland resource areas onsite or offsite that may be affected by proposed work (Waterbodies and Waterways, Banks, Vegetated Wetlands, Buffer Zone, Riverfront Area, Lands Subject to Flooding, Vernal Pool Habitat, and Water Supply Protection District)
    - o any FEMA and/or Town flood lines
    - o the number and location of all wetland flags
    - o the 25-foot No-Disturbance Zone boundary, if applicable
  - 4) limit of work or clearing; together with the minimum distance to the closest Bylaw resource area
  - 5) location of all erosion control measures, including protections for downgradient catch basins



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- 6) location of any stockpiling areas
  - 7) details of proposed walls, fences, drywells, etc. (on separate sheets, if needed for clarity)
  - 8) finished floor elevations for basement (if applicable)
  - 9) location of any soil test pits or borings (if applicable)
  - 10) size, species, and location of proposed plant materials using botanical (Latin) names
  - 11) location, size, and material of drainage connections (if applicable)
  - 12) depth to ledge with elevations, verifying a minimum of 2' separation for infiltration systems (if applicable)
  - 13) location of all trees proposed to be removed and/or trees to be protected, with a label noting the dbh and species (if applicable)
  - 14) mitigation plans
    - Vegetation, showing location, species, and dbh
    - Stormwater, demonstrating compliance with standards identified in Section 1.6(8)(b)4.g. and 310 CMR 10.05(6)(k)-(q), plans may include rain gardens, biobasins, drywells, other subsurface systems
  - 15) north directional arrow pointing due north
  - 16) legend on a white background
- A completed copy of this Requirements for submittal of a Notice of Intent (NOI) checklist
- A copy of the Tree Protection Plan showing the critical root zones for all trees needing protection outside any Wetland Resource Areas (if required under the Tree Protection Bylaw)
- Before a site walk, mark wetland flags with paper marking tape, survey mark locations of key alterations with stakes, and include property boundaries, if relevant to the review
- Payment of fees
- A. Two checks payable to the Town of Wellesley (the Town portion of the WPA filing fee and the Town Bylaw filing fee)
  - B. A statement of the payee, check number, and amount paid to the Commonwealth of MA for the State portion of the WPA filing fee
  - C. \$500 Waiver Fee for Request for Waiver (if applicable) as a separate check, payable to the Town of Wellesley
  - D. A completed NOI Wetland Fee Transmittal Form

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E. An explanation of how the Notice of Intent filing fee under the Bylaw was calculated

Submitted to the NRC office on or before the deadline\*:

A. One (1) Original (paper)

B. One (1) Copy (paper)

C. One (1) of either of the following (please circle):

1) One (1) USB Flash Drive

2) One (1) PDF or Download link (electronic) to [nrc@wellesleyma.gov](mailto:nrc@wellesleyma.gov)  
AND [jmeyer@wellesleyma.gov](mailto:jmeyer@wellesleyma.gov)

\*Deadlines: Hearings are typically held every 21 days. Deadlines for the NOI application to be placed on the agenda are posted at <https://www.wellesleyma.gov/421/Wetlands-Protection-Committee>

Within 21 days after receipt of a COMPLETE Notice of Intent, the Committee shall hold a public hearing. If the application is not complete, the Wetlands Administrator will request the WPC open and immediately continue the hearing until all necessary information is provided to allow the Committee to adequately review the filing.

The applicant and/or applicant's representative should plan to attend the hearing to present the proposal to the Wetlands Protection Committee.

Questions? Contact Clerk Leah Wallner at [nrc@wellesleyma.gov](mailto:nrc@wellesleyma.gov) or Wetlands Administrator, Julie Meyer at [jmeyer@wellesleyma.gov](mailto:jmeyer@wellesleyma.gov)

**Revised: December 23, 2020**