



## WETLANDS PROTECTION COMMITTEE

888 Worcester Street, Suite 160 | Wellesley, Massachusetts 02482-5918

### **Requirements for submittal of an Amended ORAD or OOC**

- Detailed explanation of the proposed changes demonstrating the following requirements:
  - For an Amended ORAD:
    - Relatively minor change resulting from a mutual error
  - For an Amended OOC:
    - Unchanged or reduced impacts to the Bylaw Interests and Values
    - Unchanged or reduced scope of project
    - Meets applicable performance standards
- Abutter Notification
  - Completed Abutter Notification Form
  - Proof of abutter notification (proof of mailing may be submitted at the first session of the hearing)
  - Completed Affidavit of Service Form
  - List of abutters
- Check made payable to the Town of Wellesley for \$150.
- Full size site plan **with a legend** on a white background clearly showing proposed changes and the following:
  - Approved conditions
  - Proposed plan changes with:
    - Properly placed erosion control barriers including those for protecting nearby stormwater catch basins and details of the barriers
    - Details of proposed walls, fences, drywells, etc.
    - Stockpiles
    - All trees proposed to be removed and/or trees to be protected
    - Mitigation plans
      - Any new/update vegetation mitigation plans, if applicable, showing species, DHB, and planting location
      - Any updated methods to keep drainage on the site (infiltration systems, drywells, etc.), if applicable
  - Site boundaries
  - Applicable Bylaw Resource Area Boundaries
  - Applicable FEMA and/or Town flood lines
  - Scale between 1" = 10' and 1" = 50'
  - **Stamped and Signed** by a Professional Land Surveyor and/or Registered Professional Engineer
- Any additional supporting information including photographs or engineering calculations
- Submit the complete application packages to the NRC office before the deadline\* as follows:
  - One (1) Original (paper)
  - One (1) Copy (paper)
  - One (1) PDF or Download link (electronic) to [nrc@wellesleyma.gov](mailto:nrc@wellesleyma.gov) AND [jmeyer@wellesleyma.gov](mailto:jmeyer@wellesleyma.gov)

The local newspaper (Wellesley Townsman or MetroWest Daily News) will bill the applicant directly for the required legal notice. The NRC Office staff will place the legal notice in the paper. Just advise the NRC office of who will be paying for the legal notice.

\*Note: Wetlands hearings are typically held every three weeks. Application deadlines and meeting dates are posted on the Wetlands Protection Committee (WPC) website at <http://ma-wellesley.civicplus.com/DocumentCenter/View/1159>. Please contact Wetlands Administrator, Julie Meyer at [jmeyer@wellesleyma.gov](mailto:jmeyer@wellesleyma.gov) for further information. The applicant and/or applicant's representative should plan to attend the hearing to present the proposed work to the Committee.