



**CANTON CONSERVATION COMMISSION
TOWN OF CANTON
WETLANDS PROTECTION BY-LAW ARTICLE XV**

PERMIT APPLICATION CHECKLIST

July 2021

Submitted applications must contain all items listed below to be considered complete. *Incomplete applications will not be accepted, and may be returned. Delays due to incomplete applications are not the responsibility of the Conservation Commission.*

- Completed **local-only permit application** with all questions answered and legibly signed by both the applicant and the property owner.
- Narrative** per Canton Wetlands Bylaw Regulations V(5.02)(A) and (Bb)(2)
- Site Plan** 24" x 36" signed and stamped by a MA Registered Civil Engineer or MA Professional Land Surveyor. Plans must show at minimum (see Regulations):
 - Entire parcel, lot lines, and distances
 - Numbered flags for all resource areas with date and name of person performing the delineation
 - Certified and potential vernal pools, Estimated and Priority Habitat areas
 - The 30-foot No Disturbance Zone line
 - Soil characteristics in representative portions of the site
 - Existing and proposed contour elevations with datum stated
 - Distances to proposed structures from the wetland
 - Limit of work
 - Erosion and sediment control in plan view and with a detail
 - Location of septic systems, wells, other utilities, and other significant features
 - Storm water management Best Management Practices (BMPs), where applicable
 - Location of existing trees, stone walls, fences, buildings, rock ridges, etc.
 - Tree protection plan at drip line, where applicable
- Locus (USGS)
- Most recent FEMA Flood Insurance Rate Map (F.I.R.M)
- Natural Heritage and Endangered Species Program (NHESP) Map
- Wetlands report with narrative prepared by a professional wetland scientist/botanist
- Certified Abutter List of all current property owners within 300 feet of the subject property from Canton Assessor's Office (located at Town Hall)

Canton MA Wetlands Bylaw-only Application Checklist

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- Copy of completed Affidavit of Service form
- Copy of completed Abutter Notification Form
- Copies of stamped white Certified Mail Slips or the Certificates of Mailing
- Completed Canton Wetland Fee Schedule with a check for town fee
- Check for \$25.00 made out to the "The Canton Citizen"
- 21 Day Waiver form signed
- Canton Board Signature Page with original signatures from each town department listed

Other items that must be included with application if they are applicable to the project:

- Stormwater Report and Operation and Maintenance Plan prepared, signed and stamped by registered professional engineer
- NPDES NOI, proof of submittal, and Stormwater Pollution Prevention Plan (SWPPP) according to EPA 2012 Template and Notice of Intent application to the Environmental Protection Agency (EPA)
- Request for a variance from 30 Foot No Disturbance Zone requirement if desired. A detailed alternatives analysis is required for ALL projects that wish to within 30 Foot No Disturbance Area.

SUBMITTAL REQUIREMENTS

All items must be submitted to the Conservation Office by the posted deadline (please see posted hearing schedule and deadlines) in order to be included on a hearing agenda:

1. Two (2) hard copies of the permit application with all attachments listed above (one w/orig. signatures)
2. Two (2) hard copy full size (24 x 36) set of plans, signed and stamped
3. Electronic (PDF preferred) files of both the application (all pages/attachments) and the site plan emailed to Regen Milani at rmilani@town.canton.ma.us and Casey Songin at csongin@town.canton.ma.us.

Once a **complete** application has been confirmed by the Agent, the project will be scheduled for the next available Conservation Commission meeting. **The applicant or his/her representative must be present at the scheduled public meeting.** The Conservation Commission and/or its Agent will perform a site visit to confirm existing conditions and resource area delineations prior to the public hearing.