


Plans Checklist to Accompany DEP Application for Notice of Intent (NOI)

This is a Bylaw Supplemental form to aid you in submitting complete and appropriate information on your plans.

THIS PAGE MUST BE INCLUDED WITH YOUR NOI APPLICATION. All applicable boxes must be marked with or identified as "N/A".

These details are required on plans to accompany a DEP NOI application¹:

- north arrow locus insert bar scale- **1 in. = 20 ft.**
- existing contours (black dashed line- - - - -)
- existing structure(s) with natural and man-made features
- existing rights-of-way, easements, ancient ways or other deeded ways
- existing utilities- all locations (use standard engineering symbols/notations)
- name of Wetland Specialist responsible for identifying wetland boundaries
- date wetland was flagged (must be no more than 3 yrs. prior to current date²)
- wetland boundaries (highlighted blue) showing flag locations, flag #'s and 
- notations identifying all wetland types
(include potential or certified vernal pools w/ 100' habitat area highlighted in green).
- 100 ft Buffer zone to wetlands (solid green line)
- 35 ft no-structure setback to wetlands (dashed green line - - - - -)
- 35 ft no-structure/no-disturbance- *non-residential* (same as above, + notation as such)
- 25 ft no-disturbance setback (*residential*) (dashed green line - - - - -)
- floodplain (highlighted orange) per most current FEMA flood plain maps (if applicable)
- Annual MHW line to Riverfront area (purple solid line) labeled w/ name of waterbody
- 200 ft. and 100 ft. Riverfront areas (purple dashed line- - - - (if applicable)
- wetland fill and replication areas (yellow for filled area, green for replication)
- shortest distances from proposed structure(s) to all resource areas (→)
- shortest distances from erosion control materials to all resource areas (→)
- If able, please send a pdf of plans and documents to sandra.macfarlane@hanover-ma.gov

Title Block with the following information: Plan Title

- Applicant's Name(s), address and phone
- Property Owner Name(s), address and phone
- Location/Street name and number-
Must obtain from Assessor's Office if new lot, prior to submission of NOI
- Assessor Map and Lot number(s) (**All lots on which there will be activity, must** be listed on the plan with appropriate Registry info.- BK/Pg or Cert. #)
- plan preparer's name, title and company/firm name
- date plan prepared including revision dates, if any
- proposed contours (black solid line)
- proposed structure(s) (including driveway work, septic components, etc.)³
- proposed location of utility lines
- erosion control line (highlighted red) with erosion control material detail insert⁴
- limit of work line (may be same as erosion control line)
- conservation post locations (■ solid square symbol to indicate location of posts)
- conservation post detail and plaque detail (copy available on website)
- location of temporary stockpiles w/ notation of content (e.g. excavated soils)⁵
- drywells for stormwater run-off are required for all structures requiring a Building Permit. Inground swimming pools also require dry wells for recharge to ground water.
- drywell construction detail (copy available on website)
- detail showing the access pathway to work area
- crushed stone apron onto property as per DPW standards
- signature and stamp of licensed surveyor or professional engineer

I certify that the above checked items have been completed and understand that incomplete applications are cause for scheduling delays/continuations of public hearings.		
Signed: _____	Title: _____	Date: _____

¹ Other documents are required with the application packet- see Submittal Requirements form.
² Wetland delineation more than three years old is not acceptable for plan submission to the Cons. Commission. Call the Cons. Office for further details.
³ For Septic upgrades, show location of all features to be abandoned including detail notations. For structure demolition, show existing structural footprint.
⁴ Haybales and straw wattles are no longer accepted for use as erosion control materials as per the Hanover Conservation Commission
⁵ Depending on the content and size, stockpiles, even temporary piles, may require erosion control at base.