

Town of Monterey
Conservation Commission
PO Box 308
Monterey, MA 01245
Phone: (413)-528-1443, ext. 230
Email: concomm@montereyma.gov

**Minimum Submission Requirements
for all Wetland and Scenic Mountain
Applications**

The Monterey Conservation Commission is responsible for reviewing owner applications to conduct work that may alter protected resources under the Wetlands Protection Act and/or the Scenic Mountain Act. These resources are essential elements of our town's character and quality of life. The review supports public participation in transparent and informed discussions and decisions, including Determinations, Orders, and Conditions. Owners should submit information about both protected resources, if available, and proposed activities. Information should be sufficiently detailed to allow the reviewers to have high confidence in impacts analyses. The analyses are a prerequisite to the identification and prioritization of effective conditions, including mitigation opportunities, monitoring requirements, and performance measures. The level of detail should be commensurate with the potential alteration of protected resources.

In addition to the minimum submittal requirements indicated on any instructional pages, within the regulations of the Wetlands Protection Act and/or Scenic Mountain Protection Act, or by state and/or federal law, the Monterey Conservation Commission requires the following to be submitted with all applications:

Deadlines

For all applications: Deadline and Meeting schedules (subject to change) are posted on the Town Website at MontereyMA.gov. Deadlines are strictly enforced.

Note: All requested changes to the applications must be emailed to the Conservation Commission seven (7) business days in advance of the meeting. Substantial changes which may change the scope of the project beyond what was indicated in the public notice will not be accepted without a new public notice.

For other agenda items: Items that are not subject to public notice should submit all documents at least 7 business days in advance of the meeting date.

Minimum Requirements for WPA and SMA:

Please note that for WPA applications, you must submit a copy of your application to:

MassDEP Western Regional Office
Attn: Wetlands
436 Dwight St.
Springfield, MA 01103
WERO_NOI@mass.gov

Two (2) Hard-copies of all documents, full size engineering/site plans (if applicable), narratives and related materials. Plan(s), to scale (maximum 1" = 50') showing existing conditions, the proposed activity (footprint of proposed structure(s) and proposed additional disturbance), all jurisdictional resource areas and buffer zones. Plans must be identified – preferably in the lower right corner – with the name of the applicant, consultant, surveyor

and/or engineer who developed the plan, if applicable, and the date submitted.

One (1) Electronic Copies of Applications (in full color) to agent and Chair at ConComm@montereyma.gov & ccagent@montereyma.gov

A check in the amount of \$100, payable to the Town of Monterey (WPA NOI Form 3 requires additional fees).

Additional Requirements – Notices of Intent

- A detailed written Narrative as part of the NOI including, but not limited to – work sequence and methodology, time of year constraints if applicable, planting plans with plant lists if applicable, performance standards.

Plans - The commission may request both an “Existing Conditions Site Plan” and a “Proposed Site Plan. Most plans submitted with Notices of Intent should comply with the following requirements:

- Maximum sheet size: 24” X 36”;
- Maximum scale: 1" = 20';
- Title block: Positioned in the lower right corner, with space for revision dates.

AND should include the following detail as applicable to project:

- Boundary of entire lot area(s);
- Context of adjacent lots, if necessary to show extent of wetland/Riverfront Area;
- Numbered wetland flags (attachments should include supporting documentation, e.g. DEP Field Data Forms);
- Existing and/or potential vernal pool(s);
- 50-foot and 100-foot buffer zone boundaries;
- 100-foot inner riparian and 200-foot outer riparian boundaries for Riverfront Area applications;
- Mean Annual High Water Line;
- Bank delineation for all water bodies;
- Elevations in feet (not meters) for sites;
- Contour lines (two-foot intervals);
- Existing structures, impervious surfaces (i.e. driveway, walkways, patios) and lawn area as relevant to project permitting request
- Proposed grading/new contours;
- Proposed structures/additions/new impervious surface;
- Proposed location of erosion control barriers;
- Limit-of-work line, if different;
- Significant trees within the limit-of-work area;
- Proposed removal of vegetation and/or significant trees (trees to be marked in field);
- Proposed landscaping and plantings;
- For a single-family lot within Riverfront Area, documentation of the date the lot was recorded.

Questions should be addressed to the Conservation Commission Agent at 413.528.1443 x230 or e-mail at ccagent@montereyma.gov