

## **Checklist for Filing a Notice of Intent with Boston Conservation Commission**

In order for the Boston Conservation Commission to effectively process your Notice of Intent, BCC requests that you complete the checklist below and include it with your submission. If you should need assistance please contact Commission staff: 617-635-3850 ([cc@boston.gov](mailto:cc@boston.gov)).

To the Conservation Commission:

- ☐ Eight copies (a signed original and 7 copies) of a completed Notice of Intent (WPA Form 3)
- ☐ Eight copies of plans (reduced to 11" X 17") in their final form with engineer's stamp affixed supporting calculations and other documentation necessary to completely describe the proposed work and mitigating measures. Plans must include existing conditions, the proposed project, erosion controls and mitigation measures, grading and spot elevations and all wetland resource areas and associated buffer zones.
- ☐ Eight copies of an 8 ½" x 11" section of the USGS quadrangle map of the area, containing sufficient information for the Conservation Commission and the Department to locate the site of the work.
- ☐ (If applicable) Eight copies the Federal Emergency Management Agency Flood Insurance Rate Map for the project site. FEMA Flood Maps: <https://msc.fema.gov/portal>.
- ☐ Determination regarding the Natural Heritage and Endangered Species Program: Review Section C. Other Applicable Standards and Requirements of the Notice of Intent, page 4 of 8, pertaining to wildlife habitat. The Conservation Commission and the Natural Heritage & Endangered Species Program have the maps necessary to make this determination.
- ☐ (If applicable) Two hard copies of a Stormwater Report to document compliance with the Stormwater Management Standards per 310 CMR 10.05(6)(k)-(q), including associated drainage calculations for rooftops, parking lots, driveways, etc., for the required design storm events.
- ☐ (If applicable) Eight hard copies of the Checklist for Stormwater Report
- ☐ Details of the stormwater management system, including: catch basins, oil separating tanks, detention basins, outfalls, sewer connections, etc.
- ☐ Any photographs related to the project representing the wetland resource areas.
- ☐ A project narrative describing the following: a brief overview of the entire project, the work proposed within wetland resource areas and/or buffer zones; how the performance standards specific to the wetland resource areas will be met; construction equipment and material involved; and measures to protect wetland resource areas and mitigate impacts.
- ☐ Abutters List, Affidavit of Service and Abutter Notification, filed concurrently with the Notice of Intent.
- ☐ (If applicable) Eight copies of the BPDA Climate Resiliency Checklist (for new buildings). This can be completed online at <http://www.bostonplans.org/planning/planning-initiatives/article-37-green-building-guidelines>. Please print the pdf that you will receive via email after completion and include it in your submission.
- ☐ **Electronic copies. Documents may be submitted via email, or via an email link to downloadable documents.**



To minimize the use of non-recyclable materials ***please do not include vinyl or plastic binders, bindings, folders or covers with the filing.*** Staples and binder clips are good choices.