



## *APPLICATION CHECKLIST - Small Project*

### General Requirements - Wetland Protection Regulations:

- Section 4.4 - The applicant has read and understands the applicable regulations
- The applicant maintains that the project falls within the small project category below:
  - A. Open slotted decks, without roofs, equal to or less than 300 square feet surface area, inclusive of stairs and ramps, which are to be attached to an existing home, where soil disruption during construction is limited to less than 50 square feet, and where no permanent soil alterations are planned under the footprint of the deck
  - B. In kind replacement of existing decks, regardless of size.
  - C. Sheds or other outbuildings of less than 100 square feet, which are to be placed on footings, not permanent foundations.
  - D. Sewer system connections as required by the Town of North Andover.
  - E. Unpaved pedestrian walkways for private use.
  - F. Patios less than 300 square feet, not requiring excavation or grading
  - G. Pruning of existing vegetation, planting of new vegetation and gardening.
  - H. Fences and stone walls which do not alter the flow of surface waters nor alter wildlife habitat or movement.
  - I. Conversion of non-permeable surfaces to permeable vegetated surfaces.
  - J. Other similar projects of minimal impact, as determined by the North Andover Conservation Commission.
- The local Wetland Bylaw filing fee of \$25 has been included with this application.
- A written narrative description/scope of work of the proposed project and potential impacts to all wetland resource areas has been included.
- The applicant has identified and clearly marked all wetland resource area boundaries in the field.
- Two (2)** copies of a 1" = 20' scale (or other as deemed appropriate by the Conservation Commission or agent thereof) drawing showing existing and proposed conditions and the delineated wetland resource areas (see plan requirements below for additional detail).

- A pre-construction/pre-approval meeting was held on site between the applicant and a representative of the Conservation Commission  
Date of Meeting: \_\_\_\_\_
- The delineated resource area boundaries have been confirmed by the Conservation Department as accurate.

**Plan Requirements (Section 4.4.3 B):**

Certified and/or professionally prepared plans are not required. However, the North Andover Conservation Commission or its designated agent shall have the final authority to determine whether the submitted plans/drawings are adequate and include all pertinent information for review.

**At a minimum**, all plans submitted shall clearly and accurately show the present conditions and proposed work and depict the location of all wetland resource areas within 100' of the proposed work. All plans must be signed and dated by the person who prepared them.

The Commission may also require the following information on the proposed plans in addition to the aforementioned criteria where applicable:

- Location of any subsurface sewage disposal systems.
- Locations of any drainage structures.
- Locations of any easements, including but not limited to, drainage and utility easements.
- Locations of any open space boundaries if (eg. if the lot is affected by the 50' open space boundary as required in a Planned Residential Development (PRD)).
- Location and nature of all proposed alterations to the Buffer Zone Resource Area.

\_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of Applicant or Applicant's Representative

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**(TOWN USE ONLY)**

- COMPLETE APPLICATION** - The application meets the submittal requirements. Therefore, the Conservation Department has prepared a written list of conditions necessary to protect any adjacent wetlands for approval by the Conservation Commission.

This condition list shall be filed with the North Andover Conservation Department as NACC # \_\_\_\_\_

- INCOMPLETE APPLICATION** - The following sections of the Wetland Protection Bylaw &/or Regulations have not been complied with and as a result this Department is rejecting this incomplete application w/in two (2) business days from the date of receipt (Section 178.4 North Andover Wetland Protection Bylaw). You may pick up this application and supporting plans at the Conservation Office and re-file with the required supporting documents and information.

- NOT A SMALL PROJECT** - The North Andover Conservation Commission has determined that the proposed project as submitted does not meet the small project criteria and hereby denies the application. As such, a Request for Determination of Applicability (RDA) or a Notice of Intent (NOI) must be filed.

**Reason(s)** \_\_\_\_\_

**Signature of Agent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

