

**WAYLAND'S WETLANDS AND WATER RESOURCES BYLAW ("CHAPTER 194")  
APPLICATION SUBMISSION REQUIREMENTS CHECKLIST**

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Upon submittal of any Bylaw application the applicant(s), property owner (if different), and their representative(s) must sign this checklist.

**The following 8 items are necessary for ALL Bylaw applications. No exceptions.**

- Original MA Wetlands Protection Act ("WPA") application, including owner(s) signature, the applicant(s) signature, minimum 1 set of colored plan(s), narrative, etc. NOTE: If a WPA Application is not filed a copy of either a statement as to not applicable (limited generally to buffer zone to bordering land subject to flooding) or a valid Order of Resource Area Determination (ORAD) must be provided with copies.
- Original Chapter 194 Bylaw application, including owner(s) signature, the applicant(s) signature, and minimum 1 set of colored plan(s), narrative, etc.
- 8 copies of the MA Wetlands Protection Act application, including all plans, narratives, etc.
- 8 copies of the Chapter 194 Bylaw application, including all plans, narratives, etc.
- A separate check for all applicable Wetlands Act fees.
- A separate check for all applicable Chapter 194 Bylaw fees.
- A list of the 100' Abutters, certified by the Assessors Office.
- Evidence of Board of Health receipt of application or approval for all applications.
- Project Summary
  - PS 1. A narrative statement describing all of the activities proposed. If work is omitted from the narrative it may not be permitted.
  - PS 2. A narrative summary description of the types of wetland resource areas on or near the site. Omission of resource areas is a basis for denial of the project as being incomplete.
  - PS 3. A narrative discussion how the project has been designed to minimize impacts to resource areas and how any mitigation has been proposed to better protect or enhance the resource areas during and after construction. **The Conservation Commission will evaluate your application looking at a project and the impact on the resource area (e.g. a wetland, pond, vernal pool, riverfront area, etc.) The Commission's priorities for project assessment are avoidance, minimization, and mitigation of impacts to resource area/s in that order. If mitigation is proposed the Commission will require a greater than 1:1 ratio of replication for impact –1:1.5 for wetlands and 1:1.4 for buffer zone. Your summary should clearly include how you have addressed these priorities.**
  - PS 4. A narrative discussion that presents justification, based on factors of technical or economic feasibility, why alternatives that might minimize or completely avoid adverse impact to the Riverfront Area, Floodplain, the Buffer Zone, and/or any other resource area are not being proposed. At a minimum there must be discussion of the alternative for no alteration.

**The following items are required for Site Plans submitted with a Bylaw application; however, if the Applicant considers that the information is not relevant to the scope or scale of the proposed project, a Waiver(s) of requirements must be requested at the time of filing the application (see p. 4) with the Conservation Commission.**

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**Site Plan Minimum Requirements**

The following shall be included on the Site Plan:

- ❑ 1A. Stamp of a Professional Engineer (P.E.) and/or a Professional Land Surveyor (P.L.S.) depending upon proximity to lot lines or project complexity.
- OR**
- ❑ 1B. Stamp of a Registered Sanitarian (R.S.) is acceptable for designs of septic systems handling less than 2,000 gallons per day, with incidental site work. Not acceptable for other project designs, determination of lot lines, or non-septic grading.
  
- ❑ 2. Grade elevations based on National Geodetic Vertical Datum (NGVD). Grade contours in the area of work shall be provided with at least 1-foot intervals.
- ❑ 3. Plan Scale: 1 inch = 10 feet, or 1 inch = 20 feet.
- ❑ 4. Wetlands flagging with letters and/or numbers as defined in the field.
- ❑ 5. Date that wetlands flagging was done, name of who did the delineation work, and/or source of information used to depict the wetlands.
- ❑ 6. Site Plans must clearly show existing conditions and proposed conditions, utilities, impervious surfaces, limit of lawn, trees greater than 6 inches in diameter, significant land features such as rock outcroppings, all Resource Areas (differentiate each) including Buffer Zone. *Note: It may be more comprehensible to submit two plans: an existing conditions plan and a proposed conditions plan.*
- ❑ 7. Site plans must detail the permanent demarcation of the limit of lawn with minimum 30' offset from resource area for new construction, and minimum average 15' offset for existing dwellings.
- ❑ 8. Colored lines/areas for Wetland Resource Areas and Critical Site Features with suggested colors:
  - Blue - stream/bank limit of flood plain
  - Green – Limit of lawn and/or tree line
  - Gray – Areas of impervious surface
  - Black - Limit of work on property including construction activity
  - Yellow – riverfront 100ft and 200ft (Need another symbol as well since yellow will not copy.)
  - Red – Wetland resource & 30 ft no-disturb line
  - Brown – area of filling of resource area or buffer zone
- ❑ 9. Locations and identifiers for all test pit locations.
- ❑ 10. A cross-section of grading and profile for proposed septic systems.
- ❑ 11. Locations for temporary stockpiles or storage of soils or demolition debris during construction.
- ❑ 12. Access route for construction equipment.
- ❑ 13. Location of hay bales and/or silt fence sediment barrier.
- ❑ 14. Detail for installation of sediment barrier.
- ❑ 15. Location for refueling of equipment. (Outside buffer zone strongly preferred)
- ❑ 16. Pre/Post-Construction Lot Coverage Summary for areas within by-law jurisdiction: a) Total lot area; b) total impervious area (**Note: impervious areas shall include, but are not limited to, roofs, decks, walks, and driveways**); c) total landscaped/lawn area; and d) total area altered during construction (including temporary impacts).

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**Drainage Requirements**

The Commission seeks to protect water quality for surface water and groundwater, and to have no increase to the rate or quantity of runoff of storm water from the property.

- 1A. For projects adding less than or equal to 500 square feet of impervious area, a narrative description of specific measures used to provide for infiltration of runoff equivalent to runoff this additional impervious area. Those measures must be clearly depicted on the Site Plan as a specification.
- OR**
- 1B. For projects adding more than 500 square feet of impervious area a set of calculations with:
  - 1B.1 A narrative discussion of the method used, and a statement of all assumptions used in drainage calculations
  - 1B.2 A plan showing drainage catchment areas
  - 1B.3 Supporting calculations stamped by a P.E.
  - 1B.4 Summary tables presenting Pre/Post Construction Storm Water Runoff Rates and Volumes for a 1-inch storm event, a 10-year, and a 100-year storm events. Note: Rainfall of at least 7 inches in 24 hours must be used for 100-year storm event.
- 2. Description whether site is within an urbanized area or Riverfront area (NPDES – Phase II Storm Water). If site is within an urbanized area, as defined by Town of Wayland map, the nearest off-site storm water drainage structures must be identified. Urbanized Areas: Town of Wayland Map entitled: "Urbanized Areas from 2000 United States Census Wayland, Mass." prepared by Wayland GIS, June 20, 2001.
- 3. Narrative description of structural and non-structural best management practice (BMP) (See "Definitions), controls for storm water management with the project **both during phases of construction and for long term site management:**
  - 3a. Evaluation of BMP selection and factors of site suitability including: soils, drainage area, depth to water table, depth to bedrock, slopes and proximity to wells and foundations
  - 3b. Discussion of construction phasing
  - 3c. Relevant site characterization data for design
  - 3d. Water quality calculations for total suspended solids (TSS) removal
  - 3e. Calculated storm water recharge rate
  - 3f. Calculated peak discharge rate
- 4. Maintenance requirements for BMPs must be specified. Operation and Maintenance (O&M) plans for Stormwater shall be submitted with the application describing short-term BMPs (during construction) and long-term BMPs (post-construction) for management of the drainage structures, roadway and/or parking lot (as applicable) including but not limited to sweeping; catch basin cleaning; snow storage and erosion controls, such as hay bales or sediment fences. The drainage components (Best Management Practice – BMP) shall be as described using terminology in the DEP Storm water Technical Handbook, March 1997.
- 5. Aquifer Protection District – If the project is within this area, a narrative description of how the project complies with aquifer protection requirements.

**Soils Information**

- 1. Septic Systems or Drainage BMPs (where applicable) - Clear statement of how many test pits or borings were conducted for the project planning and engineering evaluations and what number and types of analytical methods may have been applied for soils characterization including visual evaluation, percolation tests, field screening, and laboratory analyses.
- 2. Septic Systems and/or applicable drainage BMP - Copies of all soil data including boring and/or test pit logs.
- 3. Soil auger or test pit logs for delineation of wetland resources on the property.

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**Waivers**

**Please submit the original and 8 copies of this page**

In the event that Applicant considers certain required information to be, in their opinion, not relevant to the scope or scale of the proposed project Applicant may request a Waiver of the requirements with this application to the Conservation Commission. Indicate all provisions requested for Waiver below designating the specific paragraph number/letter designation.

Site Plan Minimum Requirement Waiver(s)  None  List \_\_\_\_\_

Drainage Requirement Waiver(s)  None  List \_\_\_\_\_

Soils Information Waiver(s)  None  List \_\_\_\_\_

If applicable, attach a statement for justification of the requested waivers.

**In the event that any requested Waiver is not granted by the Commission or the application is otherwise found to be deficient in providing required information the hearing may at the discretion of the Commission either be closed and denied for the lack of information or continued for a specific timeframe approved by the Commission for the Applicant to submit the required information.**

**The Commission has authorized its Staff personnel to review projects and to not accept project applications under the Bylaw that have apparent deficiencies to meeting the above requirements as a matter of avoiding lost time for the Commission, Applicants and other interested parties at the hearing. Notwithstanding that authority, **acceptance of an application by the Staff does not represent a decision that the application is fully complete.** In the event that Applicant considers the application fully complete over the objections of Staff the application will be accepted and Staff will report their findings to the Commission during the hearing.**

The property owner, as well as the applicant and/or representative (if different from owner) must sign this checklist and all other applicable applications. The property owner, by signing this checklist and the applications, acknowledges that the Commission and Staff may enter the property to inspect the premises as part of the assessment of the application.

\_\_\_\_\_  
Property Owner's Name (Print)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

I certify under penalty of law that this document and all its attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date