CHECKLIST FOR PLANS SUBMITTED TO THE CONSERVATION COMMISSION
The items below must be on plans submitted to the Conservation Commission.

The Title Block: The title block goes in the lower right-hand corner.
__ Title of plan: Whatever you want but added to the end "…and Erosion Control Plan."
__ Author's/Company name, and as close to the title block as possible, the appropriate professional stamp.
__ The *final* date of the plan. Not the initial date the plan was prepared, that can go over into the Revision block or whatever you wish to call it, but not in the title block.
__ Additional Information: the scale and number of sheets.

Work Area: This is the drawn plan. It must be legible and clear as to the existing conditions, the proposed work, and the final conditions when the work is done. In some cases two or three plans are needed to meet this standard. The necessary parts:
__ Clearly show all Resource Areas (as described in the Act and the Wrentham Wetlands Protection Bylaw) as well as the flagging for those areas.
__ Show the entire property and all areas within 50-feet of the property lines. This must be uncluttered. Use two or more plans or depictions if needed. Clarity is crucial.
__ Include a north arrow and bar scale.
__ Mark and label the Erosion Control devices and show details of those devices.
__ Mark and label the location of limit-of-work (LOW) fences. LOW fences are required within the buffer zone for areas upgradient or adjacent to work areas. The purpose is to keep the work within bounds and eliminate "off-roading" that may result in fines. Show details of the LOW fence.
__ For walls greater than 4-feet tall or work on any surface with a slope greater than 5% over more than 10-feet horizontal, include a detailed cross-section of that work.

Locus Map
__ North must be at the top of the locus map.
__ Show a bar scale, the subject property with just the work area highlighted, the streets, all properties, and general depictions of all Resource Areas within 200-feet of the property.

NEW REQUIREMENTS (examples follow)

Erosion Control and Stabilization Box: In a legible text this must describe how the work will be done to prevent erosion during and after construction. This may require a separate depiction of the work site that shows areas that will be stabilized and when. The necessary elements:
__ Lead-off with a statement, in bold, that all erosion control devices and Limit-of-Work fences will be inspected daily and, as needed, repaired within 12 hours.
__ Describe the elements of work and when each element will occur. The goal is to ensure that all bare soil is protected from moving – except when you want to move it. This may need to be changed after the Orders of Conditions are issued and if so, the new plan must meet these standards.

Alterations Box: This will be a box that describes the alterations within the buffer zone.
__ State the nearest any proposed alteration of the ground surface will come to a Resource Area.
__ State the disturbance, in square feet, within 50- and 100-feet of all Resource Areas.
__ Show the final numbers for all calculations for compensation (filled areas, flooding, etc.) and Rivers Protection Act. Reference the location of the calculations to the document and page.

Examples:

Erosion Control and Stabilization Schedule

The Construction supervisor will inspect all erosion control devices and Limit-of-Work fences daily and, if needed, have them repaired within 12 hours.

Prior to any Work

1. Review approved plans and Orders of Conditions with Construction supervisor.
2. Place erosion controls and Limit of Work Fence. Once done, call engineer for inspection and approval.
3. Place DEP sign and ensure that the Orders are recorded and bond is established before work begins.

Clearing and initial Excavation

1. Remove trees and grade area as shown on approved plan. Stockpile leaves and debris to use as temporary mulch for disturbed areas.
2. Make moats and berms to prevent water run-on or run-off, either onto or from the site, respectively.
3. During any storm events or at the end of each work day place a tarp or jute netting over all disturbed soil to prevent off-site flow.
4. If no work will be done in an area, temporarily, for more than 14 days, apply an annual grass seed and water or use other means such as mulch or stump grindings to stabilize.

Final Grades

1. Once grades are final have the engineer check. If ok, stabilize how it is shown on the final, approved plan.
2. Within one week hydroseed the slope immediately adjacent to the house. Maintain jute netting over the area until hydroseeding occurs.
3. Apply mulch, as described in the planting schedule, on the slope towards the woods within one week following approval by the engineer. Plant the shrubs and ground cover as described in the planting schedule.

PROPOSED ALTERATIONS

Distance between work nearest the Lake and the Lake's top of bank: 40-feet.
Alteration within 50-feet of all Resource Areas: 500 square feet.
Alteration within 100-feet of all Resource Areas: 1,500 square feet.
Other Resource Areas on or near the property: A jurisdictional, intermittent stream lies just off the property and work will alter approximately 100 square feet of the 50-foot buffer to that stream and 300 feet of the 100-foot buffer.
Length of silt sock: 350 feet.

Both boxes must be on the main plan sheet. It is the applicant's responsibility to ensure that the workers have these plans and understand the need to follow them. These boxes are just examples and details of your projects will be inserted in a similar manner. For any questions or comments, please contact the Agent at 508-314-4743.