

**Plan Standards of the Wrentham Conservation Commission  
For Commercial Developments, Subdivisions, and new houses  
July 2018**

Plans and other documentation are submitted to the Wrentham Conservation for applications for work, general inquiries, and Certificates of Compliance.<sup>1</sup> To maximize the efficiency of the part-time staff to process and prepare these plans and submissions for the Commission's evaluation, it has become necessary to develop requirements for plan submissions. Failure to follow these standards will result in significant delays in the Commission's evaluation if not the rejection of those materials.

**I. Submittal Standards**

When submitting any materials to the Conservation Commission, or its staff, for consideration, a cover letter must be presented that clearly states what is sought, what materials are submitted in support of that request, what form those materials are in (size, format), and what other approvals have been, or will need to be, obtained from other agencies. The requirements of the Wrentham Conservation Commission for materials under the cover letter are the following:

1. Plans: Two legible, full-size copies of the relevant plans and two, legible copies of any supporting narratives and any state-required forms.
2. Stormwater reports are to be provided only in electronic, pdf-type, form.
3. A CD or DVD that contains all materials cited in the cover letter as well as the cover letter (title the electronic cover letter as 1 – YearMoDay\_Cover Letter.pdf). The plans and narratives must be clearly titled and organized.
  - a. In titling electronic files use the following format: YearMoDay\_Plan or document title\_Frontage Street - Wrentham Assessors Map&Lot\_any info needed by engineer.pdf. For example, for an application at a property that is Assessor's map L10-2-11, presented by Acme Engineering: 20180721\_Conservation Plan\_Elm St – L10-2-11\_AEfile #123.pdf.
  - b. The idea is that the files will be easier for the staff to track. The date of the electronic file should be the date on the plan or document. The outside of the CD shall be marked clearly with the date, project name and Frontage Street \Assessor's Map info.

When it is necessary to revise or include additional information, the applicant shall supply:

1. A cover letter that catalogs and denotes the revised materials, any new materials, and notes those that remain that have not been revised.
2. Provide 2 hard copies of the revised plans or documents.

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<sup>1</sup> These standards are for any work other than work done by homeowners of existing homes.

3. Provide a CD or DVD of the new documents and/or plans, as well as the documents and plans that remain unrevised such that the prior CD or DVD may be discarded.

There are two general types of plans: plans submitted to apply to do work and gain a permit from the Commission and plans submitted for approval of the work performed (a Certificate of Compliance).

## **II. Additional Plans for Inquiry or Application**

The first step: finding where the wetlands are.

Inquiries to the Conservation Commission regard how the jurisdiction of wetland areas is applied to projects and how that limits the project. Inquiries, outside of homeowners doing typical home projects, must take the form of an Abbreviated Notice of Resource Delineation or ANRAD. The Commission believes the most efficient means of getting through the Town's permitting process is to first submit an ANRAD so that other Boards know the limit of wetlands and where the true building envelope lies.

ANRADs should focus on the project area, but it is also necessary to attach a plan that shows all properties and Resource Areas within 300 feet of the boundaries of the project. The State's Rivers Protection Act has a buffer zone that extends 200 feet and to allow for error and ensure that all buffer zones are captured, it is more expedient to supply such a plan. The plan of the project must show all resource areas and buffer zones for both the Massachusetts Wetlands Protection Act and the Wrentham Wetlands Protection Bylaw, even if the applicant believes that the project may be exempt from the Bylaw. The resulting plan should be legible, if not the Commission may require two new plans that separate the two jurisdictions.

The second step: applying to do work.

When applying to do work, applicants submit plans to satisfy the Board of Health and Planning Board. Although many times these plans, properly prepared, may be part of the applicant's submission to the Conservation Commission, there is additional information that must be presented. However, for clarity, additional information must be presented on separate plans. The Conservation Commission's primary job is to ensure that soil on the site stays there and does not enter any waterbody. To meet this goal two plans are required to accompany the application.

The two plans are the Erosion Control Plan, how the soil will stay on the site during construction, and the Stabilization Plan, how the soil will stay on the site after construction. The details of these plans:

- A. Erosion Control Plan – This plan shall show the locations of all erosion control devices, how stormwater will be managed and how the site will be stabilized to prevent the loss of any soil by wind, storm or debris flow, or vehicle tracking to areas outside of the work area to include streets and adjoining properties. This plan should have narratives and detail boxes that make clear to the construction team, how the devices are to be installed and maintained. Moreover, the need to capture and infiltrate water on-site must be

highlighted on that plan. A narrative shall also accompany this plan either as a separate document or preferably embedded in on the plan sheet that discusses the phasing of work to attain the final surfaces and conditions shown in the Stabilization Plan.

- B. Stabilization Plan – This plan shall show how all altered areas will be stabilized once the project is complete. The surfaces of all altered areas shall be stabilized either by naturalized vegetation, mulch (stone, bark), lawn area or paving and other impervious treatments. Naturalized vegetated areas are those that will be restored to a natural meadow or shrub/scrub area, that will have a separate narrative in how it is constructed. All altered areas including naturalized areas, lawns, paved areas and other impervious surfaces shall show the relative direction of flow of stormwater post construction, and how that water will be infiltrated. This plan shall also be accompanied by an Operations and Maintenance document that details how each of the areas will be maintained

**III. Required Information on all Plans**

All plans submitted as part of the application must supply the information in a standard format and meet certain standards to speed the application process. The standards that all plans will meet are:

- A. Information Box: The information box will be in the lower right-hand corner of each plan sheet, it will list the Title of the Project, the Company that prepared the plan, the date of the plan (the date prepared, not the first), and any other information the engineer wishes.
- B. Locus map, north arrow, scale for the plan will be provided as a cluster in any of the remaining corners of the plan. The overall locus map shall show all adjoining areas within 100 feet of the property. Locus maps that tie more detailed sheets together shall show the abutting plan sheets.
- C. Insets & Details: Insets and details shall include scales and brief explanations of where they go on the plans.  
Impacts box – will list the total area of alterations for each of the Resource Areas and the distance from the Resource Area to the nearest alteration of the project. It shall also list the types and total lengths of erosion control devices.
- D. Required Elements for the Erosion Control Plan:
  - 1. Impacts list – On the plan note the impacts of the project. The following tables are suggested; however, other formats are allowed as long as they state how close the nearest alteration is to all Resource Areas, the amount of erosion control materials, and the amount of alteration for each Resource Area and/or its buffer is proposed.

<b>Proposed Alterations under the Massachusetts Wetlands Protection Act, M.G.L. c. 131 § 40 as applied through CMR 310 10.00</b>		
	<b>Alteration</b>	<b>Replacement</b>
Buffer Zone	ft <sup>2</sup>	ft <sup>2</sup>

Nearest Alteration to Resource Area (use this only if no other alterations)	<b>ft</b> (distance)	
Bordering Vegetated Wetland	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>
Bordering Land Subject to Flooding	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>
Volume	<b>yd<sup>3</sup></b>	<b>yd<sup>3</sup></b>
Isolated Land Subject to Flooding	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>
Volume	<b>yd<sup>3</sup></b>	<b>yd<sup>3</sup></b>
Ponds and Lakes	<b>ft<sup>2</sup> / yd<sup>3</sup></b>	<b>ft<sup>2</sup> / yd<sup>3</sup></b>
Intermittent Stream	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>
Bank	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>
<b>Perennial Streams, Riverfront:</b>		
Assessors Lot:	Year Lot created:	
Total area of property = ft <sup>2</sup>	Area of property within 200' of Mean Annual High Water (MAHW) = ft <sup>2</sup>	
Total alteration = ft <sup>2</sup>	Alteration within 100ft of MAHW = ft <sup>2</sup>	Alteration from 100' to 200' of MAHW = ft <sup>2</sup>
Alternatives Analysis Performed?		

<b>Additional Resource Areas Under Town of Wrentham Wetlands Protection Bylaw, Article 7.3 of the General Bylaws, and under the existing Regulations of the Conservation Commission</b>		
<b>Jurisdictional Area</b>	<b>Alteration</b>	<b>Replacement</b>
Inside the 50 foot No Work buffer zone (waiver required).	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>
Land Subject to Flooding	<b>ft<sup>2</sup> / yd<sup>3</sup></b>	<b>ft<sup>2</sup> / yd<sup>3</sup></b>
Buffer Zone	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>
Intermittent Stream	<b>ft<sup>2</sup> / yd<sup>3</sup></b>	<b>ft<sup>2</sup> / yd<sup>3</sup></b>
Buffer Zone	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>
Isolated Vegetated Wetland	<b>ft<sup>2</sup> / yd<sup>3</sup></b>	<b>ft<sup>2</sup> / yd<sup>3</sup></b>
Buffer Zone	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>

Vernal Pool	<b>ft<sup>2</sup> / yd<sup>3</sup></b>	<b>ft<sup>2</sup> / yd<sup>3</sup></b>
Buffer Zone	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>
Potential Vernal Pool	<b>ft<sup>2</sup> / yd<sup>3</sup></b>	<b>ft<sup>2</sup> / yd<sup>3</sup></b>
Buffer Zone	<b>ft<sup>2</sup></b>	<b>ft<sup>2</sup></b>
<b>No other actions are proposed or permitted in any Resource Areas or their Buffer Zones</b>		

For clarity, only list those Resource Areas that are present on the site. Beneath the tables list the amounts of erosion control to include the linear length and type of barrier, e.g., “720 feet of compost sock and silt fence.”

2. Work Area Delineation – The work area shall be entirely enclosed by erosion control devices and limit-of-work (LOW) fences. Access to the work area shall be shown on the detail sheet as to its construction and operation. There shall be no access to areas not permitted for work.
  - a. Erosion Control – shall be placed between all work and any Resource Area (wetland, waterbody, area of flooding). The detail sheet must show how the barrier will be installed to include the Limit-of-Work fence and include a 3-foot zone on the upland side of the barrier that is unaltered. The barriers must be of the following form:
    - i. On flat surfaces a silt fence toed in will suffice. Under no circumstances in Wrentham is a straw wattle allowed.
    - ii. On a slope of 1% to 6% a compost sock (specifications on the Wrentham Conservation Commission) is allowed. If the sloped surface is greater than 50 feet in width, the compost sock with a silt fence must be used. It is also suggested that all such areas be sprayed with an annual grass and watered.
    - iii. For slopes greater than 6% a compost sock with a staked silt fence is required every 30 feet of slope with a fence at the top of the slope. That is if you have a slope greater than 6% that runs down 100 feet, you must employ at least 3 fences with compost socks: the one at the bottom (limit of work) and then going up the slope at 30 feet, 60 feet, and 90 feet. A final silt-fence will be installed at the top of the slope.
    - iv. In areas where the ground slopes away from a wetland area, only a Limit-of-Work fence is required.

Although not a requirement, but items to be kept in mind during the drafting of any plans are some of the likely Conditions the Commission may impose. The time to discuss these are during the hearing. Possible Conditions include:

- A bond that will be used by the Conservation Commission to stabilize the site should the applicant fail to do so.
- A fence (two-rail, chain-linked, etc.) to prevent entry into Resource Areas or buffer zones.

- A limitation on tree clearing during nesting season.
- An oversight contractor, paid for by the applicant, but hired by and reporting to the Conservation Commission.

#### **IV. Plans for Certificates of Compliance**

Certificates of Compliance are the means of closing the project, getting back any bond, and clearing the title. The information requirements for a Certificate of Compliance are outlined in the Orders of Conditions regarding what goes into the engineer's letter and on the plan. Ideally, the Stabilization Plan cited above, should be the as-built – just change the date of the plan, but it is recognized that not everything will go to plan and there may be minor differences between what was built and what the Stabilization Plan had on it. For major changes or changes inside the buffer zone, the applicant should work with the Conservation Commission and keep that documentation.

The primary requirements for this plan are:

- The title, in the information box, should be “Conservation As-Built for...” Also, in this box put the date of the plan and the date the field check was performed.
- Show all Resource Areas.
- Show the line of the limit of work that separate those areas that were altered and those that remained unaltered. In some cases, it may be prudent to also label areas previously altered but not altered during the conduct of the permitted work.
- A box that details the actual impacts in the same format as the tables presented earlier in this document.

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Please send any comments or suggestions regarding these standards to Darryl Luce, Agent for the Wrentham Conservation Commission.