



APPLICATION CHECKLIST

Abbreviated Notice of Resource Area Delineation (ANRAD)

General Requirements - Wetland Protection Bylaw:

Please check the following boxes indicating that you have read the applicable rule and/or regulation:

- Section 178.2 (page 2) - This section identifies the Town's wetland resource areas.
- Section 178.5 (page 4) - This section pertains to public hearings and the burden of proof placed on an applicant.
- Section 178.8 (page 7) - This section pertains to responsibility for compliance.

General Requirements - Wetland Protection Regulations:

- Section 4.2.
- Two (2)** copies of the ANRAD application, site plans and other appurtenant data and an **electronic copy**. Must be delivered by hand, or by certified mail, and received by the NACC office at least nine (9) business days prior to the scheduled hearing.
- A copy of the complete ANRAD application including all attachments and plans has been mailed by **certified mail or hand delivery** to DEP at the North East Regional Office.
- List of Abutters within 300' of the parcel(s) where a wetland delineation is proposed as certified by the Town Assessor's Office. NOTE: This certified list shall not be more than 30 days old at the time of filing.
- Notification made to abutters by certified mail not less than seven (7) calendar days prior to the public hearing and proof of mailing presented at that hearing in the form of "white slips" or signed "green cards".
- Notification of public hearing made in the Lawrence Eagle Tribune at the applicant's expense not less than seven (7) calendar days prior to the public hearing.
- "North Andover Riverfront Maps" (Appendix B) examined to determine if the subject parcel is located within a designated 200 foot Riverfront Area.
- The **most recent** "Estimated Habitat of Rare Wetlands Wildlife Map & Certified Vernal Pools" map published by NHESP has been reviewed. Vernal pools should be evaluated and documented.
- Local Wetland Bylaw filing fee has been included with this application (Section 1.4).
- An 8 1/2" x 11" copy of the portion of the USGS topographic map depicting the project location has been included with this application.
- BVW Data Sheet(s) specific to the wetland delineation have been included with this application (if warranted).

Plan Requirements (Section 4.2.2)

The Commission and/or their designated agent may, at their discretion, accept less detailed plans for an ANRAD than are generally required for a Request for Determination of Applicability or Notice of Intent application. At a minimum, all plans submitted shall clearly and accurately show the present conditions and depict the location of water bodies and wetlands. All plans must be signed/dated by the person who prepared them. In most instances the Commission will likely require the following:

- A title that includes the name of the project, location and names of the person(s) preparing the drawings and the date prepared including any revision dates.
- Drawings must be stamped and signed by a Registered Professional Civil Engineer of the Commonwealth &/or Registered Professional Land Surveyor of the Commonwealth (whichever is applicable).

All existing condition plans shall include, at a minimum, the following information:

- All wetland resource areas within 100' of the subject parcel (unless Riverfront Area which is 200'). Data plot locations must be depicted if included with the ANRAD application.
- All property boundaries, existing lot lines and abutters from most recent information available at the Assessor's Office.
- "Lake Cochichewick Watershed Protection District Boundaries".
- Existing contours at 2' intervals and datum source.
- All existing natural and man-made features including tree lines, rock outcrops, stone walls, fence lines, cart roads, foot paths, overhead and underground utilities and drainage structures.
- Elevations of all natural and man-made drainage structures, waterways, and wetlands.
- 100-year flood elevations of all natural and/or man-made waterways and waterbodies as determined by FEMA or engineering calculations.
- Plans shall be submitted at an appropriate scale to accurately depict existing conditions (typ. scale of 1" = 40').

_____ Date: _____
Signature of Applicant or Applicant's Representative

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(TOWN USE ONLY)

- COMPLETE APPLICATION** - It appears as though your application meets minimum submittal requirements, as such, a public hearing will be scheduled before the NACC within 21 days upon receipt of this application.
- 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 a complete ANRAD.

Wetland Bylaw - Section(s):

Wetland Regulations - Section(s):

Signature of Agent: _____

Date: _____