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### **Minimum Plan Requirements for Notice of Intent Wetland Filings**

In our continuing effort to streamline Newton's review and permitting process, we want to ensure that all plans submitted with a wetland filing meet our minimum requirements. Please ensure that all plans have:

- Plan sheet date(s) (and revision dates)
- Plan sheet title(s)
- Individual sheet numbers
- Engineer's signature and stamp
- Topography and datum (NGVD 29, NAVD 88, or City of Newton)
- North arrow
- Scale and scale bar
- Clearly labeled 'Limit of Work' line (may be one and the same as the erosion control line, but should be labeled as "Limit of Work")
- Existing and proposed features/measures, such as:
  - Parcel information – e.g., lot ownership, lot size, lot lines, easements, rights-of-way and other such features and matters on record at the Middlesex County South District Registry of Deeds or its Land Registration Office;
  - Natural land features – e.g., topography, ledge, ponds, streams, all jurisdictional wetlands, federal floodplains, and City floodplains
  - Surface and subsurface man-made features – e.g., buildings, fences, areas of pavement, surface and subsurface drainage systems (catch basins, pipes, swales, culverts, etc.), and vehicular and pedestrian ways
  - Landscape features: e.g., trees 8" or larger, landscaped beds, lawn lines, scrub/shrub areas
  - Measures proposed to handle stormwater – e.g., maximizing groundwater recharge and preventing pollution of surface water and groundwater, erosion of soil, excessive runoff of precipitation, excessive raising or lowering of the water table and flooding of other properties.
  - Measures intended to preserve and enhance wildlife habitat, aesthetics, and screening.
  - Snow storage areas
  - Lighting
  - Other regulatory requirements – e.g., cut and fill calculations in flood areas, Riverfront Area changes in "degraded area"

Please note:

- Plans should be provided in hard copy as 11x17 if legible at that scale, as well as in pdf format.
- **Revised plans must be accompanied by a dated memo indicating what changes were made.**

Thank you so much for working with us to make the Newton Wetland Filing process more approachable.