



**Wetlands Administrator Checklist for Wetlands Permits**  
Standard Review for All Applications

Property Address	
Applicant Name	

- Completed Plot Plan Checklist (Inspections)
- Submitted plan has been prepared and stamped by one of the following (*\*Required*)
  - Registered Architect
  - Registered Landscape Architect
  - Registered Land Surveyor
  - Registered Professional Engineer (PE)
- Supplemental Certified Professionals contributing to or designing plans
  - Registered Sanitarian
  - Professional Wetland Scientist
  - Licensed Site Professional
  - Environmental Scientist
  - Biologist
  - Geologist
  - Hydrologist
  - Certified Professional in Erosion & Sediment Control (CPESC)
  - Certified Erosion, Sediment and Storm Water Inspector (CESSWI)
  - Certified Professional in Storm Water Quality (CPSWQ)
  - Geographic Information Systems Professional (GISP)
- Was a topographic survey completed to determine existing site elevations? (*\*Required*)
- Is plan stamped by surveyor?
- Are existing survey elevation contours shown and clearly labeled?
- Are proposed elevation contours shown and clearly labeled?
- Is fill being added to the site?
- Was a full-size plan set submitted?
- Scale not more than 1" = 50'
- Is site within NHESP Estimated/Priority habitat?
  - If yes, NHESP has been notified
- Is site within proximity to NHESP Potential or Certified Vernal Pool?
- Is site within 100-Year Flood Zone/Flood Hazard Area or Bordering Land Subject to Flooding?
  - Structures proposed in or near flood zone
- Were wetlands delineated by a competent professional wetland scientist?
- Date of delineation completed in the field \_\_\_\_\_
- Wetland data sheets provided?
- Numbered wetlands flags provided on plan set?
- DEP Wetlands Layers, Town Wetland Layers, Hydrologic Connections verified
- Checked USGS Topographic Map
- Does site contain an Intermittent or Perennial Stream?
- Is site within 200-feet of a Perennial Stream?
  - For Sites with Perennial Streams where Riverfront Alteration is proposed:

- Existing Riverfront Area alteration, calculations have been provided (calculations for the entire site, 100-foot inner riparian, and 100-foot outer riparian) (*if redevelopment*)
- Proposed Riverfront Area alterations, calculations have been provided (entire site, 100-foot inner riparian, 100-foot outer riparian)
- Proposed Riverfront Area Mitigation/Restoration calculations have been provided (entire site, 100-foot inner riparian, 100-foot outer riparian)
- StreamStats report attached
- Work in Buffer Zone?
  - Percentage of existing degraded buffer zone on site (*if redevelopment*)
  - Percentage of alteration proposed in the buffer zone on site provided
- Calculations provided for all existing degraded resources areas on site (*if redevelopment*)
- Calculations provided for all proposed resource area alteration on site
- Calculations provided for all proposed resource area mitigation on site
- Total proposed impervious surface area in jurisdictional areas on site provided
- Is limit of work clearly identified?
- Are proposed erosion controls sufficient?
- Are there slopes within Con Com jurisdiction on the site?
- Is vegetation proposed to be removed on a slope in a jurisdictional area?
- Were test pits performed to determine depth to groundwater? (*Commercial and Subdivision Projects*)
- Documentation submitted for field-based test borings/soils report confirming soils on site
- Were drainage considerations incorporated in the plan? (*Residential Projects*)
- All plantings within Con Com jurisdiction are native
- If redevelopment, are all stormwater structures on the site functioning effectively (sign off by an engineering attached)
- Abutters notified?
- Required Town Departments Notified/Copied?
- Legal Ad Paid?
- Site visit Date Set \_\_\_\_\_
  - All resource area flagging in place
  - Limit of work clearly marked on site
  - Structures staked on site

Stormwater (Commercial and Subdivision Projects)

- Stormwater Report submitted
- Stormwater Checklist submitted
- Adequate Stormwater Operations & Maintenance Plan submitted
- Inverts provided for all drainage and stormwater structures
- Best Management Practices coincide with the DEP BMP Manual
- TSS Removal Calculation Worksheet submitted and filled out correctly
- 80% TSS Removal Requirement is met with proposed treatment train
- Ground water separation from proposed structures is adequate
- For proprietary structures, manufacturer's specifications have been submitted as part of the application materials.

*\*Requirement may be waived at the Commissions discretion for simple projects.*

Disclaimer: This is a standard form used by the Wetlands Administrator intended for general review of completeness of all submitted wetland applications. This form is not intended to cover or outline all regulatory submittal requirements for wetlands permits. For more information, please see the MA Wetlands Protection Act Regulations, Town of Amherst Wetlands Bylaw and Bylaw Regulations and/or DEP NOI or RDA Instructions and Supporting Materials.