

# BEDFORD CONSERVATION COMMISSION

## Agenda Submittal Policy

(Revised 6/26/20)

The Commission meets the Fourth Tuesday of each month, except as noted otherwise noted in the attached Meeting Dates Schedule. Meetings are held in the BCTV meeting room at 10 Meetinghouse Road at 7pm.

Any party requesting placement on the Bedford Conservation Commission agenda shall submit the following information 14 days prior to the meeting date:

For Dredge and Fill permits:

- A cover letter describing the proposed project and why the application is the least impactful alternative and be prepared to discuss alternatives. Per Article IV, Section 275-27.D.1; The proposed construction is essential to the productive use of land or water outside the wetland: and no reasonable alternative to the proposed construction exists which does not cross or alter a wetland. The letter shall detail why this is the least impactful design and what mitigation options have been chosen such as swales, raingardens or gutters. Twelve copies of the dredge and fill permit including 11 x 17 plans.
- Two copies of the storm water management plan/report, if applicable.
- A PDF of the application.
- A copy of any PowerPoint presentation if applicable.
  
- For review of wetland setback encroachments prior to submittal to the ZBA or Planning Board: A cover letter describing the proposed project and why the application is the least impactful alternative and be prepared to discuss the alternative Per Article IV, Section 275-27.D.1; The proposed construction is essential to the productive use of land or water outside the wetland: and no reasonable alternative to the proposed construction exists which does not cross or alter a wetland Include a narrative detailing why this is the least impactful location and what mitigation options are being proposed. Such as swales, raingardens or gutters. If a new plan is needed, then a letter from a Wetland Scientist summarizing the relative functions and values of the wetlands and its importance to wildlife habitat.
- The applicant shall submit a certified plot plan showing the dimensions of the subject area including the proposed structure and exact setback requested. All proposed dimensions and setbacks must have surveyor's updated stamp of approval and all wetland delineations shall have a Certified Wetland Scientist stamp. All wetland delineations shall be less than 5 years old. If more than 5 years old, a new wetland delineation shall be required. Photocopies are not acceptable.
- Twelve copies of all submissions.
- PDF files of all submission documents
- Photos of the area to be disturbed.

**\*FAILURE TO PROVIDE ANY OF THE ABOVE MATERIAL MAY RESULT IN THE APPLICATION BEING TABLED TO THE NEXT AVAILABLE MEETING\***