



# CITY OF SALEM CONSERVATION COMMISSION

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## **General Questions, Considerations, and Preferences of the Conservation Commission for Applications Submitted Under the Wetlands Protection Act and Salem's Wetlands Ordinance**

### ***Permitting Process***

1. In an effort to reduce waste, the Commission requests that applications be double sided and simply stapled or clipped together. Please do not submit bound applications that contain unnecessary plastic covers, bindings, etc.
2. What other permits will your project require and is there a chance that the plan submitted to the Commission could change due to other permits not yet approved?
3. Is your project subject to DEP's Stormwater Regulations? If so please complete the necessary stormwater report.
4. If any changes occur to your project you are required to contact the Conservation Agent before starting work.

### ***Design Considerations***

5. The Commission prefers stamped engineered site plans for most projects with appropriate delineation of the site topography. The Commission may require such plans, if in the judgment of the Commission, the site or project complexity warrants engineered plans. Examples of projects that have warranted such plans include installation of or repairs to an underground drainage system, a significant grade change, alterations of a drainage area, etc. Generally, projects altering more than 100 sqft of buffer zone (100 feet from a wetland or water body) or any alteration of a wetland or water body, require engineered plans.
6. Please identify the resource areas (i.e. coastal beach, coastal bank, land under the ocean, riverfront, bordering vegetated wetlands, etc) that are adjacent to the project area or those that will be affected by the project. Delineation of wetlands shall be completed to confirm location of resource areas.
7. Is the project designed to minimize impact to the resource areas and buffer zones?
8. What Low Impact Development practices have you considered (ie rain gardens, recharge of stormwater, pervious pavement, reduction in pavement, etc)?
9. If disturbance to buffer zone, resource area, and/or wetlands is not avoidable, what is proposed to improve these areas?

10. If your project involves landscaping, have you considered native species appropriate for the adjacent buffer zone or resource area?
11. As part of your project, have you considered demarcating the resource area on your property or adjacent to your property with signage?
12. The Conservation Commission prefers that granite curbing be installed (as opposed to bituminous or concrete curbing) along roadways.

***Construction Management***

13. Which erosion control products and method will best suit your project and the resource area involved?
14. Please complete a Stormwater Pollution Prevention Plan (SWPPP) for projects disturbing more than an acre of land.
15. If you are stock piling dirt, debris or fill material on site, how will the material be stabilized?
16. If you are using heavy equipment on site during your project, the Commission requires emergency spill measures to protect nearby wetlands. Include in the NOI your policies for parking such equipment on site.
17. If you are trucking contaminated soils off site, what appropriate vehicle washing procedures are proposed? Include a detailed description and plans of truck washing and dewatering facility.

***Operation and Management of the Site***

18. Where will snow be handled on the site and where will it be stored?
19. If catch basins are on the site, how are they/will they be maintained and is a stormwater operations and maintenance plan included in the wetlands application? How are they protected during construction?
20. If your project provides or involves public access within 25 ft. of a resource area, do you have or have you considered a trash management plan?