



Town of Burlington  
29 Center Street  
Burlington, MA 01803

Phone 781-270-1655  
Fax 781-238-4690

*Burlington Conservation Commission*

## **POLICIES OF THE BURLINGTON CONSERVATION COMMISSION / DEPARTMENT**

### **Procedural / Administrative:**

- The Conservation Commission will keep a set of current policies for public review on file in the Conservation office, in the Town Clerk's office, and on the Conservation Department website. (adopted on 12/28/95, revised 03/01/12)
- Complete permit applications must be submitted, in hard copy, to the Conservation Commission by 12:00 noon, thirteen days prior to a scheduled Conservation Commission meeting for consideration at that meeting. Any application submitted after the deadline or any incomplete application might not be considered by the Conservation Commission. (revised 03/01/12)
- Supporting material, documents, and correspondence for a continued hearing shall be provided at least seven days prior to the meeting at which the hearing is continued. Any material submitted after the deadline might not be considered by the Conservation Commission. (adopted on 03/23/95, revised 03/01/12)
- For issues other than permit applications, a request to be included on the Conservation Commission meeting agenda should be made, in writing, at least ten days prior to the meeting. Any request submitted after the deadline might not be considered by the Conservation Commission. (adopted on 03/23/95, revised 03/01/12)
- A draft Order of Conditions may be provided to an applicant for review prior to a hearing, contingent on the following two conditions: the Conservation Commissioners have been given a copy and have had at least two days to review it; and the Chair of the Conservation Commission authorizes the release of the draft. (adopted on 03/23/95, revised 03/01/12)
- Failure to comply with all procedural and inspection conditions of an Order of Conditions, within the specified time frame, shall result in forfeiture of all or part of a performance bond. (revised 03/01/12)
- The Burlington Conservation Commission requires inspections of a site having an Order of Conditions for work in or near a resource area. Site inspection reports shall adhere to the content and format requirements. (revised 03/01/12)
- Any request for a Certificate of Compliance shall include, but not be limited to, a list of conditions and a statement detailing method of compliance with each condition, prepared and stamped by a Registered Professional Engineer. (adopted on 12/28/95, revised 03/01/12)

### **Wetlands:**

- The Conservation Commission will seek the protection of a 20-foot area between wetlands and any grading, filling, or other disturbance. The area, a so-called "no disturb zone", shall be left in its

natural state. This does not imply that 20 feet is a sufficient distance to protect wetlands; in many cases it is not adequate. (adopted on 03/23/95, revised 03/01/12)

- When a 20-foot “no disturb zone” has previously been disturbed, the Conservation Commission will encourage reestablishment of require restoration efforts be made for project approval for all permit applications.
- Wetlands replication plans shall include ground and surface water data including the date/s that the data was collected. Soil conditions shall also be reported on or with wetland replication plans. (adopted on 03/23/95, revised 03/01/12)
- The Conservation Commission may require detailed transect data for vegetation analysis of a wetlands/uplands. Dates of fieldwork shall be submitted with any delineation. (adopted on 03/23/95, revised 03/01/12)
- The Conservation Commission will confirm wetland delineations during the months of April through October only. No delineations will be verified during the winter months (November to March).
- The credentials of individuals generating any wetlands information – including the delineation of wetlands – shall be provided with all submissions of wetlands data to the Conservation Commission. (adopted on 03/23/95, revised 03/01/12)

#### **Land Subject to Flooding/Flood Plain:**

- The Conservation Commission may require, for any application, an analysis of land subject to flooding within the project site. Where FEMA flood profiles are not available, this shall be computed using a 7", Type II, 24-hour rainfall event. All calculation values shall be submitted with evidence/data showing the watershed area upon which the calculation was based, the assumptions made about soils and land-use, and any other relevant data used to derive the number. (revised 03/01/12)
- All projects proposing alteration of land subject to flooding resulting in the reduction of storage capacity shall provide compensatory flood storage at the same elevations in an area not previously used for flood storage. Neither the area nor the volume of flooding shall be diminished. (revised 03/01/12)

#### **Vegetation:**

- The Conservation Commission generally considers the months of April through October as the growing season, with the recognition that cultivated vegetation, i.e. grass may have a shorter season. (adopted on 03/23/95, revised 03/01/12)
- In considering the establishment of permanent vegetation, the Conservation Commission requires that a disturbed area be planted by the month of May and that such a planted area be monitored for a period of not less than five months thereafter, during the growing season, to verify that vegetation has been permanently established. A party may be required to document that the planting included a perennial seed mixture. (reaffirmed and adopted on 03/23/95, revised 03/01/12)
- The Conservation Commission prohibits the use of non-native invasive plant species in any planting or landscaping plan under review by the Commission. A list of such species is available from the Conservation office. (04/18/00, reaffirmed 03/08/01, revised 03/01/12)
- Requests to remove three or fewer tree trunks, to trim or remove invasive species, or to trim or remove shrubs or herbaceous vegetation within Conservation jurisdictional areas may be reviewed and approved by Conservation Department staff and does not need formal Conservation

Commission approval. Only those trees that are diseased, weakened, or otherwise unhealthy as determined by Conservation staff or a professional arborist will be approved for removal. (revised 03/01/12)

#### **Site Plan Layout:**

- The Conservation Commission will require the use of granite curbing for any proposed curbs within 100 feet of a resource area. Vertical granite shall be required in all instances but in those where wildlife passage would dictate the use of sloped granite curbs. (adopted on 12/28/95, revised 03/01/12)
- The Conservation Commission will seek a provision for pedestrian ways within and through appropriate project sites, including sidewalks, trail easements and/or walking trails for all projects being reviewed and permitted by the Town of Burlington. (adopted 06/24/99, reaffirmed 03/08/01, revised 03/01/12)
- Low Impact Development:

#### **Grading & Drainage:**

- The Conservation Commission requires drainage designs with minimum detention times to achieve a reasonably high level of pollution attenuation. The minimum design time, for a .5" storm should be not less than 6 hours. After construction this will be field verified and if not attained the property owner shall either modify the drainage system or demonstrate, through a series of analytical tests, that pollution removal of 65% for a prescribed set of parameters is being achieved. (adopted on 12/28/95, revised 03/01/12)
- The Conservation Commission does not permit the direct discharge of water from dewatering into a resource area or catch basin. The Commission requires some form of holding or pre-treatment to assure a clean, sediment free discharge. (adopted on 1/11/96, revised 03/01/12)
- LID stormwater management:

#### **Operation & Maintenance:**

- The Conservation Commission will require a snow removal management plan that provides for the use of de-icing chemicals other than sodium chloride (NaCl) and that shows how and where snow will be stockpiled to avoid damming up drainage and discharging sediments directly into resource areas. The Conservation Commission requires this to be done at least fifty (50) feet from a resource area. (adopted on 12/28/95, revised 03/01/12)
- For any project under the jurisdiction of the Conservation Commission, all chemicals stored on the site shall be provided with an impervious secondary containment system capable of containing 110% of the volume of material being stored. The system/structure shall also be constructed in a manner as to protect the materials from precipitation and vandalism during construction. (adopted on 01/11/96, revised 03/01/12)
- Equipment fuel storage and refueling operations are to be situated in an upland area, greater than 100 feet from a resource area, if sufficient lot dimensions exist, but not closer than 50 feet from a resource area. Storage of fuels and vehicle maintenance chemicals in bulk quantities during construction will not be permitted on the site. No more than 50 gallons of fuel or maintenance chemicals may be stored on the site at any one time. Routine servicing of vehicles on the construction site is not

permitted. Both the Conservation Commission and the Board of Health will be notified prior to initiating any emergency repair involving chemicals on the site. (revised 03/01/12)