



***Town of Lexington***  
LAND USE, HEALTH, AND DEVELOPMENT DEPARTMENT  
CONSERVATION OFFICE

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**Conservation Commission Filing Procedures**  
*Permitting Plan(s) Required Format and Information*

**I. Plan/s (Required Format and Information)**

**A. Plan/s**

1. Existing Topographic Plan prepared by a professional land surveyor using instrument survey based on NAVD 88 benchmarks showing existing conditions.
2. Site Plan prepared by a Professional Land Surveyor and Professional Civil Engineer (if drainage and other civil details applicable), and Registered Landscape Architect (if landscaping is applicable), showing details of proposed project.
3. Cover sheet with index

**B. Format and Information**

1. Scale - no smaller than 1" = 50' and include bar scale
2. Title Block - located in the right-hand corner or on the right side, shall incorporate Plan Title, name and address of the project; name of the property owner or applicant; name, address and imprint of the professional consultant responsible for the preparation of each sheet; date; and sheet title and number and revision dates (if applicable).
3. Ensure the Plans are uploaded as PDFs or TIFs and rotated to the correct orientation. One plan should be in black and white/minimal colors and one plan must be shaded with color to present to the Commission.

4. Other - north arrow, graphic scale, a legend defining signs and symbols used on the plan and not otherwise explained; revision date chart;
5. Plan Graphics - existing conditions screened or lighter with topographic contours shown as dashed lines; and proposed conditions clearly differentiated from the existing conditions by use of heavier or bold lines with topographic contour changes shown in solid lines. The contour lines must correspond to known elevations on existing benchmarks and to the existing and proposed grades of streets.
6. Delineate the following, if applicable:
  - a) Wetland boundary showing flags numbered to correspond with numbered flags installed at the site; b) Mean Annual High Water boundary; c) 100 year flood elevation; d) proposing and existing grades marking 25, 50 and 100 foot buffers; e) construction access in 100-foot inner and 200-foot outer riparian zones; f) trees greater than 6" dbh; g) the erosion control barrier; h) the limit-of-work i) recorded easements or restrictions on or crossing the property and metes and bounds of proposed conservation restrictions noting the total restricted area; j) streets abutting the project, their grades and the utilities to which connections are proposed, k) abutting property owners and map and parcel id; l) location of ground water borings and the soil profile resulting from borings; m) dewatering
7. Project Details of following (if applicable):
  - a) Utility Connections (water, gas, electrical, sewer); b) Drainage details for any proposed stormwater management system to mitigate stormwater runoff to comply with *Section 5. Performance Standard 5(2) and 5(6) Increase in Runoff* in the BY-LAW Rules; c) erosion control barriers; d) existing and proposed grades; e) Construction access; and f) dewatering
8. Elevations or sections of buildings, retaining walls or other structures.
9. Landscape Plan or Buffer Zone Enhancement Plan to detail the approach to protect/enhance the minimum 25-foot critical edge along the wetlands; include do not disturb bands and drainage infrastructure; and Planting Plan with size, quantity and type
10. Stamped and Signed Certification by the professional land surveyor, and professional civil engineer (if applicable), and registered landscape architect (if applicable).