



## **MEMORANDUM**

To: Applicant Community

From: Plymouth Conservation Commission

Date: January 8, 2025

RE: Newly Adopted Policy - Flagging

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At a regularly scheduled meeting, held on December 10, 2024, the Conservation Commission has implemented a new policy aimed at improving efficiency during the file review process. The key points of the policy are:

- 1. Flagging Requirements:** All applicants must flag the following features on subject property before submitting their application:
  - **Delineated wetlands**
  - **35-foot and 50-foot and 100-foot Buffer Zones, Riparian Zone(s) and 200-foot protective zone(s) around Vernal Pools**
  - **Limit of work areas**
  - **Erosion Control Barriers (ECBs)**
  - **Location of proposed structures, roads and driveways**
  - **Dumpster location(s)**
  - **Trees to be removed/pruned**
- 2. Purpose:** The flagging will allow the Commission staff and commissioners to clearly identify these key areas during their site visits, which should streamline the review process and ensure that everyone involved has a clear understanding of the project's scope.
- 3. Timeline:** The flagging must be in place upon submission of the file application and prior to the appearance before the Commission. This implies that the flagging should be done ahead of any meetings or reviews, ensuring that the parameters are visible and easily identifiable before discussions or decisions are made. In addition, site plans or other application documentation, shall include a legend depicting all flag/marker symbology.

This approach will likely improve the overall efficiency of site evaluations, making it easier for all parties to assess impacts, if any, on wetland resource areas and their corresponding buffer zones.

Thank you for your time and attention to this matter.