



Ruthanne Fuller
Mayor

City of Newton, Massachusetts
 Department of Planning and Development
 1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone
(617) 796-1120
 Telefax
(617) 796-1086
 www.newtonma.gov

Barney S. Heath
Director

Conservation Commission Wetland Application Coversheet/Checklist

Fill in all white cells completely

Date	
-------------	--

Project Information

Parcel		Applicant name	
Address		Address	
Sec/Block/Lot		Email	
Book & Page		Phone	
Owner name		Representative	
Address		Address	
Email		Email	
Phone		Phone	
Legal Ad Payor	Please identify which party will pay for the Legal Ad.		

Wetland type		sf/cf affected		Relevant Perf. Stds	310 CMR 10.____
Wetland type		sf/cf affected		Relevant Perf. Stds	310 CMR 10.____
Wetland type		sf/cf affected		Relevant Perf. Stds	310 CMR 10.____

RDA Application Packet Checklist

State RDA Form 1	<input type="checkbox"/> RDA (DEP Form 1)
Fees: City's filing fee: \$ 50	<input type="checkbox"/> Yes <input type="checkbox"/> No
Engineered Plans (11"x17" format, if legible) with Existing and Proposed Conditions for:	Title(s): Date: Stamped by:
<ul style="list-style-type: none"> • Lot lines, owner info • All wetland lines • Topography and datum • North arrow • All structures and hardscape • Stormwater mgt. features • Tree sizes and species • Lawn line • Limit-of-Work line • Erosion controls • Snow storage areas • Exterior lighting 	
Other Attachments	
• Project Narrative	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Planting Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
• Restoration or mitigation summary	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
• Phasing/Sequencing plan, O&M plan, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Conservation Commission Wetland Permit Process

1.	<p>Submit application by noon of the Tuesday deadline (16 days before the desired hearing) to:</p> <p>a. <u>Newton Conservation Commission</u>:</p> <ul style="list-style-type: none"> • Complete RDA application packet via electronic submission through <u>NewGov</u>. Use the application checklist on the previous page to ensure completeness. • \$50 check to City of Newton for city filing fee via mail to <u>Newton Conservation Office, 1000 Commonwealth Ave., Newton, MA 02459</u>. <p>b. <u>Mass DEP Northeast Regional Office</u>: Wetlands Division, 150 Presidential Way, Woburn, MA 01801 (1 paper copy)</p> <ul style="list-style-type: none"> • Complete RDA application packet (<u>hard copy</u>)
2.	<i>The Conservation Agent will determine application completeness and assign a public hearing/meeting date and time.</i>
3.	<i>The Conservation Agent will place a legal ad in the Boston Herald and the Applicant will receive an email with instructions to pay.</i>
4.	Stake the project. 2 weeks in advance of the public hearing, stake all proposed structures, erosion control barriers, stormwater systems, etc. within Con Com jurisdiction.
5.	<i>The Conservation Agent will perform a site visit before the public hearing to confirm existing conditions and proposed work. If you wish to be informed of the time of the visit, please contact the Con Com office.</i>
6.	<i>One week prior to the meeting, when the agenda is posted, the Conservation Agent will send all Applicants detailed Conservation staff notes and recommendations (from the Conservation Commission’s detailed agenda).</i>
7.	Applicants may submit revised materials (via <u>NewGov</u>) by the Tuesday prior to the meeting (to be reviewed and discussed at the meeting) or may request a continuation to a future Conservation Commission meeting.
8.	<p>Attend the public meeting. The applicant or representative is expected to provide proof of abutter notification, briefly discuss the project, and answer any questions about possible impacts on wetlands. At the end of the meeting, the Con Com will either:</p> <ul style="list-style-type: none"> • Issue a <u>Determination of Applicability</u> (“negative” determination means no further permitting is needed), or • Approve a continuation of the public hearing, to allow time for additional information to be provided.
9.	Receive and read the Determination and understand the conditions. Contact the Con Com if you have any questions. Some conditions are temporary (such as maintaining erosion controls), and some are perpetual (such maintaining restoration planting areas or limiting the use of fertilizers and outdoor lighting).
10.	Wait-out the 10-Day appeal period. A decision of the Con Com can be appealed to MassDEP by any abutter, applicant, or 10-citizen group within 10 business days of the decision.
11.	Schedule and attend a pre-construction site visit. Contact the Conservation office to schedule the site visit.
12.	Execute the project. The project must be completed within 3 years, unless an extension of the permit is issued.