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Barney S. Heath
Director

Cons. Com. Wetland Application Coversheet/Checklist

Date	
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Fill in all white cells completely

Parcel address Sec/Block/Lot Book & Page		Applicant name Address Email Phone	
Owner name Address Email Phone		Representative Address Email Phone	
Wetland type type type		sf/cf affected sf/cf affected sf/cf affected	

Components of a Complete NOI Application

State Form: NOI Form 3	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Plan title(s) Plan date Plan stamped by	
Narrative	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Locus map	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Delineation lines (backup material)	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Fees ● Fee Transmittal form ● City portion of state fee \$ _____ ● City fee \$50	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No Included? <input type="checkbox"/> Yes <input type="checkbox"/> No Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Abutter Information ● List ● Abutter letter ● Affidavit & proof -- bring to hearing	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Present them at the hearing</i>
Other Attachments, e.g.	
Planting Plan	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Floodplain analysis	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Stormwater analysis	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Riverfront Area Alternatives Analysis	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Restoration or mitigation summary	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Phasing/Sequencing plan, O&M plan, etc.	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Components of a Complete NOI Application

Conservation Commission Wetland Permit Process

NOI	RDA	Process
1	-	<p>Submit by noon of the Tuesday deadline (16 days before the desired hearing):</p> <p>a. <u>To Newton Conservation Commission</u></p> <ul style="list-style-type: none"> • This form: 1 paper copy • Complete application (see other side of this page): 2 paper copies and 1 .pdf • Two checks (city portion of the state fee & \$50 city fee) <p>b. <u>To Mass DEP Northeast Regional Office: 205B Lowell Street, Wilmington, MA 01887</u></p> <ul style="list-style-type: none"> • Complete application (see other side of this page): 1 paper copy • Photocopy of the two checks <p>c. <u>To DEP Lock Box: Box 4062, Boston MA 02211</u></p> <ul style="list-style-type: none"> • One check (state portion of the state fee) • Fee transmittal form
	1	<p>Submit by noon of the Tuesday deadline (16 days before the desired hearing) DEP Form 1 (RDA), plans, and a \$50 check made out to the City of Newton.</p>
-	-	The Conservation Agent will schedule a Public hearing once you submit a complete application.
2	-	Get a certified list of abutters from the Assessor's Office.
3	-	Notify abutters. Once you have been informed of the date and time for the hearing, you must notify abutters. Please use the City's "Notification to Abutters Form." Use <u>certified mail</u> or <u>certificate of mailing</u> or <u>hand deliver</u> and get signatures. (N.B. You must present proof of abutter notification at the beginning of the public hearing.)
4	2	The Conservation Agent will place a legal ad in the TAB. (N.B. Applicant will be billed for a legal ad.)
5	-	Stake the project. 2 weeks in advance of the public hearing, stake all new structures, erosion control barriers, stormwater systems, etc. within Con Com jurisdiction.
-	-	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.
6	3	Attend the public hearing/meeting. The applicant or representative is expected to attend and briefly present the project. (N.B. NOI applicants must provide proof of abutter notification at the hearing.)
-	-	The Con Com will issue its decision , either: <ul style="list-style-type: none"> • <u>Determination of Applicability</u> (a negative determination means you may proceed without further permitting), • <u>Order of Conditions (OOC) approving or denying the project, or</u> • <u>Continuation</u> of the public hearing to allow more time additional information to be provided.
7	4	Receive and read the decision. Contact the Con Com if you have any questions.
8	-	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.
9	-	Record the Order at the Registry of Deeds. Provide proof of recording to the Conservation office.
10	-	Install MassDEP file number sign and erosion controls.
11	-	Schedule and attend a pre-construction site visit. Contact the Conservation office to schedule the site visit.
12	5	Execute the project. The project must be completed within 3 years, unless an extension of the permit is issued; extensions must be requested least 30 days prior to the expiration of the permit.
13	-	Request a Certificate of Compliance (COC). Once the project is completed and all conditions are satisfied, request a COC from the Conservation office by submitting DEP Form 8a, an as-built plan, and a letter from the engineer stating that everything is in substantial compliance with the approved plans and OOC. The Con Com will perform a site visit to ensure compliance.
14	-	Record the Certificate of Compliance (COC) at the Registry of Deeds to remove the cloud from the title. Provide proof of recording to the Conservation office.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.