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CONSERVATION COMMISSION SUBMISSION FOR:

- NOTICES OF INTENT (NOI) OR
- ABBREVIATED REQUESTS FOR RESOURCE AREA DELINEATION (ANRAD)

DATE RECEIVED: \_\_\_\_\_ PROJECT #: \_\_\_\_\_ DEP PERMIT #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ SBL: \_\_\_\_\_

BRIEF PROJECT DESCRIPTION:

REQUIRED REVIEWS BY OTHER REGULATORY AUTHORITIES?  NO  IF YES, WHO AND WHAT IS THE STATUS?

FOR A COMPLETE APPLICATION TO THE CONSERVATION COMMISSION, PLEASE INCLUDE THE FOLLOWING. (An inaccurate or incomplete application will **not** be accepted.)

- This submission form
- Newton's General Permit Application
- State Application Form
  - 2 hard copies of the state Notice of Intent (NOI) form (Mass DEP WPA Form 3) or Abbreviated Requests for Resource Area Delineation (ANRAD) form (Mass DEP WPA Form 4a) and 1 electronic copy submitted on a cd in .pdf format.
  - 2 hard copies of the stamped, dated plans\*\* as 8 1/2 "x11" or 11"x17" and 1 electronic copy submitted on a cd in .pdf format.
  - 2 hard copies of all relevant attachments as 8 1/2 "x11" or 11"x17" and 1 electronic copy submitted on a cd in .pdf format.
    - USGS map of the area
    - Wetland delineation information
    - Abutters list from Assessor's office
    - Notice to abutters
    - Affidavit of mailing to all abutters within 100 feet of the subject property.
    - NOI Wetland Fee Transmittal Form
    - Additional attachments as needed: Stormwater info, rare species info, construction sequencing, landscape planting plans, wetland replication or mitigation plans, operation and maintenance plans, etc.
- Fees: State Fee (City portion) \$ \_\_\_\_\_ and City fee of \$50.
- Proof of mailing of state application and attachments to Mass DEP (Mass DEP Northeast Regional Office at 205B Lowell Street, Wilmington, MA 01887 (main phone: 978-694-3200)
- Proof of mailing of state portion of the state fee and the fee transmittal form to DEP (Lock Box), Box 4062, Boston MA 02211.

NOTE: Please review the reverse of this form for additional information.

# CONSERVATION COMMISSION SUBMISSION CHECKLIST INSTRUCTIONS

**\*\* PLANS MUST INCLUDE THE FOLLOWING** (Check all being shown):

- Certification by a Professional Engineer or Land Surveyor
- Property information (owner's name and address, assessor's section-block-lot number, and subdivision lot number, where applicable)
- Title block (project title, date, scale, and north arrow)
- Property lines
- Wetland resource areas and buffers delineated
- Existing and proposed conditions (w/details and notes, as necessary) including, but not limited to:
  - Buildings, structures, pavement, drainage structures, etc.
  - Contour lines (two (2)-foot intervals)
  - Vegetation, lawn, landscaping, trees, etc.
  - Limits of work and erosion control measures
  - Construction stockpiles and staging areas
  - Snow storage areas, as applicable

## THE WETLAND PERMITTING PROCEDURE

1. **Public Hearing is Scheduled:** By submitting a complete application, you will be scheduled to attend the next available public hearing.
2. **Notify Abutters:** Once you have been informed of the date and time for the hearing, you shall notify abutters in accordance with the provisions of 310 CMR 10.05(4)(a). Please use the City's "Notification to Abutters Form." The Applicant must present either the certified mail or certificate of mailing receipts for all abutters at the beginning of the public hearing.
3. **Stake the Project:** Stake the property two weeks in advance of the public hearing. The Con Com requires that all new structures, erosion control barriers, stormwater systems, etc. within Con Com jurisdiction, be staked with labeled "stakes" or flags.
4. **Site Visit:** The Con Com and/or Agent will perform a site visit prior to the public meeting to confirm existing conditions and proposed work stakes. If you wish to be informed of the time of the visit, please contact the Department when applying.
5. **Attend the Public Hearing:** The applicant or representative is expected to attend and briefly present the project and present proof of abutter notification. Based on the information presented the Con Com will issue an:
  - Order of Conditions (OOC) approving the project, so work may proceed as proposed, subject to conditions;
  - Order of Conditions denying the project, so the project may **not** proceed as proposed; or
  - Continue the item to allow more time to review the project or for additional information to be provided.
6. **Receive and Read the Order of Conditions:** Contact the Con Com if you have any questions.
7. **Wait-out the 10-Day Appeal Period:** A decision of the Con Com can be appealed by any abutter, the applicant, or a 10-citizen group has within 10 business days of the decision to MassDEP.
8. **Record the Order:** The OOC must be recorded at the Registry of Deeds. Provide proof of recording to the Conservation office.
9. **Install MassDEP File Number Sign and Erosion Controls.**
10. **Attend a Pre-Construction Site Visit:** Contact the Conservation office to schedule a pre-construction site visit.
11. **Execute the Project:** The project must be completed within three (3) years, unless an extension of the permit is issued; extensions must be requested least 30 days prior to the expiration of the permit.
12. **Request a Certificate of Compliance:** Once the project is completed and all conditions are complied with, request a Certificate of Compliance from the Conservation office by submitting Mass DEP Form 8a, a letter from the engineer, and an as-built plan. The Con Com and/or Agent will perform a site visit to ensure compliance.
13. **Record the Certificate of Compliance (COC):** The COC must be recorded 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.**