

THE CITY OF NEWTON'S NEW ON-LINE APPLICATION REQUIREMENTS

Starting **May 2, 2022**, the Conservation Office will stop accepting e-mailed and paper wetland applications. The City of Newton is moving online to a new online permitting system, NewGov (hosted by OpenGov). NewGov allows the applicant and City Staff to communicate within the system at each step of the permitting process and allows applicants to easily track their applications. NewGov provides increased efficiency and home access for the public and improved coordination among City departments. Starting May 2, 2022, all applications must be submitted through NewGov; we acknowledge that this is a big transition for applicants used to paper submissions and will be happy to assist with any difficulties.

NewGov is on the OpenGov platform and functions like many online application systems in other municipalities. It mirrors the current application requirements and process, however everything will be submitted online.

In NewGov, the **“applicant”** is the person who creates or uses an existing OpenGov/NewGov account to submit an application on-line. An applicant may be the property owner, a consultant, or an attorney. Applicants can “invite guests” to the application to upload plans or information and be apprised of the application process. If you have an OpenGov account, simply sign into NewGov. If you don't have an OpenGov account, click on this link to learn how to create an account: <https://stories.opengov.com/newtonma/published/aCNzPz4zv>.

Applicants are led through a series of questions and, depending on the type of application, are directed to upload the necessary attachments, for example:

- Request for Determination of Applicability (RDA) applicants may be directed to upload the application checklist, the state WPA Form 1, and pdfs of their plans
- Notice of Intent (NOI) applicants may be directed to upload the application checklist, the state WPA Form 3, pdfs of their plans, planting plans, and relevant calculations for work in Riverfront Area and Flood Zone.

WETLAND FILING INSTRUCTIONS – STARTING ON MAY 2, 2022

1. **Applications and payment must be received by noon 16 days prior to the public hearing** the applicant wishes to attend.
2. **Applicants must use the NewGov “storefront”** (<https://newtonma.viewpointcloud.com/>) **to submit applications.**
3. **Payment must be received before an application will be judged to be complete. All applicants must submit the appropriate filing fees by hand delivery or mail.** Note: All RDAs require one check for \$50 and all NOIs require two checks (one for \$50 and one for the City portion of the State filing fee).
4. Once an application is submitted, it will be reviewed by Conservation Staff for completeness. **If the application is judged to be complete, the applicant will be notified of the public hearing date and details.**
- 4a. **NOI applicants must immediately send abutter notifications** (certified or certificate of mailing) with the public hearing information and **AND must immediately send a hard copy or e-DEP filing of the complete application to the DEP Northeast Regional Office** to receive a DEP file number.
- 4b. **RDA applicants must send a hard copy of the complete application to the DEP Northeast Regional Office.**

ALL PERTINENT FORMS AND DETAILED INSTRUCTIONS ARE ON THE CONSERVATION WEBSITE:

<https://www.newtonma.gov/government/planning/boards-commissions/conservation-commission/wetland-filing-information>