



CONSERVATION COMMISSION TOWN OF NORTHFIELD

www.northfieldma.gov
69 MAIN STREET
NORTHFIELD, MASSACHUSETTS 01360-1017

P: (413) 498-2901
F: (413) 498-5103

WPA Form 1: DETERMINATION OF APPLICABILITY Public Posting with The Greenfield Recorder

The Conservation Commission for the Town of Northfield will hold a Public Meeting on *(Day & Date)* at *(Time)* at the Northfield Town Hall, located at 69 Main St. Northfield, MA 01360, to consider a Request for Determination of Applicability, MWPA GLC 131 section 40 for *(name of applicant)* of *(address of applicant)* to *(describe action to take place in possible wetland area and/or nearby with relation to possible wetland area.)*

Example:

The Conservation Commission for the Town of Northfield will hold a Public Meeting on Monday, January 11, 2010 at 6:00 pm at the Northfield Town Hall, located at 69 Main St. Northfield, MA 01360, to consider a Request for Determination of Applicability, MWPA GLC 131 section 40 for Joe Smith of 20 Birch St to remove an asphalt path, replace with sod, remove concrete steps leading to a boathouse and replace with stone steps, remove one dead tree, and strip the lawn area and plant with sod. This project takes place in the 100ft buffer zone of Lake Northfield. A copy of this filing may be reviewed prior to the Hearing by contacting the Conservation Commission via the Town Hall.

1. Notify Conservation Commission of pending Application submitting to be assigned date of Review
2. Mail copy of Application to Conservation and DEP Regional Office and property owner (if different than applicant) on the same day
3. Submit this Notice to the Legal Ad Department of the Greenfield Recorder by calling 413-772-0261 or emailing legalads@recorder.com. Takes two days to process after submitting and must be published five business days prior to the date of scheduled Hearing.



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WPA Form 3: NOTICE OF INTENT

Public Posting with The Greenfield Recorder & Abutter Notice

The Conservation Commission for the Town of Northfield will hold a Public Meeting on *(Day & Date)* at *(Time)* at the Northfield Town Hall, located at 69 Main St. Northfield, MA 01360, to act on a Notice of Intent, MWPA GLC 131 section 40 for (name of applicant) of *(address of applicant)* to *(describe action to take place in possible wetland area and/or nearby with relation to possible wetland area.)*

Example:

The Conservation Commission for the Town of Northfield will hold a Public Meeting on Monday, January 11, 2010 at 6:00 pm at the Northfield Town Hall, located at 69 Main St. Northfield, MA 01360, to act on a Notice of Intent, MWPA GLC 131 section 40 for Joe Smith of 20 Birch St to remove an asphalt path, replace with sod, remove concrete steps leading to a boathouse and replace with stone steps, remove one dead tree, and strip the lawn area and plant with sod. This project takes place in the 100ft buffer zone of Lake Northfield. A copy of this filing may be reviewed prior to the Hearing by contacting the Conservation Commission via the Town Hall.

1. Notify Conservation Commission of pending Application submitting to be assigned date of Hearing
2. Mail copy of Application to Conservation and DEP Regional Office on the same day
3. Submit this Notice to the Legal Ad Department of the Greenfield Recorder by calling 413-772-0261 or emailing legalads@recorder.com. Takes two days to process after submitting and must be published five business days prior to the date of scheduled Hearing.
4. Notice to Abutters (Assessors Abutter list of 100' out from property, request takes up to ten days to fill) must be mailed out via Certified Mail at the same time of Application submitting

Northfield Conservation Commission - WPA Application Filing Procedures

CONFIRMED AT MEETING/HEARING PRIOR TO PRESENTATION:

1. on the agenda (application & plans/maps submitted)
2. posted in the newspaper
3. abutters notified (if applicable)
4. NHESP notified (if applicable)
5. land owner notified if different than applicant
6. copy sent into MassDEP

Town Hall Business Hours:

Mon - Thursday (9am-4pm)
Friday (9am-12pm)

Filing Submission - If submitting a WPA Application either through the eDEP website, by mail or hand delivery please include copies of "standard letter" sized versions of all plans & maps along with the application or online filing print-outs. Submissions must be in Commission's mailbox 6 business days prior to the Hearing/Meeting date in order to provide sufficient time to appear on the agenda and allow for public viewing at the Clerk's Office.
(ie. Tuesday by 4pm before the following Wednesday's CONSCOM meeting)

Posting/Notice Requirements - The Applicant is responsible for posting in the Greenfield Recorder Legal Ads section (example posting attached) and the same posting may be mail to abutters (abutter list obtained from Assessor's Office, form attached). Notice must appear in the newspaper and be sent to abutters at least 5 business days, but no more than 14, prior to Hearing/Meeting date. (ie. Legal Ad appears the Wednesday before the following Wednesday's hearing/meeting)

Number	Title	Prepared By	Daily Recorder	CONSCOM Notified	Abutters	Copies For/Sent	Notes
WPA Form 1	Request for Determination of Applicability (RDA)	Applicant/ Anyone	5 Business Days	5 Business Days	-	Original to CONSCOM Copy - DEP Copy - Property Owner (if diff. from Applicant)	Held at regular Monthly Meetings, unless Special Meeting for expediency required
WPA Form 2	Determination of Applicability	Commission	-	-	-	Original - Applicant Copy - DEP Copy - CONSCOM	Response to Form 1 - filed out & filed by Commission after Determination, copies sent to other Boards involved
WPA Form 3	Notice of Intent (NOI)	Applicant	5 Business Days	5 Business Days	Notified 5 business days	Original and/or copy - CONSCOM Copy - DEP	Held at Monthly Meeting, but called a "Hearing" = public commentary allowed. If within "estimated habitat" include proof of notice to NHESP with application to DEP. eDEP online
WPA Form 4	Abbreviated Notice of Intent	Applicant	5 Business Days	5 Business Days	Notified 5 business days	Copy - DEP 2 Copies - CONSCOM	Notification to "Natural Heritage Program" required if Sec. B, 5a applies
WPA	NOI Wetland Fee Transmittal Form	Applicant	-	5 Business Days	-	original - State DEP copy & fee copy - DEP copy - CONSCOM	Include with Notice of Intent or Abbreviated Notice of Intent or ANRAD

Number	Title	Prepared By	Daily Recorder	CONSCOM Notified	Abutters	Copies For / Sent	Notes
PA & Appendix	Storm water Management Form	Applicant	-	5 Business Days	-	-	To be submitted with completed NOI, if applicable
WPA Form 4A	Abbreviated Notice of Resource Area Delineation (ANRAD) & ANRAD Wetlands Fee Transmittal Form	Applicant	5 Business Days	5 Business Days	Notified 5 business days	2 copies - CONSCOM copy & fee copy - DEP	Include both forms when filing eDEP online
WPA Form 4B	Order of Resource Area Delineation (ORAD)	Commission	-	-	-	copy - DEP original - applicant copy - CONSCOM	response to WPA Form 4A (Appealing applicant keeps original) eDEP online
WPA Form 5	Order of Conditions (OOC)	Commission	-	-	-	original - applicant copy - DEP copy - CONSCOM	filed and mailed out with NOI Findings eDEP online,
WPA Form 6	Notification of Non-Significance	Commission	-	-	-	original - applicant copy - DEP copy - CONSCOM	Not issued at this time
WPA Form 7	Extension of Permit for Order of Conditions	Commission	-	5 Business Days	-	Original - applicant Copy - CONSCOM Copy - MassDEP	Voted on at a regular meeting, must be recorded at the registry of deeds, just like an OOC but NOT an ANRAD
WPA Form 8A	Request for Certificate of Compliance	Applicant	-	5 Business Days	-	original - CONSCOM	Submitted to close out an OOC
WPA Form 8B	Certificate of Compliance	Commission	-	-	-	original - applicant copies - CONSCOM copy - MassDEP	Must be recorded at registry of deeds
WPA Form 9	Enforcement Order	Commission	-	5 Business Days	-	original - applicant copies & amended copies - CONSCOM & MassDEP	May be signed by one in the field and then discussed and ratified at the next commission meeting
WPA	Emergency Certification Form	Commission	-	5 Business Days	-	Original - applicant copies & amended copies - CONSCOM & MassDEP	May be signed by one in the field and then discussed and ratified at the next commission meeting
WPA	ANRAD Wetlands Fee Transmittal Form	Applicant	-	5 Business Days	-	-	Included with ANRAD application

Questions? Feel free to contact the Conservation Commission with any questions you may have about filing either by calling Town Hall and leaving a message for the Commission (413-498-2901), by email Northfield.CONSCOM@gmail.com or attending one of our monthly meetings (third Wednesday of every month, upstairs at the Town Hall, at 7:30pm). Pre-filing review by the Commission is highly encouraged!

ABUTTERS LIST REQUEST

Fill out and return to the Board of Assessors.

Location of parcel: _____

Contact person (please print): _____

Phone number: _____

Email address: _____

For which board: _____

Reason for request: _____

Signature: _____ Date: _____

[illegible]

Record owner: _____
As listed in Franklin County Registry of Deeds

Map: _____ Zone: _____

Deed: Book _____ Page: _____ Date: _____

Date application received: _____ Fee received: \$ _____

Date Completed: _____

Additional fee, if any: _____

Person notified: _____ Date: _____

Date list picked up: _____