

R:10-17 TTC Form 1: TOPSFIELD WETLANDS GENERAL BYLAW: FEE CALCULATION

See Wetlands Protection Act (310 CMR 10.00) *Appendix B-WETLANDS FEE TRANSMITTAL FORM* to calculate fees due under State regulations.

A. Request for Determination of Applicability (RDA) \$ _____

1) To determine if Bylaw applies: \$50 \$ _____

2) To authorize minor work, calculate fee per C(3) below: \$50 minimum. \$ _____

3) To review Resource Area delineation:
 \$.50 per linear foot of Bordering Vegetated Wetlands; \$50 minimum. \$ _____

B. Abbreviated Notice of Resource Area Delineation (ANRAD) \$ _____

\$.50 per linear foot of each Resource Area to be reviewed; \$50 minimum.

C. Notice of Intent (NOI) (includes Abbreviated Notice of Intent) \$ _____

1) To review Resource Area delineation:

 Review required unless already done under prior RDA, ANRAD or NOI

 \$.50 per linear foot of each Resource Area to be reviewed; \$50 minimum. \$ _____

2) Repair or same design flow replacement of failed septic system \$ _____
 [In this case, C. 3) does not apply]: \$150.00

3) To request to alter Resource Area

 Where Resource Areas overlap, the higher fee shall be due.

a) Buffer Zone _____ sq. ft. x \$.25/sq. ft.= \$ _____

b) Land Subject to Flooding _____ sq. ft. x \$.25/sq. ft.= \$ _____

c) Land Under Water _____ sq. ft. x \$.50/sq. ft.= \$ _____

d) Banks (each bank) _____ linear ft. x \$5.00 = \$ _____

e) Freshwater Wetland _____ sq. ft. x \$.50/sq. ft.= \$ _____

f) Vernal Pool 100-foot Buffer Zone _____ sq. ft. x \$.50/sq. ft.= \$ _____

g) 200-foot Riverfront Area _____ sq. ft. x \$.30/sq. ft.= \$ _____

4) To request project activity in Resource Area

a) Review of Drainage System/Flood Control Structure

 i) on single-family house lot \$150.00 \$ _____

 ii) other \$500.00 \$ _____

b) Restore to prior condition including waste clean-up: \$250.00 \$ _____

D. Request for Extension of Permit: \$100.00 per lot \$ _____

E. Request to Amend Order of Conditions: \$100.00 \$ _____

F. Request for a Certificate of Compliance: \$50.00 \$ _____

TOTAL FEE under TOPSFIELD BYLAW \$ _____

TOTAL FEE under STATE REGULATIONS (State portion + Town portion – from *WPA Wetlands Fee Transmittal Form*) \$ _____

TOTAL FEES DUE \$ _____

Make Checks Payable As Follows:

1. Commonwealth of Massachusetts (State portion of State fee – from *WPA Wetlands Fee Transmittal Form*) \$ _____

[Send a copy of check with 1 copy of application to DEP-NERO]

2. Town of Topsfield (Total of Town portion of the State fee plus Bylaw Fee) \$ _____

[Submit to TCC with Application]

Fees are payable to the Town of Topsfield upon submittal of a Request for Determination of Applicability, Abbreviated Notice of Resource Area Delineation, Notice of Intent, Abbreviated Notice of Intent, Request for Extension Permit, Request to Amend an Order of Conditions and Request for Certificate of Compliance. Payment of fees does not assure approval of proposed work. Fees are non-refundable, except when adjustments to Resource Area delineations result in reduction of the areas to be altered.

R:10-18. Form A
TOPSFIELD CONSERVATION COMMISSION

To the Applicant:

Upon filing a Request for Determination of Applicability, an Abbreviated Notice of Resource Area Delineation, a Notice of Intent or an Abbreviated Notice of Intent under the Topsfield General Wetlands Bylaw, you are required to notify all abutters within **100** feet of the property for which the filing is made.

An abutter is the owner of property within one hundred feet of the boundary of the applicant's/project property, including property located across a street, way, river or stream within the one hundred feet.

You can obtain the names and addresses at the Assessor's Office at the Topsfield Town Hall. Please produce the list and proof of notification at the first Public Hearing for your project.

List of abutters to property located at _____

List prepared by _____

List of Abutters:

Editor's Note: Section R:10-18 was amended by the Topsfield Conservation Commission at Public Hearing on March 22, 2000, and again at Public Hearing on January 23, 2002.

R:10-19. TCC Form 2: SITE VISIT AUTHORIZATION FORM

I give permission to the Topsfield Conservation Commission and its agent(s) to enter the property listed below at all times during which the subject matter is pending or ongoing before the Commission (until a Certificate of Compliance is issued in the case of an Order of Conditions or when any other document expires).

Street Address of Property:

Assessors Map and Parcel Number:

Name of Owner (please print) _____

Signature of Owner _____

Date _____

OR

Signature of Authorized Representative of Owner:

Date _____

Name of Owner's Authorized Representative (please print):

Representative's Address and Telephone Number:

**CERTIFICATION OF DISCLOSURE
OF PERSONAL INTERESTS OF CONSULTANT(S)**
(Pursuant to Topsfield Wetland Regulation R:10-5.c)

To: Topsfield Conservation Commission

Fr: Name: _____

Title: _____

Company: _____

License/Registration # (if any): _____

Telephone #: _____

Address: _____

Re: (Circle one) **Certification** **Disclosure**

Project Description: _____

Project Location: _____ (Topsfield, MA)

(Check one)

- I hereby certify to the Commission that neither I nor any member of my company or family, nor any business partner or associate has any interest in the above project beyond standard reasonable fees paid for objective professional services rendered on the project.

OR

- I hereby disclose the following interest(s) in the above-described project:

Nature of interest(s): _____

Persons/entities holding the interest(s): _____

SIGNED UNDER PENALTIES OF PERJURY:

Signature: _____ Date: _____

[Affix professional stamp if any]

the wetland boundary may require different techniques and levels of detailed data collection and analysis, depending on the sites in question. In any case, plant communities should be sampled using standard scientific plant community sampling methods, with appropriate, documented adjustments for site-specific conditions.

R:10-27. TCC Form 5

**Notification of Abutters Under The Massachusetts Wetlands Protection Act
And The Topsfield Wetlands General By-Law**

In accordance with the second paragraph of the Massachusetts General Laws Chapter 131, Section 40, and Section 62-7 of the Topsfield Wetlands General Bylaw, you are hereby notified of the following:

- A. The Name of the applicant is: _____
- B. The applicant has filed a:
 - _____ Request for Determination of Applicability (RDA)
 - _____ Notice of Intent (NoI)
 - _____ Abbreviated Notice of Intent (ANoI)
 - _____ Abbreviated Notice of Resource Area Delineation (ANRAD)
 - _____ Other _____

with the **Topsfield Conservation Commission** seeking

within/of an Area Subject to Jurisdiction/Protection under the Massachusetts Wetlands Protection Act and
Topsfield Wetlands General Bylaw.

- C. The Address of the property where the activity is proposed is:
_____.
- D. Copies of the request or permit application may be examined at the **TOPSFIELD CONSERVATION
COMMISSION OFFICE, TOPSFIELD TOWN HALL, 8 WEST COMMON STREET, TOPSFIELD**
between the hours of **9:00 AM** and **12:00 PM** on **MONDAY** and **WEDNESDAY**, or call for an
appointment at 978-887-1510.
- E. Copies of the Request or Permit Application may be obtained by calling 978-887-1510. **THERE IS A 25
CENTS PER PAGE CHARGE FOR COPYING EXPENSES.**
- F. Information regarding the date, time, and place of the Public Meeting/Hearing may be obtained from **THE
TOPSFIELD TOWN HALL BULLETIN BOARD**, (MONDAY–THURSDAY 8:00 AM – 4:00 PM and
FRIDAY 8:00AM - 12:00 PM) or by contacting The Topsfield Conservation Commission at 978-887-1510
between the hours of 9:00 AM and 12:00 PM on MONDAY and WEDNESDAY.

NOTE: Notice of the public meeting/hearing, including date, time and place, will be published at least five (5) days
in advance in a local newspaper.

NOTE: Notice of the public meeting/hearing, including date, time and place, will be posted in the town hall not less
than forty-eight (48) hours in advance.

NOTE: You also may contact The Topsfield Conservation Commission or the DEP NORTHEAST REGIONAL
OFFICE at 978-694-3200 for more information about this application or the Wetlands Protection Act.



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection – Wetlands & **Topsfield Conservation Commission**
WPA/WGB Form 1- Request for Determination of Applicability
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40 and
 Topsfield Wetlands General Bylaw, Chapter 62

City/Town _____

A. General Information

Important:
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

Name _____ E-Mail Address _____
 Mailing Address _____
 City/Town _____ State _____ Zip Code _____
 Phone Number _____ Fax Number (if applicable) _____

2. Representative (if any):

Firm _____
 Contact Name _____ E-Mail Address _____
 Mailing Address _____
 City/Town _____ State _____ Zip Code _____
 Phone Number _____ Fax Number (if applicable) _____

B. Determinations

1. I request the Topsfield _____ make the following determination(s). Check any that apply:
 Conservation Commission

- a. whether the **area** depicted on plan(s) and/or map(s) referenced below is an area subject to jurisdiction of the Wetlands Protection Act.
- b. whether the **boundaries** of resource area(s) depicted on plan(s) and/or map(s) referenced below are accurately delineated.
- c. whether the **work** depicted on plan(s) referenced below is subject to the Wetlands Protection Act.
- d. whether the area and/or work depicted on plan(s) referenced below is subject to the jurisdiction of any **municipal wetlands ordinance** or **bylaw** of:

Topsfield
 Name of Municipality

- e. whether the following **scope of alternatives** is adequate for work in the Riverfront Area as depicted on referenced plan(s).



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 City/Town

C. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

_____ Street Address	_____ City/Town
_____ Assessors Map/Plat Number	_____ Parcel/Lot Number

- b. Area Description (use additional paper, if necessary):

- c. Plan and/or Map Reference(s):

_____ Title	_____ Date
_____ Title	_____ Date
_____ Title	_____ Date

2. a. Work Description (use additional paper and/or provide plan(s) of work, if necessary):



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City/Town

C. Project Description (cont.)

b. Identify provisions of the Wetlands Protection Act or regulations which may exempt the applicant from having to file a Notice of Intent for all or part of the described work (use additional paper, if necessary).

3. a. If this application is a Request for Determination of Scope of Alternatives for work in the Riverfront Area, indicate the one classification below that best describes the project.

- Single family house on a lot recorded on or before 8/1/96
- Single family house on a lot recorded after 8/1/96
- Expansion of an existing structure on a lot recorded after 8/1/96
- Project, other than a single family house or public project, where the applicant owned the lot before 8/7/96
- New agriculture or aquaculture project
- Public project where funds were appropriated prior to 8/7/96
- Project on a lot shown on an approved, definitive subdivision plan where there is a recorded deed restriction limiting total alteration of the Riverfront Area for the entire subdivision
- Residential subdivision; institutional, industrial, or commercial project
- Municipal project
- District, county, state, or federal government project
- Project required to evaluate off-site alternatives in more than one municipality in an Environmental Impact Report under MEPA or in an alternatives analysis pursuant to an application for a 404 permit from the U.S. Army Corps of Engineers or 401 Water Quality Certification from the Department of Environmental Protection.

b. Provide evidence (e.g., record of date subdivision lot was recorded) supporting the classification above (use additional paper and/or attach appropriate documents, if necessary.)

