



Massachusetts Department of Environmental Protection
Bureau of Resource Protection—Wetlands & Topsfield Conservation Commission

Provided by DEP:

WPA/WGB Form 4A –

DEP File Number

Abbreviated Notice of Resource Area Delineation

Document Transaction Number

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40
and Topsfield Wetlands General Bylaw, Chapter 62

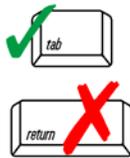
City/Town

A. General Information

1. Project Location (**Note:** electronic filers will click on button for GIS locator):

_____	_____	_____
a. Street Address	b. City/Town	c. Zip Code
Latitude and Longitude, if Known: _____		
_____	_____	_____
d. Latitude	e. Longitude	
_____	_____	
f. Assessors Map/Plat Number	g. Parcel /Lot Number	

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



2. Applicant:

_____	_____	_____
a. First Name	b. Last Name	c. Company

d. Mailing Address		
_____	_____	_____
e. City/Town	f. State	g. Zip Code
_____	_____	_____
h. Phone Number	i. Fax Number	j. Email address

3. Property owner (if different from applicant): Check if more than one owner

_____	_____	_____
a. First Name	b. Last Name	c. Company

d. Mailing Address		
_____	_____	_____
e. City/Town	f. State	g. Zip Code
_____	_____	_____
h. Phone Number	i. Fax Number	j. Email address

Note:
Before completing this form consult your local Conservation Commission regarding any municipal bylaw or ordinance.

4. Representative (if any):

a. Firm		
_____	_____	_____
b. Contact Person First Name	c. Contact Person Last Name	

d. Mailing Address		
_____	_____	_____
e. City/Town	f. State	g. Zip Code
_____	_____	_____
h. Phone Number	i. Fax Number	j. Email address

Fees will be calculated for online users.

5. Total WPA Fee Paid (from attached ANRAD Wetland Fee Transmittal Form):

_____	_____	_____
a. Total Fee Paid	b. State Fee Paid	c. City/Town Fee Paid



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B. Area(s) Delineated

1. Bordering Vegetated Wetland (BVW) _____
Linear Feet of Boundary Delineated
2. Check all methods used to delineate the Bordering Vegetated Wetland (BVW) boundary:
 - a. DEP BVW Field Data Form (attached)
 - b. Other Methods for Determining the BVW boundary (attach documentation):
 1. 50% or more wetland indicator plants
 2. Saturated/inundated conditions exist
 3. Groundwater indicators
 4. Direct observation
 5. Hydric soil indicators
 6. Credible evidence of conditions prior to disturbance
3. Indicate if any other resource area(s) are delineated:

a. _____	_____	b. _____	_____
Resource Area	Linear Feet Delineated	Resource Area	Linear Feet Delineated

C. Additional Information

Applicants must include the following plans with this Abbreviated Notice of Resource Area Delineation. See instructions for details.

- ANRAD (Delineation Plans only)
- Simplified Review ANRAD with Stormwater (Delineation Plans and Project Plans)
- Simplified Review ANRAD without Stormwater (Delineation Plans only)

Online Users: Attach the document transaction number (provided on your receipt page) for any of the following information you submit to the Department.

1. USGS or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation Commission and the Department to locate the site. (Electronic filers may omit this item.)
2. Plans identifying the boundaries of the Bordering Vegetated Wetlands (BVW) (and other resource areas, if applicable).
3. List the titles and final revision dates for all plans and other materials submitted with this Abbreviated Notice of Resource Area Delineation.



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D. Simplified Review for Buffer Zone Projects

Simplified Review cannot be applied to work proposed within riverfront areas or bordering land subject to flooding.

I certify that the project design and construction, in order to be eligible for Buffer Zone Simplified Review, complies with the following requirements.

Each box below must be checked in order for the application to be eligible.

- No work of any kind will occur within any wetland resource areas including Riverfront Area and Bordering Land Subject to Flooding.
- The inner 0-to-50-foot wide area from the delineated wetland boundary will not be disturbed by any work associated with this project, including placement of any stormwater management components.
- The buffer zone where the work is proposed does not border an Outstanding Resource Water (e.g., certified vernal pool, public water supply reservoir or tributary), as defined in 314 CMR 4.00 or border coastal resource areas at 310 CMR 10.25-10.35.
- The buffer zone is not adjacent to wetland resources with estimated wildlife habitat (which is identified on the most recent Estimated Habitat Map of State-listed Rare Wetlands Wildlife).
- If the project is subject to the Massachusetts Stormwater Policy, all work will be conducted in conformance with an approved Stormwater Management Plan.
- Erosion and Sedimentation controls will be provided at the 50-foot buffer zone line or limit of work (whichever is a greater distance from the resource area) and be sufficient to protect resource areas during construction.
- The buffer zone does not contain an existing slope greater than an average of 15% at its steepest gradient across the 100-foot width of the buffer zone from the edge of the resource area to the outer edge of the buffer zone.
- Following completion of the project, the amount of new impervious surface, in combination with existing impervious surfaces, will not exceed 40% of the buffer zone between 50 and 100 feet from a delineated boundary.
- If work authorized under Simplified Review is commenced, no work is allowed, and no additional NOI or RDA may be filed, for any work within the 0-to-50-foot buffer zone during the term of an ORAD associated with this application. If work authorized under Simplified Review is **not** commenced, then future NOIs or RDAs may be filed for work within the 0-to-50-foot portion of the buffer zone.

The project is is not subject to the Massachusetts Stormwater Policy.

If the project is subject to the Stormwater Policy:

- attached is a Stormwater Management Form (and supporting information)
- no work contemplated at this time; a Stormwater Management Form (and supporting information) will be provided to the Conservation Commission for review and concurrence prior to the commencement of any work on the site.
- Stormwater Management Form is being submitted for a previously issued Order of Resource Area Delineation (delineation only) dated: _____ Date

Title of Stormwater Management Plan

Date

Signature of Applicant or Applicant's Representative



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E. Fees

The fees for work proposed under each Abbreviated Notice of Resource Area Delineation must be calculated and submitted to the Conservation Commission and the Department (see Instructions and Wetland Fee Transmittal Form).

No fee shall be assessed for projects of any city, town, county, district, municipal housing authority, Indian tribe housing authority, or the MBTA.

Applicants must submit the following information (in addition to the attached Wetland Fee Transmittal Form) to confirm fee payment:

1. Municipal Check Number

2. Check date

3. State Check Number

4. Check date

5. Payor name on check: First Name

6. Payor name on check: Last Name



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F. Signatures and Certification Requirements

I certify under the penalties of perjury that the foregoing Abbreviated Notice of Resource Area Delineation and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will place notification of this Notice in a local newspaper at the expense of the applicant in accordance with the wetlands regulations, 310 CMR 10.05(5)(a).

I certify that any work associated with the proposed project meets all of the eligibility criteria listed in Section D above. If the project does not comply with the Section D eligibility requirements, or if I decide to not do the work allowed by the Simplified Review Approval, I will file a Notice of Intent or Request for Determination of Applicability for any proposed future work as required by the Conservation Commission.

I acknowledge that I am responsible for promptly requesting a Certificate of Compliance following completion of any work allowed pursuant to a Simplified Review or no later than three years from the date of the Order of Resource Area Delineation unless the Order is extended on Wetland Form 7, Extension Permit for Order of Conditions.

I further certify under penalties of perjury that all abutters were notified of this application, pursuant to the requirements of M.G.L. c. 131, § 40. Notice must be made in writing by hand delivery or certified mail (return receipt requested) to all abutters within 100 feet of the property line of the project location.

I hereby grant permission, to the Agent or member of the Conservation Commission and the Department of Environmental Protection, to enter and inspect the area subject to this Notice at reasonable hours to evaluate the project subject to this Notice, and to require the submittal of any data deemed necessary by the Conservation Commission or Department for that evaluation.

I acknowledge that failure to comply with these certification requirements is grounds for the Conservation Commission or the Department to take enforcement action.

1. Signature of Applicant

2. Date

3. Signature of Property Owner (if different)

4. Date

5. Signature of Representative (if any)

6. Date

For Conservation Commission:

Two copies of the completed Abbreviated Notice of Resource Area Delineation (Form 4A), including supporting plans and documents; two copies of the ANRAD Wetland Fee Transmittal Form; and the city/town fee payment must be sent to the Conservation Commission by certified mail or hand delivery.

For DEP:

One copy of the completed Abbreviated Notice of Resource Area Delineation (Form 4A), including supporting plans and documents; one copy of the ANRAD Wetland Fee Transmittal Form; and a copy of the state fee payment must be sent to the DEP Regional Office (see Instructions) by certified mail or hand delivery. (E-filers may submit these electronically.)

Other:

If the applicant has checked the “yes” box in any part of Section C, refer to that section and the Instructions for additional submittal requirements.

The original and copies must be sent simultaneously. Failure by the applicant to send copies in a timely manner may result in dismissal of the Notice of Intent.



Massachusetts Department of Environmental Protection

Bureau of Resource Protection - Wetlands

WPA Form 4A – ANRAD Wetland Fee Transmittal Form

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

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



A. Applicant Information

1. Applicant:

a. First Name	b. Last Name	c. Company
d. Mailing Address		
e. City/Town	f. State	g. Zip Code
h. Phone Number		

2. Property Owner (if different):

a. First Name	b. Last Name	c. Company
d. Mailing Address		
e. City/Town	f. State	g. Zip Code
h. Phone Number		

3. Project Location:

a. Street Address	b. City/Town
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B. Fees

The fee is calculated as follows for each Resource Area Delineation included in the ANRAD (check applicable project type):

Bordering Vegetated Wetland:

1. <input type="checkbox"/>	single family house project	a. linear feet	x \$2.00 =	b. Total fee not to exceed \$200
2. <input type="checkbox"/>	all other projects	a. linear feet	x \$2.00 =	b. Total fee not to exceed \$2,000

Other Resource Area (e.g., bank, riverfront area, etc.):

3. <input type="checkbox"/>	single family house project	a. linear feet	x \$2.00 =	b. Total fee not to exceed \$200
4. <input type="checkbox"/>	all other projects	a. linear feet	x \$2.00 =	b. Total fee not to exceed \$2,000

State share of filing fee: _____
5. 1/2 of total fee **less** \$12.50

City/Town share of filing fee: _____
6. 1/2 of total fee **plus** \$12.50



Massachusetts Department of Environmental Protection

Bureau of Resource Protection - Wetlands

WPA Form 4A – ANRAD Wetland Fee Transmittal Form

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

C. Submittal Requirements

- a.) Send a copy of this form, with a check or money order for the state share of the fee, payable to the Commonwealth of Massachusetts, to:

Department of Environmental Protection
Box 4062
Boston, MA 02211

- b.) **To the Conservation Commission:** Send the Abbreviated Notice of Resource Area Delineation; a **copy** of this form; and the city/town fee payment.
- c.) **To DEP Regional Office** (see Instructions): Send one copy of the Abbreviated Notice of Resource Area Delineation (and any additional documentation required as part of a Simplified Review Buffer Zone Project); a **copy** of this form; and a **copy** of the state fee payment. (E-filers of Notices of Intent may submit these electronically.)

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.