

TOPSFIELD CONSERVATION COMMISSION

NOTICE OF INTENT (DEP Form 3)

ABBREVIATED NOTICE OF INTENT (DEP Form 4)

ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION (DEP Form 4A)

APPLICATION INSTRUCTIONS

1. Obtain and fill out DEP Form 3-Notice of Intent, 4-Abbreviated Notice of Intent, or 4A-Abbreviated Notice of Resource Area Delineation, along with five Topsfield forms:
 - Form 1 - Fee Calculation
 - Form 2 - Site Visit Authorization
 - Form 3 - Certificate of Disclosure
 - Form 4 - List of Abutters
 - Form 5 - Abutter Notification FormInclude a sketch or engineered site plan (depending on complexity of project), a copy of a section of the USGS quadrangle map showing the locus of the proposed work (maps available at Conservation office), a copy the relevant area of the most recent NHESP Estimated Habitats of Rare Wildlife and Certified Vernal Pools map, as well as all necessary supporting documentation (See State instructions and Topsfield Wetlands General Bylaw Regulations for requirements) in your filing. Forms are available at the Conservation office at Topsfield Town Hall, 8 West Common Street, upstairs. **Office hours are Mondays and Wednesdays, 9 a.m. – noon and by appointment.**
2. Fill out the DEP Wetlands Filing Fee Calculation Worksheet (Appendix B) and include with the filing. Add the applicable local Topsfield Wetlands General Bylaw filing fee (see Form 1).
Send the check for the State portion of the Wetlands Protection Act filing fee, payable to the Commonwealth of Massachusetts, to DEP, Box 4062, Boston, MA 02211. This is separate from the application materials to be sent to the Regional Office in Wilmington.
The Topsfield portion of the State Wetlands Protection Act fee and the Town of Topsfield local Wetlands Bylaw filing fee, payable to the Town of Topsfield, should be included with the application to the Conservation Commission office.
3. **The Application must be complete and comply with Appendix 1, Project Application Requirements and Forms, of the Topsfield Wetlands General Bylaw Regulations** (Contact Topsfield Conservation Commission office, 978-887-1510, if you have questions).
4. Obtain a list of abutters within 100 feet of the property from the Assessor's office at Town Hall. Send notice of hearing (copy of completed Abutter Notification Form) to each abutter by certified mail with return receipt **OR** by certificate of mailing (proof of mailing only) **OR** deliver notification by hand and obtain signatures of all abutters AND complete an affidavit (form available from TCC office). Proof of Abutter notification – white receipts and/or green cards (certified mail), white receipts (certificate of mailing), or the completed affidavit form (hand delivery with signatures) must be submitted to the Conservation Commission prior to the opening of the hearing, which may be prior to or on the hearing date.
5. Bring the **original plus** seven copies (**total of eight [8]**) of the **complete application, nine [9] copies of the plan, check** and any **supporting documentation** to the Conservation office at Town Hall. You will be billed for the required legal advertisement.
6. **Mail one (1) copy of the entire permit application and plan and a PHOTOCOPY OF THE CHECK FOR THE STATE PORTION of the State fee via certified mail with return receipt to the Department of Environmental Protection, Wetlands, BRP-NERO, 205B Lowell St, Wilmington, MA 01887.**