

## TOPSFIELD CONSERVATION COMMISSION

### REQUEST FOR DETERMINATION OF APPLICABILITY (DEP/TCC Form 1)

#### APPLICATION INSTRUCTIONS

1. Obtain and fill out DEP Form 1-Determination of Applicability 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 property (maps available at Conservation office), as well as all necessary supporting documentation for your filing (See State instructions and Topsfield Wetlands General Bylaw Regulations for requirements). Distances of proposed activities from Resource Areas should be shown on the sketch/plan. 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. **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).
3. 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.
4. Bring the **original paper plus one copy** **OR** **original paper plus CD with electronic copy** of the application, check made out to Town of Topsfield, and two copies (if separate from the application) of the sketch/plan to the Conservation office at Town Hall. You will be billed for the required legal advertisement.
5. Mail one (1) copy of the entire application via *certified* mail to the Department of Environmental Protection, 205B Lowell Street, Wilmington, MA 01887.