

## 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:
  - i. Form 1 - Fee Calculation
  - ii. Form 2 - Site Visit Authorization
  - iii. Form 3 - Certificate of Disclosure
  - iv. Form 4 - List of Abutters\*\*
  - v. Form 5 - Abutter Notification Form
  - a. Include 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 General Wetlands 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, and online at [www.topsfield-ma.gov/conservation-commission](http://www.topsfield-ma.gov/conservation-commission).
  - b. **Walk-in office hours are Mondays and Wednesdays, 9 a.m. – noon**
  - c. **Other times, Monday through Friday, please call ahead or make an appointment.**
2. **The Application must be complete and comply with Appendix 1, Project Application Requirements and Forms, of the Topsfield General Wetlands Bylaw Regulations** (Contact Topsfield Conservation Commission office, 978-887-1510, or [conservation@topsfield-ma.gov](mailto:conservation@topsfield-ma.gov) if you have questions).
3. Obtain a list of abutters within 100 feet of the property from the Assessor's office at Town Hall, using their form. **\*\*Please note the Assessor's Office requires 10 business days to certify an Abutters List.\*\*** Send notice of hearing (copy of completed Abutter Notification Form) to each abutter by certificate of mailing (proof of mailing only) **OR** by certified mail with return receipt **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 (certificate of mailing), white receipts and/or green cards (certified mail), or completed affidavit form (hand delivery with signatures) must be submitted to the Commission prior to opening of the hearing, which may be prior to or on the hearing date.
4. Bring (or mail with check) the **original paper AND e-mail an electronic copy OR include CD with electronic copy** of the complete application, check made out to Town of Topsfield, and two copies of the sketch/plan (if separate from the application) to the Conservation office at Town Hall. You will be billed for the required legal notice prepared and submitted to the newspaper by the Conservation office. Please contact The Salem News [SNLegals@salemnews.com](mailto:SNLegals@salemnews.com) or 978-338-2512 to arrange payment (same day as the application submittal).
5. Mail one (1) copy of the entire application via *certified mail with return receipt* to the Department of Environmental Protection, 205B Lowell Street, Wilmington, MA 01887. Mail one (1) copy to the property owner (if different from the applicant) via *certified mail with return receipt*.