

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 Form

Include a sketch or engineered site plan (depending on complexity of project), a copy of the section of the USGS quadrangle map showing the locus of the proposed work (maps available at Conservation office), a copy of 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 General Wetlands Bylaw Regulations for requirements) in your filing. Forms are available at the Conservation office at Topsfield Town Hall, 8 West Common Street, upstairs and online at www.topsfield-ma.gov/conservation . **Walk-in office hours are Mondays & Wednesdays, 9 a.m. – noon; otherwise please call or E-mail to confirm staff are available Mon. – Fri.**

2. Fill out the DEP Wetlands Filing Fee Calculation Worksheet (Appendix B) and include it with the filing. Add the applicable local Topsfield General Wetlands 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 with a copy of the check.
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 General Wetlands 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, using their form. Send notice of hearing (copy of completed Abutter Notification TCC Form 5) to each abutter by certificate of mailing (proof of mailing only, and the least expensive option) **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 the completed affidavit form (hand delivery with signatures) must be submitted to the TCC prior to the opening of the hearing, which may be prior to or on the hearing date.
5. Submit the **original complete application, two (2) copies of the plans, one (1) copy of any supporting documentation, and check** to the TCC office at Town Hall accompanied by electronic submission of all of the forgoing documents and plans in "PDF" (Adobe "Portable Document Format") form. Electronic submission may be on a compact disc (CD) or by e-mail submission to conservation@topsfield-ma.gov, provided that e-mail submissions shall not be deemed complete until the applicant receives confirmation of receipt from the TCC office. Electronic plan submissions shall be in the form of a single paginated PDF file with descriptive bookmarks to each page. Currently, the TCC does not have the ability to accept payments electronically, so payments must be in person or by mail.

Alternatively, applicants who are not represented by professional engineering or wetlands consultants, and who do not have access to equipment allowing the production of the application materials in PDF form, may bring the **original complete application and any supporting documentation, and two [2] copies of the plan, and check** to the TCC office at Town Hall. In either case, you will be billed for the required legal advertisement that is prepared and submitted to the newspaper by the Conservation office.
6. **Mail one (1) copy of the entire permit application 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 Street, Wilmington, MA 01887**