

# CHELMSFORD CONSERVATION COMMISSION

## Abbreviated Notice of Resource Area Delineation Application Instructions

Abbreviated Notices of Resource Area Delineation (ANRAD) are used to confirm the delineation of Bordering Vegetated Wetlands and other Wetland Resource Areas. Work proposed within an area subject to the jurisdiction of the Wetlands Protection Act and the Chelmsford Wetlands Bylaw must receive either a Negative Determination of Applicability or a final Order of Conditions (see Request for Determination of Applicability and Notice of Intent Application Instructions).

### Step 1

Download the application form (WPA Form 4A) and the Instructions for Completing Application WPA Form 4A from the Massachusetts Department of Environmental Protection (DEP) website: <http://www.mass.gov/dep/water/approvals/wpafor01.pdf>. Printed copies may be obtained from the Conservation Office at the Town Offices.

### Step 2

Using the instructions, **complete WPA Form 4A**. If you have questions, please call the Conservation Office. Note that there is a section for a "Representative (if any)." It is recommended that you obtain a wetland scientist, consultant, engineer, or land surveyor to assist you with preparing the plan. **Applications must include a plan certified by a registered professional engineer or land surveyor.**

Use the included checklist to ensure that the plan(s) include at least the minimum required information.

### Step 3

Plan your submission date based on the hearing schedule. The Conservation Commission generally meets every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Applications are due by 4:00 pm on Thursday, 20 days in advance of the Commission's meeting (See the Legal Notice & Hearing Timeline form).

Example: If the Commission meets on Tuesday, December 7, 2010, the submission deadline is Thursday, November 18, 2010.

### Step 4

Obtain a certified list of abutters within **300 feet** of the subject property from the Chelmsford Assessor's Office. Concurrent with the filing of the ANRAD, you need to notify abutters in accordance with the provisions of 310 CMR 10.05(4)(a). The applicant must present either the certified mail receipts or certificate of mailing receipts for all abutters at the beginning of the public hearing.

### Step 5

Submit the following materials to the Conservation Commission:

- Two (2) copies of the ANRAD application:
  - Signed WPA Form 4A
  - ANRAD Wetland Fee Transmittal Form
  - BVW Field Data forms
  - USGS map of the area
  - Attachments (if any)
- Nine (9) Copies of the plan (if larger than 11" x 17" submit 2 full-size copies and 7 reduced-size copies)
- Electronic submission of application materials (email to: [tsoule@townofchelmsford.us](mailto:tsoule@townofchelmsford.us) or provide on Compact Disc):
  - One copy of the application and the plan in digital format: PDF file.
  - One copy of the plan in digital format: capable of conversion to a DXF file and referenced to the Massachusetts State Plane NAD83 format.
- One copy of the coordinates for all wetland resource flags, labeled and referenced to the Massachusetts State Plane NAD83 format

**Please**  
No staples - No GBC bindings  
No plastic covers  
Use binder clips or three-hole punch  
**Folded unbound plans**

# ANRAD Application Instructions

## Step 5 (Continued)

- Copy of an Assessor's List of Abutters
- Copy of the Notice to Abutters
- Affidavit of mailing to all abutters within 300 feet of the subject property
- Signed and completed Legal Notice & Hearing Timeline form
- Local Filing Fee Calculation Form
- Application fee payable to the Town of Chelmsford
- Photocopy of the checks or money orders submitted to the Town and the State

Submit the following materials to the DEP Northeast Regional Office:

- One (1) copy of the ANRAD application:
  - Signed WPA Form 4A
  - ANRAD Wetland Fee Transmittal Form
  - BVW Field Data forms
  - USGS map of the area
  - Attachments (if any)
- One (1) copy of the plan
- Photocopy of the checks or money orders submitted to the Town and the State

DEP Northeast Regional Office  
205B Lowell Street  
Wilmington, Massachusetts 01887

Note that a copy of the ANRAD Wetland Fee Transmittal Form and check payable to the Commonwealth of Massachusetts for the state share of the filing fee must be submitted to: DEP, Box 4062, Boston, MA 02211

## Step 6

By submitting a **complete** ANRAD application, you will be scheduled to attend the next available public hearing. Incomplete ANRAD applications will not be received by the Conservation Office. **The applicant or the representative must be present at the scheduled public hearing.**

## Step 7

The Conservation Commission, their agent, or a third party reviewer will perform a site visit to confirm the resource area delineation. The applicant will be notified about the date and time of the site visit.

## Step 8

The applicant or the representative is responsible for paying the Legal Notice advertising fee (Approximately \$40 to the Chelmsford Independent) and will be billed directly by the newspaper.

## Plan Checklist

The following should be included on the submitted plan:

- Title & date
- Applicant's name & address
- Owner's name & address
- Assessor's map, block, lot number, street number and subdivision lot number, where applicable, of the subject property
- Owner's name, assessor's map, block, lot number, and street number of adjacent properties
- Existing Conditions
  - Buildings & structures
  - Pavement
- Edge of lawn / landscaping
- Stormwater structures
- Wetlands on and within 200 feet of the property
- The location of consecutively numbered flags delineating Wetland Resource Areas
- Name of the individual who performed the delineation & date of the delineation
- Certification by a professional engineer or land surveyor

Only those Wetland Resource Area boundaries delineated and depicted on the plans can be confirmed. The Commission may require that the plans include a note stating: "Additional Wetland Resource Areas may be present," where not all Wetland Resource Areas located within the subject property are depicted on the submitted plans.

Updated February 2010



# CHELMSFORD CONSERVATION COMMISSION

## Legal Notice & Hearing Timeline

The Chelmsford Conservation Commission will prepare and submit a Legal Notice to be published in the **Chelmsford Independent** at least five (5) business days prior to the public meeting or hearing.

The Wetlands Protection Act [M.G.L. c. 131 § 40] and Regulations [310 CMR 10.00] require that a public meeting or hearing be held within 21 days after the filing of an Application (Request for Determination of Applicability, Abbreviated Notice of Resource Area Delineation, Notice of Intent) or that a Determination of Applicability be issued within 21 days of the filing.

The Chelmsford Independent is a Thursday publication that is printed weekly and requires Legal Notices be submitted one week in advance of publication. Therefore, applications must be received 19 days in advance of the Commission's regularly scheduled Tuesday meetings. Due to advertising in a weekly paper, if an applicant files after the submission deadline, they will be scheduled for the next available public meeting or hearing no sooner than 30 days after filing.

It is for these reasons that the Commission requests that the applicant or representative waive the benefit of the above 21 day requirements.

The alternative to this waiver is for the applicant or representative to utilize the Lowell Sun, a daily published paper of general circulation. The cost of a Legal Notice in the Lowell Sun is approximately \$150.00.

The cost of a Legal Notice in the Chelmsford Independent is approximately \$40.00.

The following billing information to be provided to the Newspaper:

_____	_____
Name	Address
_____	_____
Phone (Home)	Phone (Cell)
_____	_____
Phone (Other)	Email

I hereby authorize that the required Legal Notice be billed directly to the person above and that by signing this form, I acknowledge the following: that the Legal Notice will be published in the **Chelmsford Independent**; that I waive the mandated twenty-one (21) day decision/hearing deadline should I be filing after the submission deadline and the public meeting or hearing will be scheduled within 30 days; and that I am aware of and electing not to use the Lowell Sun as an alternative to waiving the mandated twenty-one (21) day decision/hearing deadline.

\_\_\_\_\_  
Signature Date

Updated October 2009



# CHELMSFORD CONSERVATION COMMISSION

## Local Filing Fee Calculation Form

The Chelmsford Wetlands Bylaw [Chapter 187] and the Chelmsford Wetlands Bylaw Regulations [Section 7.1] require a filing fee according to the following schedule.

APPLICATION TYPE:	QUANTITY:	FILING FEE:	TOTAL:
<b>Request for Determination of Applicability (RDA):</b>			
Commercial, industrial, non-profit, and water district entity:	_____ x	\$100.00	_____
Residential Subdivision (2 or more lots):	_____ x	\$100.00	_____
General Residential or Single Family house:	_____ x	\$50.00	_____
<b>Abbreviated Notice of Resource Area Delineation (ANRAD):</b>			
Single Family house	_____ x	Half the total Act fee	_____
All other Activities	_____ x	Half the total Act fee	_____
<b>Notice of Intent (NOI):</b>			
Activity Fee Category 1	_____ x	\$55	_____
Activity Fee Category 2	_____ x	\$250	_____
Activity Fee Category 3	_____ x	\$525	_____
Activity Fee Category 4	_____ x	\$725	_____
Activity Fee Category 5	_____ x	\$75	_____
*per each activity proposed within Wetland Resource Areas and Buffer Zone			
<b>Application Filed After Enforcement Order:</b>	_____ x	Double the total municipal fee	_____
<b>Amended Order of Conditions Application:</b>	_____ x	75% of initial municipal fee	_____
<b>Request for Certificate of Compliance (RCOC):</b>			
Commercial, industrial, non-profit, and water district entity:	_____ x	\$150.00	_____
Residential Subdivision:	_____ x	\$100.00	_____
General Residential or Single Family house:	_____ x	\$50.00	_____
If Order of Conditions has Expired:	_____ x	Add an additional \$50.00	_____
<b>Request for an Extension Permit (REP):</b>	_____ x	\$75.00	_____
<b>Request for True Attest Copy:</b> Order of Conditions, Certificate of Compliance, Amended Order of Conditions, Extension Permits, or other documents:	_____ x	\$25.00 each	_____
<b>Research:</b> Obtaining specific applications, plans, or permits from file or researching other information:	_____ x	\$25.00 per hour of staff time	_____
<b>Request for Partial Certificate of Compliance:</b>			
Commercial, industrial, non-profit, and water district entity:	_____ x	\$125.00	_____
Residential Subdivision:	_____ x	\$75.00	_____
General Residential or Single Family house:	_____ x	\$25.00	_____
<b>Local Filing Fee</b> (Sum of filing fees above):			_____
<b>Town Share</b> of state filing fee (from DEP form): <i>Note: State filling fee only applies to ANRADS and NOIs,</i>			_____
<b>Total Payable to Town of Chelmsford:</b> (Local Filing Fee + Town Share):			_____

Updated April 2010

## **Form 4A - Abbreviated Notice of Resource Area Delineation (ANRAD)**

Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, Section 40)

# **Instructions for Completing Application Form 4A - Abbreviated Notice of Resource Area Delineation (ANRAD)**

*Please read these instructions before completing the Abbreviated Notice of Resource Area Delineation application form (WPA Form 4A) for more information on certain items that are not self-explanatory.*

### **Introduction**

The Abbreviated Notice of Resource Area Delineation, WPA Form 4A, (ANRAD) serves two purposes under the Wetland Protection Act. First, the ANRAD provides a procedure for an applicant to confirm the delineation of a Bordering Vegetated Wetlands (BVW). If an ANRAD is filed for a BVW delineation, confirmation of other resource areas may also be requested provided the other resource area boundaries are identified on the plans which accompany the BVW boundary delineation. The second purpose of the ANRAD is to serve as the application for Simplified Review for projects in the Buffer Zone.

The filing of an Abbreviated Notice of Resource Area Delineation is optional. However, any work within an area subject to the jurisdiction of the Wetlands Protection Act may not proceed until either a Negative Determination of Applicability or a final Order of Conditions has been issued by the Conservation Commission or the Department of Environmental Protection. If an applicant is uncertain as to whether the Wetlands Protection Act applies to a particular area of land or to specific work planned on a particular area of land, he or she may file a Request for Determination of Applicability, RDA, (WPA Form 1) instead of WPA Form 4A. Also, an applicant may file a Notice of Intent, NOI, (WPA Form 3) or, in limited circumstances, an Abbreviated Notice of Intent (WPA Form 4) and, as part of that permitting process, seek confirmation from the Conservation Commission of delineated wetland resource area boundaries.

The applicant is responsible for providing the information required for the review of this application to the issuing authority (Conservation Commission or the Department of Environmental Protection). The submittal of a complete and accurate description of the site and project will minimize requests for additional information by the issuing authority which may result in an unnecessary delay in the issuance of an Order of Resource Area Delineation.

Applications for Simplified Review must certify that the project design meets all of the eligibility criteria in Section D of the ANRAD. Applicants seeking a boundary delineation, but who have yet to complete project design, may still apply for Simplified Review provided they can certify that the project, when constructed, will comply with the Section D eligibility criteria. Applicants who certify eligibility are not required to proceed to construction. If plans change and the project no longer meet certification requirements for Simplified Review, the project may be reviewed as part of a NOI or a RDA. Applicants who complete Section D, and are not subject to the Stormwater Policy, may proceed to construct their project in accordance with the eligibility criteria without further consultation with the conservation commission. If the project is subject to the Stormwater Policy, the project must meet the Section D eligibility criteria and receive concurrence from the conservation commission that their stormwater plan meets the state Stormwater Policy. Subsequent filing of stormwater plans seeking conservation commission concurrence requires an amendment to the prior ORAD.

The issuing authority also may require that supporting materials be prepared by other professionals including, but not limited to a registered landscape architect, registered land surveyor, environmental scientist, geologist, or hydrologist when the complexity of the proposed work warrants specialized expertise.

To complete this form, the applicant should refer to the Wetlands Protection Act regulations (310 CMR 10.00) which can be obtained from the Department's web site at [www.mass.gov/dep](http://www.mass.gov/dep). Regulations are available for viewing at public libraries and county law libraries across the state, as well as at the

## Form 4A - Abbreviated Notice of Resource Area Delineation (ANRAD)

Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, Section 40)

Department's Regional Service Centers. Regulations also are available for sale from the State House Bookstore (617.727.2834) and State House Bookstore West (413.784.1378).

### Completing WPA Form 4A

#### Section A: General Information

**Item 4. Project Location.** Include a street address (if one exists) and, if known, the Assessors map or plat number, the parcel number, and the lot number. If the lot subject to the Abbreviated Notice of Resource Area Delineation does not contain a structure with a numbered street address or the lot is being subdivided, the map or plat, parcel, and lot numbers must be included.

#### Section B: Area(s) Delineated

**Item 1. Bordering Vegetated Wetlands (BVW).** Indicate the length of the delineated BVW boundary.

**Item 2. Method of Determination.** Use one of the methods indicated in Item 2 to determine the boundaries of BVW. On the form, check all the methods that are used to determine the boundary. These methods are discussed in the wetlands regulations at 310 CMR 10.55(2)(c). When undertaking BVW delineations, whether by vegetation alone or by vegetation and other indicators of wetland hydrology, applicants are encouraged to use the Department's BVW Handbook: *Delineating Bordering Vegetated Wetlands Under the Massachusetts Wetlands Protection Act* (1995). This document is available on the web at: <http://www.mass.gov/dep/water/laws/policies.htm#wetlguid> or for purchase from the State House Bookstore (617.727.2834) and State House Bookstore West (413.784.1378). The Department encourages applicants to complete the BVW Field Data Form contained in the handbook and submit it with the Abbreviated Notice of Resource Area Delineation. If detailed vegetative assessments are not required for a particular site, the reasons should be noted on the Field Data Form.

**Item 3. Other Resource Areas.** Applicants may use WPA Form 4A to confirm the boundaries of other resource areas when delineated in addition to the BVW. To determine boundaries of other wetland resource areas (including the Riverfront Area), consult the wetland regulations, subsection (2), "Definitions, Critical Characteristics, and Boundaries" for each resource area covered under 310 CMR 10.54 - 10.58.

#### Section C: Additional Information

All listed information must be provided along with the Abbreviated Notice of Resource Area Delineation application.

- a. ANRAD applications seeking to delineate a wetland resource area boundary, are required to include Resource Area Delineation Plans. Such plans should include an appropriate scale to depict all resource area boundaries for which boundary confirmation is being sought.
- b. ANRADs filed for Simplified Review for Buffer Zone Projects which are subject to the Stormwater Policy also are required to include delineation and project plans. All plans are required to depict all resource area boundaries for which a confirmation is being sought and include the location of all stormwater components, contour elevations sufficient to determine site slope, and percent of impervious areas in the 50-100 Buffer Zone to the resource area. Project plans are **Not** required for Simplified review projects that are not subject to the Stormwater Policy.

**Plans specifications:** All plans should be of adequate size, scale, and detail to completely and accurately describe the site and the resource area boundaries. The following guidelines are provided to encourage uniformity.

#### Sheet Size:

- Maximum 24" x 36"

## Form 4A - Abbreviated Notice of Resource Area Delineation (ANRAD)

Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, Section 40)

- If more than one sheet is required to describe the proposed site and/or proposed work, provide an additional sheet indexing all other sheets and showing a general composite of all work proposed within the Buffer Zone and areas subject to protection under the Act

*Scale:*

- Not more than 1" = 50'
- If plans are displayed, include graphical scales

*Title Block:*

- Included on all plans
- Located at the lower right hand corner, oriented to be read from the bottom when bound at the left margin
- Include original date plus additional space to reference the title and dates of revised plans

### Section D: Simplified Review for Buffer Zone Projects

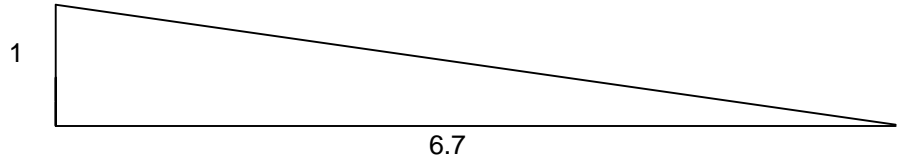
For those applicants filing for simplified review for Buffer Zone projects, applicants are required to certify (and affirmatively check) that the project complies with the following eligibility requirements:

- No work of any kind will occur within any wetland resource areas including Riverfront Area and Bordering Land Subject to Flooding
- No disturb zone:* the 0-to-50 foot portion of the Buffer Zone adjacent to the resource area will not be subject to any further disturbance as a result of the project; all disturbance in this area is prohibited including the use of the area for: components of a stormwater management system, site access, and any other activities.
- The work is not located adjacent to sensitive resource areas:* the Buffer Zone area in which the work is proposed is not allow to border an Outstanding Resource Water (ORW). Work in a Buffer Zone should be no closer than 100 feet to any ORW. ORW's consist or certified vernal pools, drinking water reservoirs, tributaries to surface drinking water supplies, and cold water fisheries. Similarly, the simplified review process is not available for use by projects that border coastal resource areas.
- The site is not adjacent to the actual wetland with estimated Rare Wildlife Habitat:* the Buffer Zone of the proposed project is not allowed to contain rare wildlife habitat as designated on the most recent Estimated Habitat Maps of the Natural Heritage Program.
- Compliance with the Stormwater Policy:* any project subject to the stormwater policy is required to be conducted in conformance with an approved Stormwater Management Plan. Stormwater plans, associated calculations and supporting documents, including erosion and sedimentation plans are required to be submitted to the commission for projects subject to the Stormwater Ploicy.
- Erosion and Sedimentation Controls:* projects are required to demonstrate that adequate erosion controls will be in place sufficient to protect resource areas at the limit of work line or 50 feet from the resource area, whichever is the greater distance from the resource area(s) sufficient to protect the resource areas.

## Form 4A - Abbreviated Notice of Resource Area Delineation (ANRAD)

Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, Section 40)

- *Site slope limitations:* the applicant is required to certify that the existing slope of the Buffer Zone containing the proposed project does not exceed an average of 15 percent at its steepest gradient across the 100-foot Buffer Zone distance as measured from the edge of the resource area to the outer edge of the Buffer Zone. A 15 percent slope corresponds to approximately 8.5 degrees and a rise/run of 1:6. The following illustration depicts an approximate 15 percent slope:



- *Impervious Surfaces:* Impervious surfaces should be calculated to include all existing impervious surfaces that will remain following completion of the project in addition to the new impervious surfaces proposed by the project. Final impervious surfaces (existing and proposed) may not exceed 40% of the buffer zone area between 50-to-100 feet from the Resource Area. For those projects that trigger the Stormwater Management Policy, the applicant shall calculate and certify the percentage of impervious surface. The percentage of impervious areas can be calculated by a number of methods depending on the degree of accuracy required. A simple method to determine the percentage of impervious surface on a site could include the use of graph paper; to determine the percentage of impervious surfaces with more accuracy, use of a calibrated planimeter. In either case, the calculation should be able to be confirmed through an independent analysis following a straightforward methodology.

### Section E: Fees

There is an application fee for the Abbreviated Notice of Resource Area Delineation. The filing fee equals \$2 per linear foot of delineated Bordering Vegetated Wetland, with a maximum of \$200 for a single family house and a maximum of \$2,000 for any other activity. The same fee schedule applies to delineations of other resource areas. The city/town share of the fee is the first \$25 plus half of the remaining total fee. The state share is half the total fee in excess of \$25.

Complete pages 1 and 2 of the ANRAD Wetland Fee Transmittal Form and send them, along with a check for the state share of the filing fee, payable to the *Commonwealth of Massachusetts*, to MassDEP, Box 4062, Boston, MA 02211. Review of the Abbreviated Notice of Resource Area Delineation cannot begin until the fee is received.

No filing fee shall be assessed for projects of any city, town, county, or district of the Commonwealth, federally recognized Indian tribe housing authority, municipal housing authority, or the Massachusetts Bay Transportation Authority.

In addition, a notice of the application must be placed in a local newspaper, and published at least five days prior to the hearing, at the applicant's expense. Please contact your Conservation Commission regarding the procedure for public newspaper notice.

### Section F: Signatures and Certification Requirements

The property owner (if different from the applicant) and the applicant's representative (if any) must sign the Abbreviated Notice of Resource Area Delineation. If the ANRAD is filed for Buffer Zone Simplified Review (per Section D), the applicant or representative must sign the ANRAD. A signature serves to certify that accompanying plans, documents, and supporting data are true and complete and that any work associated with the proposed project meets all the eligibility criteria listed in Section D.

**Form 4A - Abbreviated Notice of Resource Area Delineation (ANRAD)**

Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, Section 40)

Two copies of the completed Abbreviated Notice of Resource Area Delineation (WPA 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.

One copy of the completed Abbreviated Notice of Resource Area Delineation (WPA Form 4A), including supporting plans and documents; one copy of the ANRAD Wetland Fee Transmittal Form; and a *copy* of the state fee check must be sent to the appropriate MassDEP Regional Office by certified mail or hand delivery. The Department copies must be sent at the same time as the application submission to the Conservation Commission. Failure by the applicant to send copies in a timely manner may result in dismissal of the Abbreviated Notice of Resource Area Delineation.



# WPA Form 4A – Abbreviated Notice of Resource Area Delineation

MassDEP File Number

Document Transaction Number

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

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:		
_____	_____	_____
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. Organization		
_____		
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 (attach additional sheet with names and contact information)

_____	_____	
a. First Name	b. Last Name	
_____		
c. Organization		
_____		
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. Contact Person First Name	b. Contact Person Last Name	
_____		
c. Organization		
_____		
d. Mailing Address		
_____	_____	_____
e. City/Town	f. State	g. Zip Code
_____	_____	_____
h. Phone Number	i. Fax Number	j. Email Address

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

Fees will be calculated for online users.



# WPA Form 4A – Abbreviated Notice of Resource Area Delineation

\_\_\_\_\_  
MassDEP File Number

\_\_\_\_\_  
Document Transaction Number

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

\_\_\_\_\_  
City/Town

## 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.  MassDEP 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 any other resource area boundaries that are delineated:

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

## C. Additional Information

Applicants must include the following plans with this Abbreviated Notice of Resource Area Delineation. See instructions for details. **Online Users:** Attach the Document Transaction Number (provided on your receipt page) for any of the following information you submit to the Department.

- 1.  ANRAD (Delineation Plans only)
- 2.  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.)
- 3.  Plans identifying the boundaries of the Bordering Vegetated Wetlands (BVW) (and/or other resource areas, if applicable).
- 4.  List the titles and final revision dates for all plans and other materials submitted with this Abbreviated Notice of Resource Area Delineation.



**Massachusetts Department of Environmental Protection**

Bureau of Resource Protection - Wetlands

**WPA Form 4A – Abbreviated Notice of  
Resource Area Delineation**

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

Provided by MassDEP:

\_\_\_\_\_  
MassDEP File Number

\_\_\_\_\_  
Document Transaction Number

\_\_\_\_\_  
City/Town

**D. 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).

1.  Fee Exempt: No filing fee shall be assessed for projects of any city, town, county, or district of the Commonwealth, federally recognized Indian tribe housing authority, municipal housing authority, or the Massachusetts Bay Transportation Authority.

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

\_\_\_\_\_  
2. Municipal Check Number

\_\_\_\_\_  
3. Check date

\_\_\_\_\_  
4. State Check Number

\_\_\_\_\_  
5. Check date

\_\_\_\_\_  
6. Payor name on check: First Name

\_\_\_\_\_  
7. Payor name on check: Last Name



**Massachusetts Department of Environmental Protection**  
 Bureau of Resource Protection - Wetlands  
**WPA Form 4A – Abbreviated Notice of  
 Resource Area Delineation**  
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

\_\_\_\_\_  
 MassDEP File Number

\_\_\_\_\_  
 Document Transaction Number

\_\_\_\_\_  
 City/Town

**E. Signatures**

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 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 wetland resource boundaries 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 MassDEP:**

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 MassDEP Regional Office (see Instructions) by certified mail or hand delivery. (E-filers may submit these electronically.)

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. Organization \_\_\_\_\_

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. Organization \_\_\_\_\_

d. Mailing Address \_\_\_\_\_

e. City/Town \_\_\_\_\_ f. State \_\_\_\_\_ g. Zip Code \_\_\_\_\_

h. Phone Number \_\_\_\_\_

3. Project Location:

a. Street Address \_\_\_\_\_ b. City/Town \_\_\_\_\_

**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.  single family house project      a. linear feet \_\_\_\_\_ x \$2.00 = \_\_\_\_\_      b. Total fee not to exceed \$200
- 2.  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.  single family house project      a. linear feet \_\_\_\_\_ x \$2.00 = \_\_\_\_\_      b. Total fee not to exceed \$200
- 4.  all other projects      a. linear feet \_\_\_\_\_ x \$2.00 = \_\_\_\_\_      b. Total fee not to exceed \$2,000

Total Project Fee (not to exceed \$200 for projects on single-family house lots and not to exceed \$2,000 for all other projects):

5. Total fee \_\_\_\_\_

State share of filing fee:

6. 1/2 of total fee **less** \$12.50 \_\_\_\_\_

City/Town share of filing fee:

7. 1/2 of total fee **plus** \$12.50 \_\_\_\_\_



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**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 MassDEP Regional Office** (see Instructions): Send one copy of the Abbreviated Notice of Resource Area Delineation (and any additional documentation required); a **copy** of this form; and a **copy** of the state fee payment. (E-filers of Notices of Intent may submit these electronically.)

# Notification to Abutters Under the Massachusetts Wetlands Protection Act and the Chelmsford Wetlands Bylaw

*(This form must be completed and copies sent, by certified mail or hand-delivered,  
to all abutters within 300 feet of the subject property)*

*In accordance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, and the Chelmsford Wetlands Bylaw, you are hereby notified of the following:*

A. The name of the applicant is

\_\_\_\_\_

B. The applicant has filed an Abbreviated Notice of Resource Area Delineation with the Conservation Commission for the municipality of Chelmsford seeking to confirm the delineation of Wetland Resource Areas Subject to Protection Under the Wetlands Protection Act [M.G.L. c. 131, § 40] and The Town of Chelmsford Wetland Bylaw [Chapter 187].

C. The address of the subject property where the activity is proposed:

\_\_\_\_\_

D. Copies of the permit application may be examined at the Conservation Commission's office, at the Town Offices, 50 Billerica Road, between the hours of 9:00 am and 4:00 pm, Monday through Friday (please call first to make sure that the Conservation Agent is available). Copies of the Notice of Intent may also be examined at:

\_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ on the following days of the week:

\_\_\_\_\_ For more information, call (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

Check One: This is the applicant , representative , or other  (specify):

\_\_\_\_\_

E. Copies of the permit application may be obtained (for a fee) from either  the applicant or  the applicant's representative by calling (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ on the following days:

\_\_\_\_\_

F. Information regarding the date, time and place of the public hearing may be obtained by contacting the Chelmsford Conservation Commission,

Website:

[www.townofchelmsford.us](http://www.townofchelmsford.us)

Email:

[tsoule@townofchelmsford.us](mailto:tsoule@townofchelmsford.us)

Phone:

978-250-5248

**PLEASE NOTE:**

Notice of the public hearing, including its date, time and place will be published at least five (5) business days in advance in the Chelmsford Independent.

Notice of the public hearing including date, time and place will be posted in the Town Offices not less than forty-eight (48) hours in advance.

You may also contact the Department of Environmental Protection (DEP) Northeast Regional Office for more information about this application or the Wetlands Protection Act. To contact the DEP Northeast Region, call 978-694-3200 (Wilmington).

# AFFIDAVIT OF SERVICE

## Under the Massachusetts Wetlands Protection Act

*(To be submitted to the Massachusetts Department of Environmental Protection and the Conservation Commission when filing a Notice of Intent or Abbreviated Notice of Resource Area Delineation)*

I, \_\_\_\_\_, hereby certify to the best of my knowledge, under the pains and penalties of perjury that on \_\_\_\_\_ I gave notification to the abutters in compliance with the second paragraph of Massachusetts General Law Chapter 131, Section 40, and the DEP Guide to Abutter Notification dated April 8, 1994, in connection with the following matter:

A \_\_\_\_\_ filed under the Massachusetts Wetlands Protection Act by \_\_\_\_\_ with the Chelmsford Conservation Commission on \_\_\_\_\_ for property located at \_\_\_\_\_

The form of the notification and a list of the abutters to whom it was given and their addresses, are attached to this Affidavit of Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date