



Town of Ashland

MASSACHUSETTS

CONSERVATION COMMISSION

Applicant Checklist for NOI/ANRAD/ANOI

This checklist is meant as guide when preparing a Notice of Intent, Abbreviated Notice of Resource Area Delineation, or an Abbreviated Notice of Intent. **Note that you will need to make one additional copy for the state.** You should make a copy for your records as well. The Conservation Commission meets on the second and fourth Monday of every month. Note that applications are due two weeks in advance of your desired hearing date.

1. **Application**- make 8 copies, and 8 Stormwater Management Checklists, if applicable. No spiral bindings!
2. **Narrative**- 8 copies of a written narrative explaining existing conditions, proposed conditions, wetland resource areas on site (protected under the Act (310 CMR 10.02 (1) and the Bylaw (chapter 280), the 100 foot Buffer Zone, the 25' No Disturb Zone and vernal pools
3. **Locus Map**- 8 copies
4. **Site Plans**- (folded) 2 large copies, and eight 11"x17" size, if all details can be read. Plans must show
 - a. Existing Conditions
 - b. Proposed Conditions
 - c. Erosion Control Barrier- where it will be installed and a detail of the barrier to be used (note, no hay bales!)
 - d. All wetland resource areas (see item 2 above)
 - e. Endangered Species Habitat
5. For items 1-4, please provide a pdf of everything, and CAD Files georeferenced to State Plane NAD 83 ft., if applicable, and send it to conservation@ashlandmass.com
6. **Application Fees**
 - a. Wetland Fee Transmittal Form – 2 Copies
 - b. One check to the Commonwealth: 2 copies, see 310 CMR 10.03 (7)(c) to determine the category. Once the category is confirmed, see 310 CMR 4.10 (8) (n)4. for the fee amount.
 - c. One check to the Town of Ashland for the town share of the fee under the Wetlands Protection Act. 2 copies
 - d. A second check to the Town of Ashland for the bylaw fee: 2 Copies (see c. 348-2)
7. **Make an extra copy of everything from 1-5 and Submit your Application:**
 - a. State: Submit the application, locus map, narrative and site plans to:
DEP: NE Regional Office, Wetlands and Waterways Division 205B Lowell Street, Wilmington, MA. 01887.
 - b. State Fee: Submit the state check, transmittal fee form, and photocopy of the town checks to
Dept. of Environmental Protection, PO. Box. 4062, Boston, MA. 02211
 - c. Conservation Commission: 101 Main Street, Ashland MA. 01721. All documents listed above.
8. **Receive hearing date and time information** from the Conservation Agent, and receive a date and time for a **pre-hearing site visit**.
9. **Notify Abutters** within 7 business days (no weekends or holidays).
 - a. Obtain a Certified List of Abutters from the Assessor's Office
 - b. Notify abutters (certified mailing or hand delivery only) of the hearing date and time using the Commission's template and fill out an Affidavit of Service.
10. Attend the meeting and bring proof of notification to abutters
11. Conservation posts the legal notice. The applicant will get billed by Gatehouse Media.