

ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION
SUBMITTAL CHECKLIST
Reading Conservation Commission

This checklist is intended as an aid only, to assist in the process of submitting an Abbreviated Notice of Resource Area Delineation (ANRAD) and to help avoid delays. Please consult MGL Chapter 131, Section 40, the Wetlands Protection Act and its accompanying Regulations, 310 CMR 10.00, available through the state website, www.mass.gov/dep. Also, please consult Reading General Bylaws, Section 7.1, and the Reading Wetlands Protection Regulations, available through the Town Clerk's office and on the town website, www.readingma.gov. It is only necessary to file one submittal under both State and Town law.

A. Prior to submittal of an ANRAD:

1. It is strongly recommended that the applicant or representative meet with the Conservation Administrator to review the filing process, research existing site information, and to become familiar with the wetlands regulations. Contact the Administrator at Town Hall, (781) 942-6616.
2. Submit a completed Request for Abutters List form, to be signed by the Conservation Administrator and then delivered to the Assessor's office. It may take up to 21 days for the Assessor to return the Certified List of Abutters.

B. ANRAD submittal:

1. Submit to the Reading Conservation Commission the original plus nine copies of the following items:
 - a. A completed Abbreviated Notice of Resource Area Delineation form (Form 4A). Use the link provided on the Conservation home page to download the form from the State website, www.mass.gov/dep.
 - b. A photocopy of a Locus Map showing the town of Reading with the site location clearly marked (e.g., circled and located by a large arrow).
 - c. A description of the site, the wetland resource areas present, and supporting data used to determine resource area boundaries, such as field data forms, soils test data, flood insurance rate maps, Streamstats analyses, etc. (Please refer to the wetlands regulations for requirements.)
 - d. A site plan or plans no more than 2' by 3' in size, prepared by an engineer, surveyor, or other licensed professional, having a title block with location, date, legend, scale (1"=20' or 1"=40'), and north arrow, that clearly shows at least the following (please refer to the wetlands regulations for complete requirements):
 - Property boundaries, easements, rights-of-way, etc.;

- Boundaries of waterways, water bodies, banks, floodplains, and wetland resource areas within and within 100 feet of the site, (200 feet in the case of Riverfront Area) including locations of field flags;
 - Boundaries of the 100-foot Buffer Zone and 25-foot Zone of Natural Vegetation;
 - Locations of soils test pits, transects, and other sampling sites;
 - Existing topography (in one- or two-foot intervals), structures, and other physical features (walls, paths, trees, wells, drainage and utility lines, etc.)
2. One copy of completed WPA Form 4A – ANRAD Wetland Fee Transmittal Form and check payable to “Town of Reading” for Town share of the state fee. Use the link on the Conservation home page or download the form from the State website, www.mass.gov/dep.
 3. One copy of the Reading Bylaw Fee Calculation Form and check payable to “Town of Reading” for calculated amount. (One check may be written to the Town to cover both State and Town fees). Use the link to this form on the Conservation Home page and apply Section F.
 4. A check payable to the Daily Times Chronicle in the amount of \$75.00 for publication of the legal notice of the public hearing.
 5. One copy of the Affidavit of Service, one copy of the Notification to Abutters sent to all abutters when the ANRAD is filed, and one copy of the certified list of abutters notified. Use Affidavit and Notification forms in this packet. Mail notices by certified mail or deliver by hand and ask recipient to sign a receipt as proof that they were notified. If the certified list of abutters includes duplicates, one mailing is sufficient. If the list includes the Planning Boards of abutting towns, do not send notifications to those addresses. The notification must be mailed on the same day that the ANRAD is submitted to the Conservation Commission.
 6. A set of standard sized business envelopes (4.5” by 9.5”) addressed to the certified list of abutters (excluding the duplicates and Planning Board addresses), the applicant, and the applicant’s representatives. Envelopes should bear standard first-class postage stamps. Please leave the return address blank. The Commission will send abutters the notice of the public hearing using these envelopes.
 7. On the same day that the ANRAD is submitted to the Commission, mail one copy of the ANRAD Form 4A, site plans, USGS locus map, all attached descriptions and data, the ANRAD Wetland Fee Transmittal Form, a photocopy of the check to Comm. of MA for the state share of the state filing fee, the Notification to Abutters, the Affidavit of Service, and the certified list of abutters to the DEP Northeast Regional Office, attn: Wetlands Program, 205B Lowell Street, Wilmington, MA 01887.
 8. On the same day that the ANRAD is submitted to the Commission, mail one copy of the completed ANRAD Wetland Fee Transmittal Form and check payable to

“Commonwealth of Massachusetts” for the State share of the state fee to:
Department of Environmental Protection, Box 4062, Boston, MA 02211, as shown on
the form.

C. Prior to the Public Hearing

1. The Conservation Commission will submit the legal notice of the public hearing to the Daily Times Chronicle for publication, along with the applicant’s check for the cost of the advertisement. The Commission will mail copies of the same notice to the abutters, etc. using the envelopes submitted by the applicant.
2. The Conservation Administrator and the Conservation Commission may inspect the site. The Administrator usually inspects during normal business hours Monday through Thursday. The Commission usually inspects on the Sunday morning (or Monday evening in summer) prior to the hearing. The boundaries of all resource areas should be marked on site with labeled flags. The locations of soil test pits and other field markers shown on the site plan should also be marked with stakes or flags, preferably using different colors and labels for different features.

D. Public Hearing

1. A public hearing will normally be scheduled within 21 days of receipt of a complete submittal. (If not possible, the Commission may ask the applicant to sign a waiver of the 21-day requirement. It is rare that the Commission can not open the hearing within 21 days.) Commission meetings are generally held every other Wednesday evening.
2. At the hearing, the applicant and his or her representatives will be given the opportunity to present and discuss the proposed delineations. The Commission, the Administrator, and the general public may comment upon the proposal and ask questions.
3. If additional information is needed for the Commission to understand the proposed delineations, the Commission and applicant may continue the public hearing to a future date, giving the applicant adequate time to provide the information. When the information is complete, the hearing will be closed and the Commission will draft a decision.

C. Order of Resource Area Delineation

An Order of Resource Area Delineation will be issued by the Commission after the public hearing is closed. The Commission will vote on the wording of the Order during a public meeting and will issue the Order within 21 days of the close of the hearing. The Order may be appealed as provided by law.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

Provided by MassDEP:

**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

and Reading General Bylaw, Section 7.1 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
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Fees will be calculated for online users.



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

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

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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

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) 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 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 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.

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. Regulations are available for viewing at public libraries and county law libraries across the state, as well as at the 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 1. Project Location. Include a street address (if one exists), the latitude and longitude of the site 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:



Massachusetts Department of Environmental Protection

Form 4A - Abbreviated Notice of Resource Area Delineation (ANRAD) Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, Section 40)

<http://www.mass.gov/dep/water/laws/policies.htm#wetliquid> 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. 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.

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"
- 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: 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.



Massachusetts Department of Environmental Protection

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

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

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.

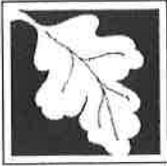
In addition, a notice of the application must be placed in a local newspaper, and published at least five days prior to the hearing, at the applicant's expense. Please contact your Conservation Commission regarding the procedure for public newspaper notice.

Section E: 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. A signature serves to certify that accompanying plans, documents, and supporting data are true and complete.

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.



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection - Wetlands
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. Location of Project:

a. Street Address _____ b. City/Town _____
 c. Fee amount _____ d. Check number _____

2. Applicant:

a. First Name _____ b. Last Name _____ c. Company _____
 d. Mailing Address _____
 e. City/Town _____ f. State _____ g. Zip Code _____
 h. Phone Number _____

3. Property Owner (if different):

a. First Name _____ b. Last Name _____ c. Company _____
 d. Mailing Address _____
 e. City/Town _____ f. State _____ g. Zip Code _____
 h. Phone Number _____

B. Fees

The fee is calculated as follows for each Resource Area Delineation included in the ANRAD (check applicable project type):

Bordering Vegetated Wetland:

Online users:
 check box if fee exempt.

1. <input type="checkbox"/> single family house project	_____	x \$2.00 =	_____	b. Total fee not to exceed \$200
2. <input type="checkbox"/> all other projects	_____	x \$2.00 =	_____	b. Total fee not to exceed \$2,000
State share of filing fee:				3. 1/2 of total fee less \$12.50
City/Town share of filing fee:				4. 1/2 of total fee plus \$12.50

Other Resource Area (e.g., bank, riverfront area, etc.):

3. <input type="checkbox"/> single family house project	_____	x \$2.00 =	_____	b. Total fee not to exceed \$200
4. <input type="checkbox"/> all other projects	_____	x \$2.00 =	_____	b. Total fee not to exceed \$2,000
State share of filing fee:				5. 1/2 of total fee less \$12.50
City/Town share of filing fee:				6. 1/2 of total fee plus \$12.50



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
ANRAD Wetland Fee Transmittal Form
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

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:

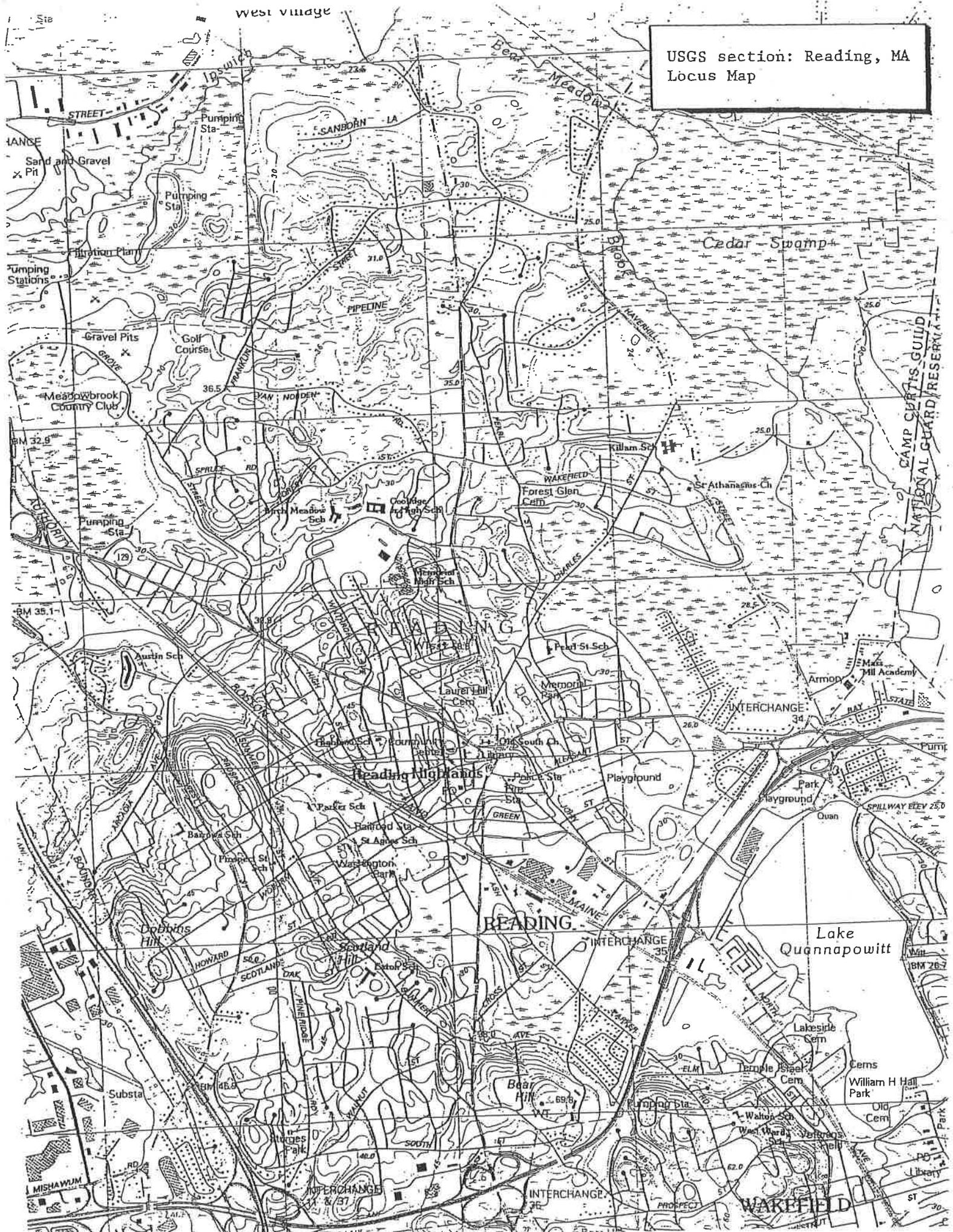
Department of Environmental Protection
Box 4062
Boston, MA 02211

- 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 DEP Regional Office:** Send one copy of the Abbreviated Notice of Resource Area Delineation (and any additional documentation required as part of a Simplified Review Buffer Zone Project); a **copy** of this form; and a **copy** of the state fee payment. (E-filers of Notices of Intent may submit these electronically.)

Reading Wetlands Protection Bylaw Fee Calculation Form

Type of Activity	NOI Filing Fee	Calculated Fee
A. Each addition to or accessory use activity associated with an existing single-family or multi-family residential dwelling, including but not limited to driveways, sheds, swimming pools, athletic courts, additions to existing houses, grading, and landscaping	\$110, plus all applicable fees listed in lines F through K	
B. Each new single-family dwelling, including associated driveway, utilities, grading, landscaping, and drainage structures	\$500, plus all applicable fees listed in lines F through K	
C. Each new multi-family dwelling	\$500, plus \$110 per unit located in any Resource Area or Buffer Zone, plus all applicable fees listed in lines F through K	
D. Each subdivision roadway, or other roadway, or driveway (other than for a single-family dwelling), and all associated drainage structures, utilities, grading, curbing, landscaping, and other associated work exclusive of dwellings	\$550.00, plus all applicable fees listed in lines F through K	
E. Each commercial, industrial, institutional or other non-residential project	\$700, plus all applicable fees listed in lines F through K	
F. Boundary delineation for any Resource Area	\$1.11 per linear foot of Resource Area boundary, up to a maximum of \$111 for a single-family lot and \$1110 for any other lot.	
G. Temporary and/or permanent alteration of land within the Buffer Zone	\$1.25 per square foot of Buffer Zone altered for any temporary or permanent alteration within 25 feet of a Resource Area or any permanent structure within 35 feet of a Resource Area; and \$0.03 per square foot of Buffer Zone temporarily or permanently altered for any other work	
H. Work in Floodplain	\$0.60 per square foot of Floodplain temporarily or permanently altered outside of any other Resource Area and Buffer Zone	
I. Work in Vernal Pool or its Buffer Zone	\$11.10 per square foot of Vernal Pool temporarily or permanently altered and \$1.11 per square foot of Buffer Zone of Vernal Pool temporarily or permanently altered	
J. Work in Freshwater Wetland, Wet Meadow, Bog, Swamp, Marsh, Creek, River, Stream, Pond, Lake, Land Under Waterbody	\$11.00 per square foot of Resource Area temporarily or permanently altered	
K. Work in Bank	\$11.00 per linear foot of Bank temporarily or permanently altered	
	TOTAL FEE CALCULATED:	\$ _____

USGS section: Reading, MA
Locus Map



**Notification to Abutters Under the
Massachusetts Wetlands Protection Act
and Reading General Bylaws, Section 5.7**

In accordance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, and Reading General Bylaws, Section 5.7, you are hereby notified of the following:

- A. The name of the applicant is _____
- B. The applicant has filed a Notice of Intent with the Reading Conservation Commission requesting permission to remove, fill, dredge or alter an Area Subject to Protection Under the Wetlands Protection Act (General Laws Chapter 131, Section 40) and/or the Reading General Bylaws, Section 5.7.
- C. The address of the lot where the activity is proposed is

- D. Copies of the Notice of Intent may be examined at the Reading Conservation Office, Town Hall, 16 Lowell Street between the hours of 8:30 AM and 5:00 PM, Monday through Friday. For more information, call: (781) 942-9016.
- E. Copies of the Notice of Intent may be obtained from either (check one) the applicant , or the applicant's representative , by calling this telephone number (_____) _____ - _____ between the hours of _____ and _____ on the following days of the week: _____.
- F. Information regarding the date, time, and place of the public hearing may be obtained from the Reading Conservation Office, Town Hall, 16 Lowell Street between the hours of 8:30 AM and 5:00 PM, Monday through Friday. For more information, call: (781) 942-9016. A copy of the legal notice of the public hearing will be mailed to all abutters.

NOTE: Notice of the public hearing, including its date, time, and place, will be published at least five (5) days in advance in the Reading Daily Times Chronicle.

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

NOTE: You also may contact the Reading Conservation Commission, (781) 942-9016, or the Department of Environmental Protection, Northeast Regional Office, (978) 661-7600, for more information about this application or the Wetlands Protection Act and Reading General Bylaws.

AFFIDAVIT OF SERVICE

Under the Massachusetts Wetlands Protection Act, M.G.L., c.131, s.40 and Reading General Bylaws, Section 5.7

(To be submitted to the Conservation Commission when filing a Notice of Intent or Abbreviated Notice of Resource Area Delineation or Request for Determination of Applicability)

I, _____ (Name), hereby certify under the pains and penalties of perjury that on _____ (Date), I gave notification to abutters in compliance with the second paragraph of Massachusetts General Laws, c.131, s.40, and the **DEP Guide to Abutter Notification** dated April 8, 1994, and Reading General Bylaws, Section 5.7 in connection with the following matter:

(Check the applicable form.)

_____ Notice of Intent

_____ Abbreviated Notice of Resource Area Delineation

_____ Request for Determination of Applicability

filed under M.G.L., c.131, s.40 and R.G.B., s.5.7 by

_____ (Applicant) with the Town of Reading

Conservation Commission on _____ (Date) for

property located at _____ (Location).

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

Name

Date

TOWN OF READING

REQUEST FOR CERTIFIED ABUTTERS LIST

SUBJECT PROPERTY:

Address: _____

Assessors' Map Number: _____ Lot Number: _____

APPLICANT/AGENT:

Name: _____

Address: _____

Telephone: _____ Email: _____

Board or Commission for which this request is made (check all that are applicable):

Zoning Board of Appeals:

- Variance
- Special Permit
- Appeal

Community Planning and Development Commission:

- Site Plan Review
- Special Permit
- Subdivision

Conservation Commission:

- Request for Determination
- Abbreviated Notice of Resource Area Delineation
- Notice of Intent

Applicant/Agent Signature: _____ Date: _____

The Assessors' office may require up to three weeks in order to process and approve this request.

Authorized Signature: _____ Date: _____

Department of Community Services