Town of Reading
16 Lowell Street
Reading, MA 01867-2683

CONSERVATION COMMISSION
Phone (781) 942-6616
Fax (781) 942-9071
ctirone@ci.reading.ma.us

Minor Project Permit Application Form
Reading General Bylaws, Section 7.1 – Wetlands Protection

Please fill in the following information and submit to:

Conservation Administrator
Reading Town Hall,
16 Lowell Street
Reading, MA 01867

along with a **check** payable to "Town of Reading" in the amount of $50 for the filing fee.

You will need to provide as part of this application:

1. **A site plan or accurate sketch** showing the location of the proposed work and the 25', 35', and 100' jurisdictional area. Plans downloaded from the Readings GIS Mapping page located on the town's web page are acceptable for Minor Project Permits. http://www.ci.reading.ma.us/Pages/ReadingMA_GIS/Index

2. **USGS section Reading, Ma Locus Map** (provided) Circle the location of your home on the Map.

3. **Description of Project** Please include brief description of materials (e.g. chain-link fence, wooden deck with concrete footings, stone paver patio) and quantity of work (e.g. 100 linear feet of fence, 12' by 16' deck, 4 trees to be cut down)

4. Please Note if the permit is for an **aboveground pool** located more than 50 feet from the resource area a seasonal operation and maintained plan is required as part of this submittal.

Name of Applicant: _____

Address: _____

Phone Number: _____

Date: _____

Description of Project: Please include brief description of materials (e.g. chain-link fence, wooden deck with concrete footings, stone paver patio) and quantity of work (e.g. 100 linear feet of fence, 12' by 16' deck, 4 trees to be cut down)

Minor Projects include:

A. Installation of unpaved pedestrian walkways for private use;
B. Installation of fencing or free-standing stone walls, provided that they will not constitute a barrier to wildlife movement;
C. Pruning of trees and shrubs located more than 50 feet from a wetland resource area, and pruning of existing landscaped areas regardless of distance to wetlands;
D. Planting of species of trees, shrubs, or groundcover native to Massachusetts, but excluding planting of turf lawns where turf lawns do not presently exist;
E. Conversion of existing lawns to uses accessory to existing single family houses, provided that the activity is located more than 50 feet from wetland resource areas, such as: open slotted decks without roofs; above-ground pools; freestanding (no foundation) sheds under 15 feet by 15 feet; steps under 100 square feet; patios under 100 square feet; porches under 100 square feet on existing foundations or on concrete footings;. The conversion of such accessory uses to lawn is also allowed.
F. Conversion of impervious surfaces to vegetated areas in the Buffer Zone;
G. Activities that are temporary in nature, have negligible impacts, and are necessary for planning and design purposes (e.g., installation of monitoring wells, exploratory borings, sediment sampling, and surveying).

Buffer Zone projects that are not permitted by this procedure include but are not limited to the following work (note: no work in a wetland resource area can be permitted by this procedure):

A. New or increased foundations;
B. Filling, grading, or machine excavation;
C. Additions except as listed in subsection E above;
D. Work within 100 feet of a known vernal pool;
E. Wells; and
F. Work within land subject to flooding, or within twenty-five feet of another resource area, or within ten feet if legally existing development exists in the location.

USGS section: Reading, MA
Locus Map