

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 emailed or delivered to the Assessor's office tgalasso@ci.reading.ma.us. 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 full size Original plans, two addition full-size copies, plus the entire application and plans set must be scanned and e-mailed to ctirone@ci.reading.ma.us or an electronic copy submitted with the application include the following items:
 - a. 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).
 - b. 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.)
 - c. 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
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. The consultant and or applicant will be sent contact information to directly pay the Daily Times Chronicle in the amount of \$150.00 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, certificates of mailing 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. The representative and or applicant will send the legal notice prepared by the Conservation Office when the application is dropped off to each abutter on the certified abutters list. Mail the legal notices by certified mail, certificates of mailing 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. The Legal Notice and the Affidavit of Service can be mailed in the same envelope. The mailing receipts should be scanned and emailed to ctirone@ci.reading.ma.us
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 and send the representative and/or applicant contact information to pay for the legal notice directly The representative and/or applicant will mail copies of the same notice to the abutters, etc.
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 as time allows 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 may 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
**WPA Form 4A – Abbreviated Notice of
Resource Area Delineation**

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40 &
READING WETLAND PROTECTION BYLAWS SECTION 7.1

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.

D. Fees



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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

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



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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
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). The maximum fee for each ANRAD, regardless of the number of Resource Area Delineations, is \$200 activities associated with a single-family house and \$2,000 for any other activity.

Bordering Vegetated Wetland Delineation Fee:

1. <input type="checkbox"/> single family house project	a. feet of BVW	x \$2.00 =	b. Fee for BVW
2. <input type="checkbox"/> all other projects	a. feet of BVW	x \$2.00 =	b. Fee for BVW

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

3. <input type="checkbox"/> single family house project	a. linear feet	x \$2.00 =	b. Fee
4. <input type="checkbox"/> all other projects	a. linear feet	x \$2.00 =	b. Fee

Total Fee for all Resource Areas: _____
 Fee

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

Online users: check box if fee exempt.



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.)

AFFIDAVIT OF SERVICE

Under the Massachusetts Wetlands Protection Act, M.G.L., c.131, s.40 and Reading General Bylaws, Section 7.1

(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 7.1 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.7.1 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

- Historic District Commission**
- Historical Commission**
- Board of Health**
- Other:** _____

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