



# Town of Sudbury

## Conservation Commission

---

Conservation Department  
275 Old Lancaster Rd.  
Sudbury MA 01776  
978-440-5472  
ConCom@sudbury.ma.us

### **NOTICE OF INTENT SUBMISSION CHECKLIST**

A complete application package (double-sided and collated) must be submitted by close of business a minimum of two weeks in advance of a scheduled meeting. The Commission generally meets every other Monday. A list of meetings and submission deadlines can be found on the Commission's webpage (<https://sudbury.ma.us/conservationcommission/>). Incomplete packages may be returned and/or cause delay of your project.

Supplemental information for continued hearings must be submitted by 3:30 pm at least 4 business days in advanced of the next scheduled Commission meeting.

### **REQUIRED DOCUMENTATION:**

1. One original signature and one copy of completed Notice of Intent Application Form (WPA Form 3) signed by the Applicant and Property Owner.
2. One completed NOI Wetland Fee Transmittal Form Pages 1 & 2.
3. One copy of the following maps, all with the site clearly identified. (One can generate these maps be using the Town GIS at [www.mapsonline.net/sudburyma/](http://www.mapsonline.net/sudburyma/) or by using MassMapper through MassGIS at: <https://maps.massgis.digital.mass.gov/MassMapper/MassMapper.html>.)
  - USGS
  - FEMA
  - NHESP
4. Two sets of full-sized stamped plans, including graphic scale (not more than 1 inch = 20 feet) and title block that shows proposed structures or modifications to existing structures, paving, drainage, or water control structures, and erosion controls. Be sure to include resource delineation, riverfront and/or buffer zones, and existing and proposed topography. GIS maps may be used for small projects at the discretion of the Conservation Commission.
  - Plan revisions shall be clearly noted and dated on the plans.
  - Colored plan shall be provided that clearly depict existing and proposed conditions with the following color scheme:
    - Existing conditions = Black
    - Proposed Construction = Red
    - Wetland boundaries = Blue
    - Buffer Zone = Yellow
    - Riverfront = Purple
    - Proposed Tree line = Green
    - Erosion Controls = Orange
5. One copy of each of the following documents:
  - List of 100-foot abutters, certified by the Assessor's Office
    - o <https://www.mapsonline.net/sudburyma/>
    - o Assessor: <mailto:assessors@sudbury.ma.us>
  - A completed Abutter Notification Form
    - o <https://sudbury.ma.us/conservationcommission/wetland-permitting/>
    - o Zoom Meeting info: <https://sudbury.ma.us/conservationcommission/meetings/>
  - Proof of notification for each abutter

Abutter notification can be delivered either by hand, certificate of mailing, or certified mail (return receipt requested). Notification must be delivered to abutters no later than one week prior to the Hearing. Proof must be provided no later than two business days prior to the Hearing. Scanned copies are acceptable. Certificates of mailing or certified mail receipts lacking abutter addresses will not be accepted. Proof of hand-delivered notices must include the abutter's address, printed name, and dated signature on the Abutter Notification Form.

6. Two copies of a narrative which should include the following information:
  - Description of work within regulated resource areas, the buffer zones, and any impacts to these areas.
  - Description of the project's compliance with the WPA performance standards. If work is proposed in the Riverfront Area, you must provide an alternatives analysis.
  - Description of the project's compliance with the Sudbury Administration Wetlands Bylaw.
    - If work is proposed within Adjacent Upland Resource Area, you must provide an alternatives analysis and the square footage of impact proposed for each alternative.
    - If work is located adjacent to a stream, you must provide the required evidence in accordance with Section 2.3 of the Sudbury Administration Wetlands Bylaw Regulations to determine whether the stream is intermittent or perennial.
7. Proposed mitigation for unavoidable project impacts to regulated areas. Provide the following information:
  - Square footage of work proposed by type (i.e., disturbance, structures, impervious surface, etc.) within each regulated area, including the 100-foot Buffer Zone, 100-foot Adjacent Upland Resource Area, and 200-foot Riverfront Area (inner and outer riparian zones).
  - Square footage of proposed mitigation by type (i.e., native plantings, invasive species removal, impervious surface reduction, etc.) within each regulated area.
8. Description of wetland resource areas, date delineated, and name of wetland scientist that conducted the delineation.
9. Photos of the site.
10. Applicable Filing Fees under the Wetlands Protection Act and the Sudbury Administrative Wetlands Bylaw Checks to the Town of Sudbury. See attached.
11. Proof of Payment of the Legal Notice: A Legal Notice is required to be submitted to the local newspaper. The Conservation Office will submit this Notice on your behalf and will contact you for payment before the newspaper will publish the Legal Notice. The Applicant is responsible for the cost of the Legal Notice in accordance with the State Wetlands Protection Act [310 CMR 10.05(5)(a)] and Sudbury Wetlands Administration Bylaw. **Failure on the applicant's part to pay the newspaper in time for the legal notice to be published a minimum of a week prior to the scheduled meeting, will prevent the Commission from being able to act on the application.**
12. If applicable, one completed, signed Stormwater Management Form, Appendix C, if applicable. This does not apply to projects on single-family lots.
13. If applicable, one signed copy of any Operation and Maintenance Plans associated with elements located or that discharge to resource areas.
14. All documentation also must be provided in electronic format, including any revised information.

#### **DEP MAILING**

1. Send check for state fee made out to the Commonwealth of Massachusetts and copy of NOI Wetland Fee Transmittal Form Pages 1 & 2 to: DEP, Box 4062, Boston, MA 02211.

2. Send by certified mail one complete copy of the Notice of Intent application, including copies of all required maps, project plans, Wetland Fee Transmittal Form, list of abutters, Notification to Abutters Form, and a copy of the check for state and town fee payments to:

*DEP-NERO, Wetlands Division  
150 Presidential Way  
Woburn, MA 01801*

## **Wetlands Protection Act Fee Payments: Category Activities and Fees**

### **Category 1** (Fee for each activity is **\$110**):

- a.) work on single family lot; addition, pool, etc.;
- b.) site work without a house;
- c.) control vegetation;
- d.) resource improvement;
- e.) work on septic system separate from house;
- f.) monitoring well activities minus roadway;
- g.) new agricultural or aquaculture projects.

### **Category 2** (Fee for each activity is **\$500**):

- a.) construction of single family house;
- b.) parking lot;
- c.) beach nourishment;
- d.) coastal limited projects;
- e.) inland limited projects minus road crossings and agriculture;
- f.) each crossing for driveway to single family house;
- g.) each project source (storm drain) discharge;
- h.) control vegetation in development;
- i.) water level variations;
- j.) any other activity not in Category 1, 3, 4, 5 or 6;
- k.) water supply exploration.

### **Category 3** (Fee for each activity is **\$1,050**):

- a.) site preparation (for development) beyond Notice of Intent scope;
- b.) each building (for development) including site;
- c.) road construction not crossing or driveway;
- d.) hazardous cleanup;
- e.) water supply development.

### **Category 4** (Fee for each activity is **\$1,450**):

- a.) each crossing for development or commercial road;
- b.) dam, sluiceway, tidegate (safety) work;
- c.) landfills operation/closures;
- d.) sand and gravel operations;
- e.) railroad line construction;
- f.) bridge;
- g.) hazardous waste alterations to resource areas;
- h.) dredging;
- i.) package treatment plant and discharge;
- j.) airport tree clearing;
- k.) oil and/or hazardous material release response actions.

### **Category 5** (Fee is **\$4 per linear foot**; total fee not less than \$100 or more than \$2,000):

- a.) work on docks, piers, revetments, dikes, etc. (coastal or inland).

### **Category 6** (Fee is **\$2 per linear foot for each resource area**): **For each resource area delineation, the fee shall not** exceed \$200 for activities associated with a single family house or \$2,000 for all other activities).

**When work is proposed in the Riverfront Area, as well as another resource area or their Buffer Zones, add 50% to the fee for each activity in the Riverfront Area.**

**Sudbury Wetlands Administration Bylaw Fee Payments For All Applications:**

**Category A:** Single Minor Project: i.e., house addition, tennis court, swimming pool, or other accessory residential activity – **\$100 per project plus \$0.50 per square foot** of impact to an unaltered Adjacent Upland Resource Area

**Category B:** New Single-family Dwelling – **\$300 plus \$0.50 per square foot** of impact to an unaltered Adjacent Upland Resource Area

**Category C:** Subdivision Road and Utilities Only – **\$500 plus \$2 per foot** of road sideline within a resource area

**Category D:** Drainage, Detention/Retention Basins – **\$500 plus \$2 per 100 cubic feet** of basin within a resource area

**Category E:** Multiple Dwelling Structure – **\$500 plus \$100 per unit**, all or part of which is within a resource area

**Category F:** Commercial and Industrial Projects – **\$1,000 plus \$0.50 per square foot** of disturbance in an undeveloped resource area

**Category G:** Application filed after Enforcement Order – **Double** the applicable fee

**Category H:** Determination of Applicability – **\$75**

**Category I:** Remediation of a Contaminated Site or Enhancement of a Degraded Resource (excluding violations) – **\$500 per project**

**Additional Fees:**

**Abbreviated Notice of Resource Area Delineation:**

New Construction: **\$500 plus \$2 for each linear foot** of resource area subject to the Bylaw

Existing Developed Single Family Lots: **\$25**

**Inspection Fee:** **\$50** per status inspection conducted as a follow up to a Notice of Violation.