



Town of Ashland

MASSACHUSETTS

CONSERVATION COMMISSION

Applicant Checklist for NOI/ANRAD/ANOI

This checklist is meant as guide when preparing a permit application during the State of Emergency, which was declared on March 12, 2020. This process shall remain in effect during the State of Emergency and will terminate when the State of Emergency is lifted. Note that submittal dates remain in effect.

1. **Application**- make 1 copy, and 1 Stormwater Management Checklist, if applicable. No spiral bindings!
2. **Narrative**- 1 copy 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**- 1 copy
4. **Site Plans**- (folded) 1 large copy, and 1 (one) 11"x17" copy, if all details can be read.
Plans must show the following:
 - 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. **Application Fees**
 - a. Wetland Fee Transmittal Form – 1 Copy
 - b. One check to the Commonwealth: 1 copy, 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 (c. 348-2)
6. **Make an extra copy of everything from 1-5 and Submit your Application:**
 - a. State: Electronically submit the application, locus map, narrative and site plans to DEP using [eDEP](#).

- 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.c All documents listed above, as well as a pdf as indicated below, and to conservation@ashlandmass.com.
7. For items 1-5, provide a pdf of everything, and CAD Files georeferenced to State Plane NAD 83 ft., if applicable, and send it to conservation@ashlandmass.com
8. **Receive hearing date and time information** from the Conservation Agent, and receive a date and time for a **pre-hearing site visit**.
9. **Legal Notice.** The Conservation Commission posts the legal notice. The applicant will get billed by Gatehouse Media.
10. **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.
 - c. Mail the proof of Mailing to the Ashland Town Hall, at 101 Main Street. Note that it must be received before the scheduled meeting date. You can drop it off in the grey box located on the side of Town Hall.
11. Attend the Zoom Meeting.



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CONSERVATION COMMISSION

Applicant Checklist for SMP

This checklist is meant as guide when preparing a Stormwater Management Permit for the Ashland Conservation Commission. Submit this with your application. **Note that you should make a copy for your records as well.** The Conservation Commission meets on the second and fourth Monday of every month, with some exceptions. Note that applications are due two weeks in advance of your desired hearing date. This checklist is pursuant to Chapter 343 Section 7.6, please refer to this section for further requirements and specific descriptions for each item on this checklist.

1. **Application**- Make 1 copy
2. **Narrative**- detailing the existing and proposed work, a list of other necessary permits (federal, state and local), the stormwater management plan , inspections and maintenance agreements, a description on how calculations were derived and which methods were used (see number 7.), construction sequencing, and a land use description. Make 1 copy
3. **Other Permits**- an electronic copy of all other permits obtained for your project that were issued by other town departments/boards, state, and federal agencies. Submit a pdf.
4. **Recorded plans and deed**- a copy of the most recent recorded plan for the site, and a copy of the deed for the lot with the book and page number on it. Submit a pdf.
5. **Locus Plan**- Make 1 copy
6. **Site plans**- Make 2 copies and submit CAD files and shapefile georeferenced to NAD State Plane 83 in feet. Size to submit are 11x17", or Arch D. Additional plans may be requested depending on details and scope of your plan.
 - a. Wellhead protection zones, and the location of nearest public wells and private wells on abutting properties with distance and direction to them.
 - b. Total lot area and areas of Floodplain District (Section 282-36 of the Ashland Town Code), and wetlands
 - c. Existing conditions and proposed conditions of the site in percent and square feet of the impervious cover, open space, undisturbed open space, and limits of clearing and disturbance should be included.
 - d. Natural features- water bodies, wetlands, floodplain, natural drainage courses, ledge outcropping, vegetation, and soils.
 - e. Existing and proposed structures and impervious cover
 - f. Pre and post development topography in two foot contours

- g. Test pit locations and information to demonstrate the groundwater elevation in areas where stormwater runoff is proposed to be infiltrated into the ground. There shall be a lease **two feet of separation from the bottom of the infiltration device**, to the maximum elevation of groundwater.
 - h. Shortest distance between the existing and proposed areas on site to the surface and estimated seasonal high groundwater
 - i. Stormwater management, showing the location and elevations of the BMPs
 - j. Erosion, and sedimentation control BMPs- note **NO HAY BALES!**
 - k. Existing and proposed water supply on site if applicable.
 - l. Existing Construction Detail Sheet- details for site drainage and management.
7. **Calculations-** 1 copy.
- a. Drainage Calculations (see 343-7.6.12)
 - b. Earth Removal/Fill calculations (See 343.13)
 - c. Hydrologic and hydraulic design calculations and report (see 343-7.6.16 (c))
8. **Emergency Response Plan-** Make 1 copy (see 343-7.6.15)
9. **Stormwater Plan-** a plan stamped by a Qualified Professional, containing the information outlined in 343-7.6.16 (b). Make 1 copy
10. **Operation and Maintenance Plan-** Make 1 copy. See c. 343-7.16.17.1
11. **Certified List of Abutters-** get a certified list of abutters from the Assessor's Office. Make 1 copy.
12. **Application Fee-** copies of the check, make 1 copy. The fees are itemized below:
- a. Basic Residential- \$100.00
 - b. Subdivision or Multifamily- \$500.00
 - c. Commercial Application- \$750.00
13. **Submit all items above to the Ashland Conservation Commission, through its Agent.** The Agent will provide a copy to the Town Clerk. Submit a pdf of all documents and plans as outline to conservation@ashlandmass.com.
14. **You will receive hearing date and time from the Conservation Agent.** (You will also receive a date and time for a pre-hearing site visit). Note that we have 60 days to review the application before posting the hearing date. We post the legal notice, and the Applicant gets billed by Gatehouse Media.
15. **Notify Abutters-** Notify abutters (via certified mail) within five business days of the scheduled hearing. Notification must include information on the public hearing.



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MASSACHUSETTS

Conservation Commission

NOTIFICATION TO ABUTTERS

Instructions

A. What are abutters, and why do I need to notify them?

- i. Abutters are property owners (neighbors) whose lot lines come within a certain distance of your property or work.
- ii. You need to notify abutters per the requirements of the state and local Wetlands regulations when you file certain types of applications with the Conservation Commission.

B. How do I know which abutters to notify?

- i. It depends on the project and the site. See below:
 - i. Within 100 feet of a property line or (most common);
 - ii. Within 100 feet of the project site for work only within Land Under Water Bodies or Waterways, or on lots greater than 50 Acres or;
 - iii. Landowners with lots within 1,000 feet of a linear- shaped project (typically utility projects).
- ii. Once you know which category your project falls under (as outlined above), you will need to get a Certified List of Abutters from the Assessor's Office. Once the list is generated, it is good for 90 days.

C. When do I notify them?

- i. Abutters must be notified within seven business days prior to the hearing.

D. What needs to be included in the notice?

- i. The notice must include Applicant information (name), project address, brief project description, where the permit application can be found, and information on the public hearing date and time, if known. The enclosed abutter notification forms can be used. This is in accordance with the Wetlands Protection Regulations (310 CMR 10.05 (4)(a)), and the local bylaw (Wetlands Protection Bylaw, Chapter 280 Section 9).

E. How do I notify the abutters?

- ii. Abutter notification must be submitted by hand delivery (see enclosed Hand Delivery Notice) or by certified mailings (return, receipt requested).

F. Final Step

- iii. Prior to the Conservation Commission Meeting, the applicant must deliver the mail receipts or signature sheets by mail (to the Conservation Commission, 101 Main Street, Ashland, MA. 01721), or the Applicant can drop it in the grey box on the side of Town Hall. This must be received by the Thursday before the night meeting by 10:00am.



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Conservation Commission

NOTIFICATION TO ABUTTERS- Letter

A/An Click or tap here to enter text.

has been filed with the **Ashland Conservation Commission** pursuant to the *Wetlands Protection Act (M.G.L. c. 131 §40)*, *Wetlands Protection Act Regulations 310 C.M.R. 10.05 (4)(a)* and the *Wetlands Protection Bylaw Chapter 280 Section 9*, and/or the *Stormwater Management Regulations Chapter 343*.

The applicant is Click or tap here to enter text.

The proposed project is located at Click or tap here to enter text.
in Ashland, Massachusetts. The proposed project is:

Click or tap here to enter text.

The filing may be examined by electronic means only. For more information, or to request a pdf filing submittal, please call 508-532-7924, and ask for the Conservation Agent.

The public hearing is scheduled for Monday, Click or tap to enter a date.
, at 7:05 p.m. (Note that all hearings are posted for 7:05 unless otherwise specified on the agenda. Hearings are taken in order of the posted agenda.). The hearing will be held using Zoom meetings, and the link for the meeting can be found on the posted agenda 48 hours before the hearing is scheduled to meet. Otherwise, further information of the public hearing can be obtained from the Ashland Conservation Commission, by calling 508-532-7924.