



Town of Ashland, Office of Conservation

Applicant Checklist for NOI/ANRAD/ANOI

This checklist is meant as guide when preparing a permit application for a Notice of Intent, Abbreviated Notice for Resource Area Delineation, or Abbreviated Notice of Intent. This procedure is meant to accommodate for a remote meeting procedure, where applicants and attendees access the Conservation Commission hearing online via zoom.

- 1: **Application:** 2 Hard Copies to the Town of Ashland - Complete the [NOI form](#), [ANRAD form](#), or [ANOI](#) form available on the MassDEP website or online through [eDEP](#). Include 1 Stormwater Management Checklist, if applicable. **No spiral bindings, comb bindings, or equivalent.**
- 2: **Narrative:** 2 Hard Copies - 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:** 2 Hard Copies - USGS Locus Map, clearly shows the location of the project site within a broader geographic area.
- 4: **Site Plans-** (folded) 2 (two) full-sized plans, and 2 (two) 11"x17" copies, if all details can be read. Plans must show the following:
 - Existing Conditions
 - Proposed Conditions
 - Erosion Control Barrier- where it will be installed and a detail of the barrier to be used (Haybales are strictly prohibited under the Bylaw)
 - All wetland resource areas*
 - PROPOSALS WHICH INCLUDE SEPTIC SYSTEMS:** MUST show a **10-ft buffer** around **ALL septic system components**, including (but not limited to) the leach field, tanks, septic reserve area, pump chambers/electrical components, air lines, air valves, manifolds, etc. No structures may be placed within this buffer and is enforced by the Board of Health. If violated, a Certificate of Compliance may be denied.
 - Endangered Species Habitat
- 5: **Completed Wetlands Delineation Forms**

Find the forms available [here](#), or available in Appendix A of the [2022 Wetlands Delineation Handbook](#) from MassDEP
- 6: **Application Fees**

- 7: **Wetland Fee Transmittal Form** – 1 Copy
- 8: **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.
- 9: **One check to the Town of Ashland** for the town share of the fee under the Wetlands Protection Act. 2 copies
- 10: **A second check to the Town of Ashland** for the bylaw fee: 2 Copies (c. 348-2)
- 11: **Submit your application:**
 - State:** Electronically submit the application, locus map, narrative and site plans to DEP using [eDEP](#).
 - OR, submit your application** to DEP via mail at: DEP NERO, Wetlands and Waterways, 150 Presidential Way, Woburn, MA, 01801
 - **Please note that you must submit the state filing fee to a different address.
 - Ashland Conservation Commission:** 2 Hard Copies (and digital version of the full application sent via email) of all materials, items 1-5, mailed to or dropped off at: Town of Ashland, Conservation Office, 101 Main Street, Ashland, MA, 01721.
 - Email: schrisafideis@ashlandmass.com and bsolomon@ashlandmass.com
- 12: **Submit your filing fees:**
 - State Fee:** See Step 7. Submit the state check, transmittal fee form, and photocopy of the town checks to: DEP Commonwealth Master Lock Box, P.O. Box 3982, Boston, MA, 02241
 - Ashland Conservation Commission Fee:** drop off or mail filing fees as calculated (See Steps 8 and 9) to Ashland Town Hall. If mailing, please ensure to include the Conservation Office in the 1st address line to avoid delays.
- 13. **Receive hearing date and time information** from the Conservation Agent, and receive a date and time for a pre-hearing site visit.
- 14: **Legal Notice:** The Conservation Commission posts the legal notice. The applicant will get billed by Gatehouse Media.
- 15: **Notify Abutters** within 7 business days (does not include weekends or holidays).
 - Obtain a Certified List of Abutters** from the Assessor’s Office
 - 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.
 - Mail the proof of Mailing** to the **Ashland Town Hall**, at 101 Main Street.

Note: Abutter’s Notifications must be received before the scheduled meeting date. You can drop it off in the grey box located on the side of Town Hall.
- 16: **Attend the REMOTE Meeting.**

Applicants and attendees attend the Conservation Commission Meeting **online via ZOOM**. The zoom link and meeting passcode are available on the Meeting Agenda, posted on the Town of Ashland website 48 hours before a scheduled hearing.