

**Town of Richmond
Conservation Commission
Instructions for Applicants
Revised June 2018**

The following requirements apply to all applicants for permitting under the Mass Wetlands Protection Act [MGL Ch. 131 Sec. 40] and the Richmond Local Wetland Bylaw [Ch. XII]. For information on filing for the Berkshire Scenic Mountain Act [MGL Ch. 131 Sec. 39A] please contact the Conservation office.

Meetings and Deadlines

Meetings are held at Richmond Town Hall at 7:00 PM on the second Tuesday of each month. The deadline for submitting applications is the end-of-day on the Wednesday two and one half weeks prior to the meeting.

Minimum Requirements - Request for Determination of Applicability(RDA) WPA Form 1

- An original and eight (8) copies of the completed application form & accompanying sketch plans (forms and instructions can be found on the Commission web-page or at <http://www.mass.gov/dep/water/approvals/wwforms.htm> **);
- Sketch Plan(s), to scale (maximum 1" = 50') showing existing conditions, the proposed activity (footprint of proposed structure(s) and proposed additional disturbance, if any), all jurisdictional resource areas and buffer zones. Plans must be identified – preferably in the lower right-hand corner – with the name of the applicant, consultant / contractor who developed the sketch plan, if applicable, and the date of the most recent revision;
- A “Permission to Access Site” form (available from the Website or the Conservation Agent at Town Hall), signed by the property owner or his/her agent;
- A check in the amount of \$100, payable to the Town of Richmond, to cover the cost of advertising the required legal notice and conducting site visit(s).

**** Note:** An additional copy of the entire submission must be sent to “Mass DEP Wetlands Program, 436 Dwight Street, Springfield, MA 01103”. A copy of the RDA must be provided to the property owner, if the applicant is not the owner. If you can provide a pdf file of the RDA & any attachments to the Commission as well as the printed copies, that is desirable.

Minimum Requirements – Notice of Intent (NOI) WPA Form 3 and Abbreviated Notices of Resource Area Delineation (ANRAD) WPA Form 4a

- Filing electronically at eDEP is preferred if you are a wetland consulting or engineering firm.
- Nine hard copies of the NOI and accompanying engineered plans (9 sets) must be delivered to the Richmond Conservation Office by the filing deadline. (Note: two sets of plans must be full size and seven can be 11”x17” if readable without magnification.) (Forms and instructions can be found on the Town Website under the Conservation Commission page or at: <http://www.mass.gov/dep/water/approvals/wwforms.htm>).

Accompanying attachments must include:

- A “permission to access site” form, signed by the property owner or his/her agent;
- A check in the amount of \$100 payable to the Town of Richmond to cover the cost of advertising the required legal notice and conducting site visit(s);
- Appropriate Conservation Commission portion of State mandated filing fees, as outlined in state NOI filing instructions;
- An “abutters list” provided by the Richmond Assessors’ Office, showing all direct abutters and property owners within 300 feet of the property line of the land where the activity is proposed; (Note: Proof of mailing must be presented at the public hearing.)
- Plan(s), folded (not rolled), collated and attached to each application copy, and including the following information:

Plans submitted with Notices of Intent and Abbreviated Notices of Resource Area Delineation must comply with the following requirements:

- Maximum sheet size: 24” X 36”
- Maximum Scale: 1” = 50’
- Title block: Positioned in the lower right corner with space for revision dates.

Plans submitted with Notices of Intent and Abbreviated Notices of Resource Area Delineation must include the following:

- Boundary of the entire lot area
- Context of adjacent lots, if necessary to show extent of Wetland / Riverfront Area
- Numbered wetland flags (attachments should include DEP Field Data Forms)
- Certified and/or potential Vernal Pools, if any
- 50-foot and 100-foot Buffer Zone boundaries
- 100-foot inner and 200-foot outer Riparian boundaries for Riverfront Areas
- Mean annual High-Water Line, for Riverfront Area applications
- Bank delineation for all intermittent streams and water bodies
- Elevations in feet (not meters) for sites within floodplain
- Contour lines (two-foot intervals)
- Existing structures, impervious surface areas and lawn area

Plans submitted with Notices of Intent should also include the following:

- Proposed grading/new contours
- Proposed structures/additions/new impervious surfaces
- Proposed location of erosion control barriers
- Limit-of-work line, if different from erosion controls
- Significant trees (4”+ diameter @ breast height) within the limit-of-work area
- Proposed removal of vegetation and/or significant trees
- Proposed landscaping and plantings
- For a single-family lot in Riverfront Area, documentation of date first recorded

Note: The Commission may request both existing and proposed site plans.