

# TOWN OF SUTTON

## Guidelines for Applicants

### Types of Filings

THE SUTTON CONSERVATION COMMISSION SHALL USE THOSE FORMS AVAILABLE THROUGH THE MASSACHUSETTS DEP FORMS AND APPENDICES. WHERE, IN THE INTERPRETATION OF/OR CONFLICT WITH, THE SUTTON WETLANDS AND RIVERFRONT DISTRICT ADMINISTRATION BYLAW (THE "BYLAW") EXCEEDS MASSACHUSETTS GENERAL LAW, THE BYLAW SHALL TAKE PRECEDENCE AND PREVAIL.

### **Request for Determination of Applicability/Department of Environmental Protection Form WPA**

**Form #1:** This filing is to be used by applicants who wish to ask the Conservation Commission if a Notice of Intent is required. This application must be accompanied by a package including all information below and the appropriate filing and/or advertising fee. The Commission will then make a determination to either require a full Notice of Intent filing or to issue a Negative Determination with instructions to the applicant.

**Notice of Intent/Department of Environmental Protection form WPA Form #4:** This filing is used for any project that has known jurisdictional areas pursuant to M.G.L. and The Sutton Wetlands and Riverfront District Administration Bylaw. **This application must be accompanied by a package including all information below and the appropriate filing fee.**

1. Completed Form including all accurate information pertaining to any activity under the jurisdiction of the Conservation Commission.
2. A scaled plan (1" = 20') with a wet stamp and seal from a licensed Professional Engineer (PE) showing the entire property lot lines for individual lots or subdivisions, any surrounding wetlands, locus, and compass. The plan should include the following: (The applicant may be requested to provide additional plans to larger scale in order to see the entire property on one plan.)
  - a) The delineation of the wetlands with contour lines. Wetland flags are to be numbered and surveyed by a professional wetland scientist. The plan must be stamped and signed by a licensed professional engineer.
  - b) The existing and proposed topography of the entire site.
  - c) The 100-foot buffer zone line, the 200-foot river buffer zone line, the 200-foot great pond (i.e. any pond greater than 10 acres) buffer zone, all streams marked as perennial or intermittent.
  - d) Clear plan title and date of plan. Last recording date of the property with name of registry and book and page number.
  - e) Any storm water management system specifications and any proposed drainage. Include soils profile and water table levels.
  - f) Areas of proposed fill.
  - g) Any proposed replication areas with planting plans.

- h) Any proposed removal of trees greater than 5” in diameter in the Conservation’s jurisdiction.
  - i) Show proposed 100 % Biodegradable erosion controls.
  - j) A **locus plan** detailed street map with **Street number** indicated, showing actual location of site under consideration and with a **North arrow**.
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- 3. If required, a separate plan for the replication area must be submitted. A wetland scientist must develop this information and provide a 2-year schedule for regular nourishing and watering.
  - 4. Note: any possible jurisdictional areas and any possible vernal pools whether certified or not.
  - 5. USGS map, in color, showing the site and the surrounding area.
  - 6. If applicable, proof of filing with Natural Heritage and Endangered Species, with accompanying information detailing the specific interest for the area.
  - 7. If applicable a wild life habitat study should be submitted.
  - 8. All supporting documentation required under the Massachusetts Storm Water Management Policy and Standards.
  - 9. All documents required under the Clean Water Act and 401 Water Quality Certification.
  - 10. All documents filed with the US Army Corps of Engineers.
  - 11. All copies of documents filed in conjunction with the Massachusetts Environmental Policy Act (MEPA) process.
  - 12. All documents related to the FEMA flood plain map, if any portions of the site is in a flood plain.

The above guidelines are to assist applicants in the filing process. Additional requirements may be requested as deemed necessary by the Sutton Conservation Commission.

**Also Refer to:**

- 1. Sutton Conservation Commission Order Of Conditions – Special Conditions.**
- 2. Sutton Conservation Commission RFDA/NOI Filing Fact Sheet.**

All filings must be accompanied by a plan wet stamped, and sealed by a licensed Professional Engineer.

**For all NOI's:**

**Abutter Notification---All Applicants must notify any/all abutters within 300 feet of any property corner or line when filling any application required under MGL.**

**For NOI's and RDA's:**

**Tree Cutting---All trees 5 inches or greater which are felled or are or to be cut in any jurisdictional area be replaced in kind with planting(s) of 2 ½ inch caliper stock or greater, unless conditions require otherwise.**

**Fertilizers---Any application of fertilizer on any lawn, landscaping, garden, orchard, Filed or within 100 feet of any resource area or 200 feet any body of water be 20-0-10, or other reasonable slow release zero phosphate fertilizer.**

**Town of Sutton  
Conservation Commission  
Conservation Consultant Fee Schedule**

*Town of Sutton Wetlands and Riverfront District Administration Bylaw*

DEP File no.: \_\_\_\_\_

**A. APPLICANT INFORMATION**

\_\_\_\_\_  
Applicant's Name Property Owner

\_\_\_\_\_  
Project Location: Street Address Map & Lot

**B. FEE CALCULATIONS\*** *(Please check off as applicable)*

\* FEES ARE NOT REQUIRED FOR EXEMPT PROJECTS (see § 12-4 of Article 12), or when THE PRIMARY PROJECT PURPOSE IS TO CUT DOWN DANGEROUS TREES

**Q Request For Determination of Applicability**

☐ \$450.00 flat fee \*

\*Fee not required for removal of dangerous trees only.

**Q Abbreviated Notice of Resource Area Delineation**

☐ \$800.00 base fee per application, plus;

☐ \$1.50 multiplied by \_\_\_\_\_ linear feet of wetland delineation = \$ \_\_\_\_\_

☐ The \$1.50/lf charge above shall not be required when the Resource Area boundary is a retaining wall at the bank of a pond.

**Q Notice Of Intent – Category One**

Minor projects or other projects that fall under Category 1 of WPA Form 3 Fee Schedule (i.e. house addition, tennis court, or other accessory to residential activity, control of vegetation, work on septic system separate from house, new agricultural projects, etc.).

☐ \$800.00 base fee per application, plus;

☐ \$1.50 multiplied by \_\_\_\_\_ linear feet of wetland delineation = \$ \_\_\_\_\_

☐ (unless applicant has a valid Order of Resource Area Delineation)

☐ The \$1.50/lf charge above shall not be required when the Resource Area boundary is a retaining wall at the bank of a pond.

**Q Notice Of Intent – Category Two**

Construction of single family house or other projects that generally fall under Category 2 of WPA Form 3 Fee Schedule (i.e. construction of a single family house, parking lot, inland limited projects minus road crossings and agriculture, each crossing for driveway to single family house, each project source (storm drain) discharge, etc.)

☐ \$1,200.00 base fee per application, plus

☐ \$1.50 multiplied by \_\_\_\_\_ linear feet of wetland delineation = \$ \_\_\_\_\_ (unless applicant has a valid Order of Resource Area Delineation)

☐ \$1.00 multiplied by \_\_\_\_\_ square feet of permanent disturbance to BVW,

ILSF, LUW and/or Riverfront Area = \$ \_\_\_\_\_

Approved by the Conservation Commission at the October 17, 2018 public hearing. Effective 11/1/18.

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☐ \$1.00 multiplied by \_\_\_\_\_ linear feet of permanent disturbance to Inland Bank = \$ \_\_\_\_\_

☐ The \$1.50/lf charge above shall not be required when the Resource Area boundary is a retaining wall at the bank of a pond.

**Q Notice Of Intent – Categories Three through Five**

Construction of a multiple family dwelling, subdivision, or commercial and Industrial Projects or other projects that generally fall under Categories 3, 4, or 5 of WPA Form 3 Fee Schedule (i.e. site preparation for development beyond Notice of Intent scope, each building (for development) including site, road construction not crossing or driveway, water supply development, each crossing for development or commercial road, dam, sand and gravel operations, bridge, dredging, etc.)

Ø \$1,500.00 base fee per application, plus;

Ø \$1.50 multiplied by \_\_\_\_\_ linear feet of wetland delineation = \$\_\_\_\_\_ (unless applicant has a valid Order of Resource Area Delineation)

Ø \$1.00 multiplied by \_\_\_\_\_ square feet of permanent disturbance to BVW, ILSF, LUW and/or Riverfront Area = \$\_\_\_\_\_

Ø \$1.00 multiplied by \_\_\_\_\_ linear feet of permanent disturbance to Inland Bank = \$\_\_\_\_\_

Ø The \$1.50/lf charge above shall not be required when the Resource Area boundary is a retaining wall at the bank of a pond.

**TOTAL FEE =**

**\$\_\_\_\_\_**

**THESE FILING FEES ARE AS DETERMINED BY APPLICANT AND ATTACHED IN THE FORM IS A CHECK MADE PAYABLE TO THE TOWN OF SUTTON. FEES SHALL BE DISPEARSED PURSUANT TO MGL 53G. FEES COLLECTED BASED ON A RATE OF \$105/HR.**

**C. SIGNATURE OF AGREEMENT**

The Conservation Consultant fees for NOI and ANRAD applications are estimated and Applicant is hereby informed of these fees. Payment is required in advance of any review or work being performed by the Conservation Consultant. If it is determined that more time and work is necessary to complete any application review, the Conservation Consultant shall provide an additional anticipated scope and fee cost structure for the work proposed. Necessary changes thereafter, and charges beyond the scope of initial review, shall be communicated in a timely manner to the Applicant. Any unused portions of the Conservation Consultant fees outlined herein shall be returned in a timely manner to the Applicant. **Fees collected based on a rate of \$105/hr.** I, the Applicant, or my authorized