



Marshfield Conservation
870 Moraine Street, 2nd Floor
Marshfield, MA 02050
(781) 834-5573



Conservation Permit Submittal Checklist

To obtain the most current Conservation Permits Please Contact the Conservation Office or visit The Marshfield Conservation website at:

<https://www.marshfield-ma.gov/conservation-commission/pages/documents-forms>

THE MOST COMMONLY UTILIZED CONSERVATION PERMITS INCLUDE:

[Request for Determination of Applicability \(RDA\) WPA Form 1](#)

[Notice of Intent \(NOI\) WPA Form 3](#)

[Notice of Intent Wetland Fee Transmittal Form](#)

- ☐ Read Permit Request Instructions [\(RDA\) WPA Form 1](#) or [\(NOI\) WPA Form 3](#)
- ☐ Complete Conservation Permit Request [\(RDA\) WPA Form 1](#) or [\(NOI\) WPA Form 3](#)
- ☐ Select a public hearing date for proposed work (1st & 3rd Wednesday each month)
- ☐ Filing fees to the Conservation Office, including photocopies of **ALL** checks:
 - o Town Fees (see Policy & Procedure Guide Section 5C)
 - o Legal Ad Fee (fixed fee, see pages 2 & 3)
 - o State Fees [\(NOI\) WPA Form 3 ONLY](#)
 - o Abutters List Fee [\(NOI\) WPA Form 3 ONLY](#)
- ☐ Prepare a site plan & brief narrative acceptable to the Conservation Commission describing how the proposed work overcomes potential adverse impacts to the wetlands or the wetlands setbacks.
- ☐ Provide supporting documentation, including sketches, photos, aerials, etc.
- ☐ Submit 8 full sets of paper copies of the completed and signed Conservation Permit Request to the Conservation Office along with a DIGITAL Version on electronic media or via email to lanoja@townofmarshfield.org
- ☐ Complete Application, supporting documentation and filing fees to the Conservation Office by **12:00 p.m. 2 weeks** prior to the public hearing.

EITHER CONTINUE TO [PAGE 2](#) for detailed checklist **(RDA) WPA Form 1**

OR CONTINUE TO [PAGE 3](#) for detailed checklist [\(NOI\) WPA Form 3](#)

Contact Liz Anoja with any questions lanoja@townofmarshfield.org or (781) 834-5573



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Detailed Submittal Checklist for Request for Determination of Applicability (RDA) Massachusetts DEP WPA Form 1

- ☐ A brief narrative describing the project and how it meets the Performance Standards of the MA Wetlands Protection Act and Regulations as well as the Town of Marshfield Chapters 294 & 505.
- ☐ A site plan depicting the proposed work area, the delineated wetlands and the wetlands setbacks (25, 50, 75, & 100 foot), rivers, riverfront areas (100 & 200 foot), the date of the delineation, the delineation source & if applicable: mean high water & mean low water.
- ☐ Other method of delineating resource area(s) such as delineation field notes, pictures, topography, hydrology, etc.

BOTH the **brief narrative** & the **site plan** must convey the following minimum requirements:

- ☐ Existing & proposed conditions
- ☐ Erosion control measures (if applicable)
- ☐ Equipment to be utilized (if applicable)

Checks made out to:

- ☐ **Gatehouse Media** for \$24.05 for Legal Ad in Marshfield Mariner
- ☐ **Town of Marshfield** for \$150.00 filing fee (see Policy & Procedure Guide Section 5C)

Signatures:

- ☐ Application must be signed by the applicant.
- ☐ Submittal Policy (see page 4)
- ☐ Access Authorization form original signature, owner only, **NO** representative (see page 5)

MAIL ONE FULL SET TO:

Send (RDA)WPA Form 1 to:

MassDEP Southeast Regional Office
Wetlands and Waterways
20 Riverside Drive
Lakeville, Massachusetts 02347

Office Use ONLY
Taxes Paid ☐



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Detailed Submittal Checklist for Notice of Intent (NOI) & NOI Wetland Fee Transmittal Form Massachusetts DEP WPA Form 3

- ☐ A brief narrative describing the project and how it meets the Performance Standards of the MA Wetlands Protection Act and Regulations as well as the Town of Marshfield Chapters 294 & 505.
- ☐ A site plan stamped and signed by a Registered Professional Engineer (R.P.E.) and/or Registered Professional Land Surveyor (R.P.L.S.), unless exempted by the Commission, depicting the proposed work area, the delineated wetlands and the wetlands setbacks (25, 50, 75, & 100 foot), contour elevations utilizing NAVD88 datum, impervious table, provide written confirmation whether the project is substantial, rivers, riverfront areas (100 & 200 foot), the date of the delineation and the delineation source and add mean high water & mean low water.

BOTH the **brief narrative & the site plan** must convey the following minimum requirements:

- ☐ Existing & proposed conditions
- ☐ Existing & proposed conditions changes
- ☐ Erosion control measures
- ☐ Equipment to be utilized
- ☐ Access Plan **(If Applicable)**
- ☐ Storm Water Prevention Report **(If Applicable)**

Maps & Other Supporting Documents:

- ☐ USGS Quadrangle or equivalent locus map showing location of project site
- ☐ Current FEMA FIRM Flood Zones
- ☐ Current Natural Heritage and Endangered Species Program Estimated or Priority Habitat
- ☐ BVW Delineation Sheets **(If Applicable)**
- ☐ Copy of the certified abutters list (From the Assessor's Office for a \$25.00 fee)

Checks made out to:

- ☐ **Gatehouse Media** for \$24.05 for Legal Ad in Marshfield Mariner
- ☐ **Town of Marshfield** for filling fee (see Policy & Procedure Guide Section 5C)
- ☐ **Copy** of check sent Commonwealth of Massachusetts (see NOI Wetland Fee Transmittal Form)
- ☐ Proof of delivery of the abutters notices at least 7 days prior to the intended meeting date.

Signatures:

- ☐ Application must be signed by the property owner. A signed letter of consent from the property owner will be acceptable in lieu of a signature on the application.
- ☐ Submittal Policy (see page 4)
- ☐ Access Authorization form original signature, owner only, **NO** representative (see page 5)

MAIL ONE FULL SET TO:

Send (NOI)WPA Form 3 to:
MA DEP Southeast Regional Office
Wetlands and Waterways
20 Riverside Drive
Lakeville, MA 02347

Send check for fees &
"Transmittal Form" to:
MA DEP
PO Box 4062
Boston, MA 02211

Office Use ONLY
Taxes Paid <input type="checkbox"/>
Abutters Notified <input type="checkbox"/>
WPA Filing No. <input type="checkbox"/>



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Submittal Policy

Eight (8) full sets and One (1) digital of filings/applications must be complete and submitted to the Conservation Commission office by noon no later than two weeks prior to the requested public hearing to facilitate the placement of the legal ad and to allow for timely review by the Commission in advance of the hearing. The Commission staff will review applications at the time of submittal for administrative completeness and may reject incomplete applications. All documents, including plans must be 8-1/2" x 11" in size or folded to that dimension. Rolled plans will **NOT** be accepted. Filings containing numerous sheets of plans may be rolled at the discretion of the Commission staff.

Applicants must provide proof of abutter notification in the form of certified returned receipts (green cards) or postmarked certified mail receipts (white slips) to the Conservation office no later than the Friday prior to the hearing date.

Requests for additional information may be made by the Commission or its agent. Such requests, if not made at the public hearing, will be communicated in writing to the applicant or their representative listed on the application as promptly as possible. Additional information submitted to fulfill the aforementioned request(s) must be received by the Commission by 12:00 pm on the Wednesday prior to the next scheduled continued hearing to allow for review by the Commission and staff. Additional information submitted after this deadline may not be reviewed prior to the continued hearing, which may result in a continuance to the next available meeting.

Please note that all additional information submitted to the Conservation Commission for project subject to the jurisdiction of the Massachusetts Wetlands Protection Act must also be sent to the DEP -Southeast Regional Office in Lakeville.

The Commission is committed to a thorough and timely review of each project and will make every effort to ensure that the hearing process is completed with due diligence. We seek the cooperation of applicants and their professional consultants in achieving our goal.

Signature: _____

Date: _____



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SITE ACCESS AUTHORIZATION

DATE: _____

PROJECT: _____

TO: MARSHFIELD CONSERVATION COMMISSION & CONSERVATION ADMINISTRATOR

APPLICANT: _____

LOCATION: _____

(Hereafter referred to as the property)

I (We) hereby authorize the individual members of the Conservation Commission and its agents to enter upon the property for the purpose of gathering information prior to issuing an Order of Conditions and for the purpose of enforcing the Order of Conditions prior to the issuance of a Certificate of Compliance.

TIME FRAME: FROM DATE BELOW TO DATE OF ISSUANCE OF CERTIFICATE OF COMPLIANCE

OWNER: _____ DATE: _____