

**Town of Richmond
Conservation Commission
Instructions for Applicants
Revised September, 2016**

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. Deadline for applications is the end-of-day on the Tuesday two weeks prior to the meeting.

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

- An original and six (6) copies of the completed application form & accompanying plans (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> **;
- 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 plan, if applicable, and the date submitted;
- 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 \$75, 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 DEP/WERO, 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

Filing electronically at eDEP is preferred if you are a wetlands consulting or engineering firm. Any accompanying plans (7 sets) must be delivered as hard copy, full size to the Richmond Conservation Office by the filing deadline. Please be sure your filing is accessible by the Richmond ConCom.

If you will be filing by hard copy, an original Form 3 with six (6) printed copies of the completed application form & accompanying plans must be submitted. (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 plans and other attachments must include:

- A “permission to access site” form, signed by the property owner or his/her agent;
- A check in the amount of \$75 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 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 should 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** should **include the following, as applicable:** (Commission may request “Existing Conditions Site Plan” and “Proposed Site Plan”)

- Boundary of entire lot area(s) ;
- Context of adjacent lots, if necessary to show the extent of Wetland or Riverfront areas ;
- Numbered wetland flags (attachments should include supporting documentation, e.g. DEP Field Data Forms) ;
- Existing and/or potential vernal pools ;
- 50-foot and 100-foot Buffer Zone boundaries ;
- 100-foot inner riparian and 200-foot outer riparian boundaries for Riverfront Areas ;
- Mean Annual High Water Line, for Riverfront Areas ;
- 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 surfaces (i.e. driveway, walkways, patios) and lawn area ;
- Proposed grading showing new contours ;
- Proposed structures, additions and new impervious surfaces ;
- Proposed location of erosion control barriers ;
- Limit-of-work line, if different from erosion controls ;
- Significant trees (8”+ 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 within Riverfront Area, documentation of the date the lot was first recorded at the Registry of Deeds.

Questions should be addressed to Shepley Evans, Conservation Agent, by phone (413-698-3655) or by e-mail concom@richmondma.org .