



TOWN OF CONCORD
NATURAL RESOURCES COMMISSION
141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3285 FAX (978) 318-3291

**Abbreviated Notice of Resource Area Delineation
Submission Checklist**

PLEASE NOTE: Only the most recent NOI form will be accepted. **Fax copies and e-mails are not acceptable. Please do not submit applications with plastic or acetate covers or pocket plan holders.** GBC binders are acceptable. Please see the *Minimum Plan and Submission Requirements Policy* for additional information.

Due to changes in the Opening Meeting Law, effective July 1, 2010, Applicants and/or their representatives will be required to provide documents and other exhibits that will be discussed at the meeting **prior to the scheduled hearing.** Documents and other exhibits, including photographs, must be provided to the office in manageable form.

TIMELINE

- A complete application package (**double-sided and collated**) must be submitted by 4:30 p.m., no later than the submittal deadline date. Hearings are typically every third Wednesday. The meeting and submittal deadline schedule can be found here: <https://www.concordma.gov/732/Natural-Resources-Commission>
- If no action is taken by an Applicant on a filing for 6 months, or four consecutive meetings, the Commission may require that the Applicant renotify abutters and republish the legal notice (see the *Continuance Policy*).

FORMS

- Two copies of completed **Application Form** (WPA Form 4A) signed by the Applicant and Property Owner. PLEASE DOUBLE-SIDE DOCUMENTS
- Two copies of completed Bordering Vegetated Wetland Delineation Field Data Forms
- Two completed NOI Wetland Fee Transmittal Form Pages 1 & 2. PLEASE DOUBLE-SIDE DOCUMENTS

MAPS

TWO copies of the following maps, **all with the site clearly identified.**

- USGS
- FEMA
- NHESP most recent GIS – If applicable, submit evidence of mailing of completed application form to Natural Heritage and Endangered Species program.

NARRATIVE

TWO double-sided copies of a narrative including:

- Description of wetland resource areas, date delineated, and name of wetland scientist that conducted the delineation
- Photos of the site, if applicable.

FEES

- Check to the Town of Concord
- * Please note, a legal notice fee will be billed by the Concord Journal directly to the Applicant. The Applicant is responsible for the cost of the legal notice in accordance with the state Wetlands Protection Act [310 CMR 10.05(5)(a)] and Concord Wetlands Bylaw. **The Concord Journal now requires that Applicant's pre-pay their legal ad, unless you have an account with the Journal. You must pay at least 10 business days prior to the NRC hearing; failure to do so will result in an unpublished legal notice and a delay of the hearing.**

ABUTTERS LIST

- The original and one copy of the certified abutters list within 100 feet of the property. This must be obtained from the Assessor's Office, accompanied by a stamped, signed cover letter from the Assessors, and be obtained within three months of the filing date.
- Two copies of the Abutter Notification, available online (www.concordma.gov/pages/ConcordMA_NaturalResources/Wetlands%20Guidance)
- Two copies of the evidence of abutter notification: Notification can be either by hand or via certificate of mailing or certified mail. The post office provides a date-stamped receipt ("certificate") for each letter mailed. This certificate, return receipt green cards, copies of green cards, or proof of receipt of hand delivered mail, must be submitted **before the hearing** (scanned copies are OK). If any mailings are returned, bring the entire envelope (or a copy) to the hearing indicating by postal service stamp the reason for return.

PROJECT PLANS

Show proposed structures or modifications to existing structures, paving, drainage, or water control structures, and erosion controls. Be sure to include resource delineation, riverfront and/or buffer zones, and existing and proposed topography.

- Two copies, full size including graphic scale (not more than 1"=50') and title block
- Include the BVW and upland data plots on the plans.
- Plan revisions shall be clearly noted and dated on the plans.

ELECTRONIC SUBMISSION

- Submit an electronic copy of the complete application to nr@concordma.gov or include a thumb drive in your application packet.

DEP MAILINGS

- Send original check for state fee and copy of NOI Wetland Fee Transmittal Form Pages 1 & 2 to DEP, Box 4062, Boston, MA 02211.
- Send one complete copy of the Abbreviated Notice of Intent application, including copies of all required maps, plans, Wetland Fee Transmittal Form, list of abutters, Notification to Abutters Form, and a copy of the check for state and town fee payments to:

DEP-NERO, Wetlands Division
150 Presidential Way
Woburn, MA 01801