

# NORFOLK WETLAND PROTECTION BYLAW FILING GUIDELINES

## OBTAIN THE FOLLOWING:

1. **COPY OF NORFOLK WETLAND PROTECTION BYLAWS and REGULATIONS AT THE CONSERVATION COMMISSION OFFICE OR ONLINE**
2. **APPLICATION FORMS:**
  - a. Form 1 (Determination of Applicability)\*\*
  - b. Form 3 (Notice of Intent)\*\*
  - c. Form 4 (Abbreviated Notice of Intent)\*\*
  - d. Form 4A (Abb. Notice of Resource Area Delin.) \*\*

**\*\* COMPLETE FILING PACKETS ARE IN CONSERVATION OFFICE**
3. **LOCUS MAP (ASSESSORS' MAP, BLOCK, AND LOT)**
  - From Board of Assessors Office or from the Conservation Commission Office
4. **CERTIFIED ABUTTER'S LIST FROM THE OFFICE OF THE BOARD OF ASSESSORS** (Note: For conservation filings abutters are those properties within **100 feet** of the project's property lines. **NO ABUTTER NOTIFICATION IS REQUIRED FOR A REQUEST FOR DETERMINATION OF APPLICABILITY**

*\*\* The applicant is responsible for the notification to all abutters of the intended project within **10 business days of the date, time, place and purpose of the public hearing\*\*** by certified mail delivery, return receipt requested, or (in the alternate) by hand delivery with signatures on the abutters list)*

5. A signed "Good Standing" form must be included with the application. **The application will not be accepted unless completed.**

## SUBMIT THE FOLLOWING TO THE NORFOLK CONSERVATION COMMISSION AT LEAST 15 DAYS PRIOR TO THE ANTICIPATED PUBLIC HEARING DATE:

1. **14** complete copies of the appropriate filing form and **14** complete sets of related plans and required documents, including a copy of the Wetland Fee Transmittal Form (which is included in the filing packet) **A written narrative explaining the project is required.**
2. Include **two separate checks or money orders** for the

Norfolk Bylaw fee and Town share of the state fee payable to the "Town of Norfolk. A check is also required for the State share of the filing fee. The check must be made payable to the "Commonwealth of Massachusetts). **(NOTE: NO STATE FILING FEES ARE REQUIRED WITH A REQUEST FOR DETERMINATION OF APPLICABILITY)**

3. The applicant is responsible for preparing and mailing (certified mail recommended) one (1) completed forms and plans to:

DEP, Central Regional Office  
627 Main Street  
Worcester, MA 01608

4. Mail (certified mail is recommended) Wetland Fee Transmittal Form and State filing fee to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211

5. **SUBMIT THE FOLLOWING AT THE TIME OF THE PUBLIC HEARING:**

All green mailing cards (receipts from certified mailings to abutters) or a copy of the abutters list signed by abutters who were hand delivered notice of hearing.

A check or money order payable to the "Town of Norfolk" for the applicable legal advertising costs will be required (check with office for this amount prior to hearing).

### **IMPORTANT FILING INFORMATION:**

1. The Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month.
2. Appointments with the Commission can be made no later than 12 noon on the preceding Thursday before a meeting.
3. All requests for changes to a plan must be **in writing** and submitted to the Commission's office by 12 noon, the preceding Thursday before a scheduled meeting. **Eight copies of the plan must be submitted.**
4. All filings must be submitted to the Commission's office a minimum of **15 days prior** to the anticipated public hearing date.
5. Plans prepared by a Registered Land Surveyor (RLS) or a Professional Engineer (PE) and must have a wet stamp and handwritten signature of the licensee.
6. All **notifications to abutters** must include the date, time,

place and purpose of the public hearing. Obtain this information from the Commission's office at the time of the filing.

Revised: 7.24.14