



MILLBURY CONSERVATION COMMISSION

A Better World Through Conservation

Wetland Filing Checklist

Request for Determination of Applicability (RDA)

- ✓ Complete RDA application form, to include:
 - Detailed project description of what is being proposed
 - Plan or sketch should include the following:
 - All Wetland Resource Areas within 100' of the parcel:
 - wetlands, ponds, streams, flood zones, Riverfront
 - Area, etc.
 - 100' Buffer Zone and/or 200' Riverfront Area
 - 2-foot contours or smaller & Parcel lines
 - Structures (i.e. Buildings, stormwater infrastructure, pavement/driveway areas)
 - Edge of lawn / landscaping
 - Limit of work
 - Erosion Controls
- ✓ Original copy of application submitted to the Conservation Commission, plus:
 - 5 additional paper copies
 - Electronic copy submitted to Conservation@millburyma.gov
 - Copy sent to DEP (Central Office, 8 New Bond St, Worcester, MA 01606)
 - Bank or personal check in the amount \$50 made out to Town Of Millbury, MA, for required Public Notification.
- ✓ Once your full application is received, a legal advertisement will be published and a public meeting will be scheduled at the next available Conservation Commission meeting.
- ✓ Upon receipt of the RDA application, or at anytime during the public meeting, the Commission may determine it needs their Consultant to review the project.
 - If so, the Applicant must submit the Consultant Review Fee to the Commission. Please see the Consultant Fee Schedule.
- ✓ The Conservation Commission, Town Staff, or the Commission's Consultant may conduct a site visit. The Applicant will be notified of the day and time of the site visit.
- ✓ Applicant or Applicant's Representative attends your scheduled public meeting.
 - Currently meeting in-person and virtually via Zoom, either method of participation is fine.
- ✓ Receive a Determination of Applicability (DOA) within 21 days after the public meeting has closed.
 - If a Negative Determination, proceed with project after 10-day appeal period, adhering to any conditions outlined in the DOA.
 - You have 3 years to complete the approved work.



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Notice of Intent (NOI)

- ✓ Request a List of Abutters from the Conservation Commission Office
 - Submit request to Conservation@millburyma.gov or 508-865-5411
 - Receive List of Abutters with 100' of project parcel.
- ✓ Complete NOI application form, to include:
 - Signed WPA Form 3
 - Project narrative
 - NOI Wetland Fee Transmittal Form with copy of payment made to the State
 - Locus map
 - Plan for proposed, stamped by a registered engineer (architect, surveyor, etc.), to include:
 - All Wetland Resource Areas within 100' of the parcel
 - 100' Buffer Zone and/or 200' Riverfront Area
 - Parcel lines, easements
 - Existing Conditions and Proposed Work
 - Buildings & structures
 - Pavement, edge of lawn, landscaping
 - Stormwater structures
 - Snow storage (if applicable)
 - 2-foot contours or smaller
 - Limit of work
 - Erosion Controls
- ✓ Original copy of NOI application submitted to the Conservation Commission, plus:
 - 5 additional paper copies
 - 2 full size copies of the plan
 - Electronic copy submitted to conservation@millburyma.gov
 - Copy sent to DEP (Central Office, 8 New Bond St, Worcester, MA 01606)
- ✓ Application Fees – submitted with application
 - Wetland Filing Fees
 - Check made out to the Town of Millbury (check to State sent directly to MADEP)
Calculated on Wetland Filing Fee Transmittal Form
 - Bank or personal check in the amount \$50 made out to Town Of Millbury, MA, for required Public Notification.
 - Consultant Fee
 - The Commission or Town Staff will communicate to you if the Commission will be requesting their Consultant to review your project.
 - The Consultant Fee must be submitted before the review of the project can occur.



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- The Commission may determine at any point before or during the public hearing that it will require the Consultant's review.
 - Please review the Consultant Fee Schedule for the appropriate fee for your project
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- ✓ Send Notification to Abutters via Certified Mail
 - Once informed of the date and time for the hearing, you must notify abutters in accordance with the provisions of 310 CMR 10.05(4)(a) using the "Notification to Abutters Form".
 - Submit an Affidavit of Service with your NOI package.
 - ✓ Once a full application is received, a legal advertisement will be published in the Millbury Sutton Chronicle and a public hearing will be scheduled at the next available Conservation Commission meeting.
 - ✓ Provide proof of mailing, usually copies of certified mail return receipts, via email or at first public hearing date.
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- The Conservation Commission, Town Staff, or the Commission's Consultant may conduct a site visit ahead of or during the public hearing. The Applicant will be notified of the day and time of the site visit.
 - The Applicant or Applicant's Representative attends your scheduled public hearing.
 - Meetings are currently held in-person and virtually via Zoom, either method of participation is fine.
 - Once a DEP File # is issued and the public hearing is closed, you will receive an Order of Conditions (OOC) within 21 days of the public hearing.
 - If approved, proceed with project after the 10-day appeal period, adhering to all conditions outlined in the OOC.
 - You MUST record your Order of Conditions at the Worcester Registry of Deeds BEFORE you begin work.
 - Submit proof of recording to the Conservation Commission office.
 - You must complete the work within 3 years of the effective date of the OOC or request an Extension at least 30 days prior to expiration of the OOC permit.
 - Request a Certificate of Compliance from the Conservation Commission to remove the OOC from the property's deed.

Please contact the Conservation Commission office with any questions: Conservation@millburyma.gov

(508) 865-5411

Mon, Wed, Thus – 8am-4pm

Tues – 8am-7pm

Fri 8am-12pm