

**Town of Otis
Conservation Commission
Instructions for Applicants**

The following requirements apply to all applications for permitting under the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, Section 40)

Meetings and Deadlines

Meetings are held at Otis Town Hall at 6:00 p.m. on the 3rd Tuesday of each month unless that date falls on a legal holiday when Town Hall is closed.

Deadline for applications, without exception, is 3:00 p.m. on the first Wednesday of each month.

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

- ④ **Three (3)** copies of the completed application form (forms and instructions can be found at <http://www.mass.gov/dep/water/approvals/wwforms.htm>);
- ④ Plan(s), to scale (maximum 1" = 50') showing existing conditions, the proposed activity (footprint of proposed structure(s) and proposed additional disturbance), all jurisdictional resource areas and buffer zones. Plans must be identified – preferably in the lower right corner – with the name of the applicant, consultant/contractor who developed the plan, if applicable, and the date submitted. Plans **MUST** include any work methodology, distance(s) from resource and any narrative information that would provide detail as to the impact of the project on the resource.
- ④ A "Permission to Access Site" form, signed by the property owner or his/her agent;
- ④ A check in the amount of \$75.00, payable to the Town of Otis, to cover the cost of advertising the required legal notice.

Note: A copy of the entire submission must be sent to DEP/WERO, 436 Dwight St., Springfield, MA 01103. A copy of the RDA must be provided to the property owner, if the applicant is not the owner.

Minimum Requirements – Notices of Intent (NOI), WPA Form 3

Three (3) copies of the completed application form (forms and instructions can be found at <http://www.mass.gov/dep/water/approvals/wwforms.htm>);

- ④ A "permission to access site" form, signed by the property owner or his/her agent;
- ④ A check in the amount of \$75.00, payable to the Town of Otis, to cover the cost of advertising the required legal notice;
- ④ Appropriate Conservation Commission portion of fees, as outlined in instructions;
- ④ An "abutters list," provided by the Otis Assessors' Office, showing all direct abutters and property owners within 100 feet of the property line of the land where the activity is proposed; (Proof of mailing must be presented at the public hearing.)
- ④ A **detailed** written Narrative as part of the NOI including, but not limited to – work sequence and methodology, time of year constraints if applicable, planting plans with plant lists if applicable, statements addressing performance standards, other information useful in understanding the project impacts on Resource Areas
- ④ Plan(s), **folded (not rolled)**, collated and attached to each application copy, and including the following information:

Plans - The commission may request both an "Existing Conditions Site Plan" and a "Proposed Site Plan.) Most plans submitted with Notices of Intent should comply with the following requirements:

- ④ Maximum sheet size: 24" X 36";
- ④ Maximum scale: 1" = 50';
- ④ Title block: Positioned in the lower right corner, with space for revision dates.

And should include the following detail as applicable to project:

- ④ Boundary of entire lot area(s);
- ④ Context of adjacent lots, if necessary to show extent of wetland/Riverfront Area;
 - ④ Numbered wetland flags (attachments should include supporting documentation, e.g. DEP Field Data Forms);
- ④ Existing and/or potential vernal pool(s);
- ④ 50-foot and 100-foot buffer zone boundaries;
- ④ 100-foot inner riparian and 200-foot outer riparian boundaries for Riverfront Area applications;
- ④ Mean Annual High-Water Line, for Riverfront Area applications;

- ④ Bank delineation for all intermittent streams and water bodies;
- ④ Elevations in feet (not meters) for sites within floodplain;
- ④ Contour lines (two-foot intervals);
- ④ Existing structures, impervious surfaces (i.e. driveway, walkways, patios) and lawn area as relevant to project permitting request
- ④ Proposed grading/new contours;
- ④ Proposed structures/additions/new impervious surface;
- ④ Proposed location of erosion control barriers;
- ④ Limit-of-work line, if different;
- ④ Significant trees within the limit-of-work area;
- ④ Proposed removal of vegetation and/or significant trees;
- ④ Proposed landscaping and plantings;
- ④ For a single-family lot within Riverfront Area, documentation of the date the lot was recorded.

Questions should be addressed to Candy Chaffee, Conservation Secretary, by phone (413.269.0100 ext. 133) or e-mail (concom@townofotisma.com). Any questions via e-mail should list your full property address in the “subject” line.

