

## **Notice of Intent** **Submittal Checklist**

### Reading Conservation Commission

This checklist is intended as an aid only, to assist in the process of submitting a Notice of Intent (NOI) and to help avoid delays. Please consult MGL Chapter 131, Section 40, the Wetlands Protection Act and its accompanying Regulations, 310 CMR 10.00, available through the state website, [www.mass.gov/dep](http://www.mass.gov/dep). Also, please consult Reading General Bylaws, Section 7.1, and the Reading Wetlands Protection Regulations, available through the Town Clerk's office and on the town website, [www.readingma.gov](http://www.readingma.gov). It is only necessary to file one submittal under both State and Town law.

#### **Prior to the submittal of a Notice of Intent (NOI):**

1. It is strongly recommended that the applicant or representative meet with the Conservation Administrator to review the proposed work, research existing site information, and become familiar with the wetlands regulations. Contact the Administrator at Town Hall, (781) 942-6616.
2. Submit a completed Request for Abutters List form to the Conservation Administrator or Public Service Department Staff, who will submit the request to the Assessor's Office. It may take up to 21 days for the Assessor to return the Certified List of Abutters.

#### **Notice of Intent submittal:**

1. 1 completed **electronic copy** and 2 physical completed copies with 2 full-size original plans. The electronic file can be e-mailed to [ctirone@ci.reading.ma.us](mailto:ctirone@ci.reading.ma.us) and the 2 physical copies with can be dropped off at the Public Services Department. Both must include the following items:
  - a. A completed Notice of Intent form (Form 3)
  - b. A copy of the Locus Map showing the site location clearly marked (e.g., circled and located by a large arrow).
  - c. A description of the site, the proposed activity, and supporting data and calculations such as soils test data, drainage calculations, wetlands boundaries, proposed earth moving, impervious cover area, etc. (Please refer to the wetlands regulations for requirements)
  - d. Resource area Information
    - Identifying what standard was used to define the wetland
    - A summary of methods used to delineate the wetland
    - Provide copies of wetland determination data forms, for each resource area, buffer zone, and upland, either from the USACE New England District wetland delineation manual or equivalent, that documents observations and conditions of hydrology, soil, and vegetation made during the wetland delineation.
    - How a project meets or does meet performance standards for affected resource areas
  - e. A site plan or plans no more than 2' by 3' in size, prepared by an engineer, surveyor, or other licensed professional, having a title block with location, date, legend, scale (1"=20' or 1"=40'), and north arrow, that clearly shows at least the following (please refer to the wetlands regulations for complete requirements):
    - Property boundaries, easements, rights-of-way, etc.;
    - Boundaries of waterways, water bodies, banks, floodplains, and wetlands within and within 100 feet of the site, including locations of field flags;

- Boundaries of the 100-foot Buffer Zone 35- foot No Structure zone and 25-foot Zone of Natural Vegetation;
  - Existing topography (in one- or two-foot intervals), structures, and other physical features (walls, paths, trees, wells, drainage and utility lines, etc.);
  - Proposed topography, structures, and physical features, including temporary and permanent stormwater and erosion control features.
- f. Completed **NOI Fee Transmittal Form** with a check payable to “**Town of Reading**” for Town fee: Use the link to state forms on the Conservation home page, or download the form from the State website, [www.mass.gov/dep](http://www.mass.gov/dep)
  - g. Completed **Reading Bylaw Fee Calculation Form** with a check payable to “**Town of Reading**” for the calculated amount. (One check may be written to the Town to cover both State and Town fees). <https://ma-reading.civicplus.com/468/Applications-for-Conservation-wetland-pe>
  - h. Affidavit of Service
  - i. Notification to Abutters
  - j. Certified List of Abutters
2. The same day the Notice of Intent is submitted to the Commission, mail one completed copy to:
    - a. **DEP Northeast Regional Office**  
ATTN: Wetlands Program  
150 Presidential Way, Woburn MA 01801
    - b. One copy of the completed Notice of Intent Fee Transmittal Form and check payable to “Commonwealth of Massachusetts” for the State share of the state fee to the DEP Box in Boston shown on the fee form.

### **Legal Notice & Mailing Information**

1. The legal notice mailing and fee for the publication is the responsibility of the applicant/consultant.
2. Conservation Department will:
  - a. Draft and publish the legal notice with the Daily Times Chronicle
  - b. Send a copy of the legal notice Application/Consultant for the mailing, along with the contact information to directly pay for the **\$325 fee** (fee is subject to change at any time) for the publication:
    - Tricia Lawson  
Accounting Department  
Daily Times Chronicle  
1 Arrow Drive, Woburn, MA 01801  
P 781-933-3700 ext. 353  
[tricia.lawson@dailytimesinc.com](mailto:tricia.lawson@dailytimesinc.com)  
[www.homenewshere.com](http://www.homenewshere.com)
3. Mailing Requirements
  - a. One copy of the Affidavit of Service and one copy of the Legal Notice must be sent to all certified abutters.
    - They can be mailed in the same envelope
    - If the certified list of abutters includes duplicates, one mailing is sufficient.

- If the list includes the Planning Boards of abutting towns, do not send notifications to those addresses.
- b. The Legal Notices can be mailed in the following ways:
- Certified Mail
  - Certificate of Mailing
  - Hand deliver with homeowner's signature.
  - The legal notice must be mailed out 7 days before the scheduled Conservation meeting.
- c. A digital copy of the mailing receipts needs to be scanned and emailed to [ctirone@ci.reading.ma.us](mailto:ctirone@ci.reading.ma.us)

### **Prior to the Public Hearing**

1. The Conservation Commission will submit the legal notice of the public hearing to the Daily Times Chronicle for publication.
2. The applicant will pay the legal notice fee, mail the legal notice using the certified abutters list and provide proof of mailing.
3. The Conservation Administrator and the Conservation Commission may inspect the site. The Administrator usually inspects during normal business hours Monday through Thursday. The Commission usually inspects prior to the hearing. The boundaries of all resource areas should be marked on site with labeled flags. The corners of proposed structures and other important features (drainage systems, paved areas, limits of work, etc.) should be marked with stakes or flags, preferably using different colors and labels for different features.

### **Public Hearing**

1. A public hearing will normally be scheduled within 21 days of receipt of a complete submittal. (If not possible, the Commission may ask the applicant to sign a waiver of the 21-day requirement. It is rare that the Commission cannot open the hearing within 21 days.) Commission meetings are generally held every other Wednesday evening.
2. At the hearing, the applicant and his or her representatives will be given the opportunity to present and discuss the proposed work. The Commission, the Administrator, and the general public may comment upon the proposal and ask questions.
3. If additional information is needed for the Commission to understand the proposed work, the Commission and applicant may continue the public hearing to a future date, giving the applicant adequate time to provide the information. When the information is complete, the hearing will be closed and the Commission will draft a decision.

### **Order of Conditions**

1. The Commission will vote on the conditions of the Order during a public meeting and will issue the Order of Conditions within 21 days of the close of the hearing. The Order may be appealed as provided by law.

### **Note**

The Commission adopted a Tree Policy on 9/28/2016. This can be found on the Conservation Commission Home Page. Please read the policy carefully as you are required to replace all trees removed in the Buffer Zone, one to one.





Massachusetts Department of Environmental Protection  
Bureau of Resource Protection - Wetlands

**WPA Form 3 – Notice of Intent**

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40  
& READING WETLAND PROTECTION BYLAWS SECTION 7.1

Provided by MassDEP:
MassDEP File Number
Document Transaction Number
City/Town

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



**Note:**  
Before completing this form consult your local Conservation Commission regarding any municipal bylaw or ordinance.

**A. General Information**

1. Project Location (**Note:** electronic filers will click on button to locate project site):

_____	_____	_____
a. Street Address	b. City/Town	c. Zip Code
Latitude and Longitude:		
_____	_____	_____
d. Latitude	e. Longitude	
_____	_____	
f. Assessors Map/Plat Number	g. Parcel /Lot Number	

2. Applicant:

_____	_____	
a. First Name	b. Last Name	
_____		
c. Organization		
_____		
d. Street Address		
_____	_____	_____
e. City/Town	f. State	g. Zip Code
_____	_____	_____
h. Phone Number	i. Fax Number	j. Email Address

3. Property owner (required if different from applicant):  Check if more than one owner

_____	_____	
a. First Name	b. Last Name	
_____		
c. Organization		
_____		
d. Street Address		
_____	_____	_____
e. City/Town	f. State	g. Zip Code
_____	_____	_____
h. Phone Number	i. Fax Number	j. Email address

4. Representative (if any):

_____	_____	
a. First Name	b. Last Name	
_____		
c. Company		
_____		
d. Street Address		
_____	_____	_____
e. City/Town	f. State	g. Zip Code
_____	_____	_____
h. Phone Number	i. Fax Number	j. Email address

5. Total WPA Fee Paid (from NOI Wetland Fee Transmittal Form):

_____	_____	_____
a. Total Fee Paid	b. State Fee Paid	c. City/Town Fee Paid



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**A. General Information** (continued)

6. General Project Description:

7a. Project Type Checklist: (Limited Project Types see Section A. 7b.)

- 1.  Single Family Home
- 2.  Residential Subdivision
- 3.  Commercial/Industrial
- 4.  Dock/Pier
- 5.  Utilities
- 6.  Coastal engineering Structure
- 7.  Agriculture (e.g., cranberries, forestry)
- 8.  Transportation
- 9.  Other

7b. Is any portion of the proposed activity eligible to be treated as a limited project (including Ecological Restoration Limited Project) subject to 310 CMR 10.24 (coastal) or 310 CMR 10.53 (inland)?

- 1.  Yes  No      If yes, describe which limited project applies to this project. (See 310 CMR 10.24 and 10.53 for a complete list and description of limited project types)

2. Limited Project Type

If the proposed activity is eligible to be treated as an Ecological Restoration Limited Project (310 CMR10.24(8), 310 CMR 10.53(4)), complete and attach Appendix A: Ecological Restoration Limited Project Checklist and Signed Certification.

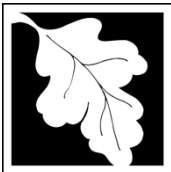
8. Property recorded at the Registry of Deeds for:

a. County	b. Certificate # (if registered land)
c. Book	d. Page Number

**B. Buffer Zone & Resource Area Impacts (temporary & permanent)**

- 1.  Buffer Zone Only – Check if the project is located only in the Buffer Zone of a Bordering Vegetated Wetland, Inland Bank, or Coastal Resource Area.
- 2.  Inland Resource Areas (see 310 CMR 10.54-10.58; if not applicable, go to Section B.3, Coastal Resource Areas).

Check all that apply below. Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.



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**B. Buffer Zone & Resource Area Impacts (temporary & permanent) (cont'd)**

For all projects affecting other Resource Areas, please attach a narrative explaining how the resource area was delineated.

<u>Resource Area</u>	<u>Size of Proposed Alteration</u>	<u>Proposed Replacement (if any)</u>
a. <input type="checkbox"/> Bank	1. linear feet _____	2. linear feet _____
b. <input type="checkbox"/> Bordering Vegetated Wetland	1. square feet _____	2. square feet _____
c. <input type="checkbox"/> Land Under Waterbodies and Waterways	1. square feet _____	2. square feet _____
	3. cubic yards dredged _____	

<u>Resource Area</u>	<u>Size of Proposed Alteration</u>	<u>Proposed Replacement (if any)</u>
d. <input type="checkbox"/> Bordering Land Subject to Flooding	1. square feet _____	2. square feet _____
	3. cubic feet of flood storage lost _____	4. cubic feet replaced _____
e. <input type="checkbox"/> Isolated Land Subject to Flooding	1. square feet _____	
	2. cubic feet of flood storage lost _____	3. cubic feet replaced _____
f. <input type="checkbox"/> Riverfront Area	1. Name of Waterway (if available) - <b>specify coastal or inland</b> _____	

2. Width of Riverfront Area (check one):

- 25 ft. - Designated Densely Developed Areas only
- 100 ft. - New agricultural projects only
- 200 ft. - All other projects

3. Total area of Riverfront Area on the site of the proposed project: \_\_\_\_\_ square feet

4. Proposed alteration of the Riverfront Area:

a. total square feet \_\_\_\_\_ b. square feet within 100 ft. \_\_\_\_\_ c. square feet between 100 ft. and 200 ft. \_\_\_\_\_

5. Has an alternatives analysis been done and is it attached to this NOI?  Yes  No

6. Was the lot where the activity is proposed created prior to August 1, 1996?  Yes  No

3.  Coastal Resource Areas: (See 310 CMR 10.25-10.35)

**Note:** for coastal riverfront areas, please complete **Section B.2.f.** above.



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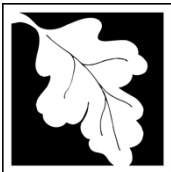
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**B. Buffer Zone & Resource Area Impacts (temporary & permanent) (cont'd)**

Check all that apply below. Attach narrative and supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.

Online Users:  
Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

<u>Resource Area</u>	<u>Size of Proposed Alteration</u>	<u>Proposed Replacement (if any)</u>
a. <input type="checkbox"/> Designated Port Areas	Indicate size under Land Under the Ocean, below	
b. <input type="checkbox"/> Land Under the Ocean	_____	
	1. square feet	
	_____	
	2. cubic yards dredged	
c. <input type="checkbox"/> Barrier Beach	Indicate size under Coastal Beaches and/or Coastal Dunes below	
d. <input type="checkbox"/> Coastal Beaches	_____	_____
	1. square feet	2. cubic yards beach nourishment
e. <input type="checkbox"/> Coastal Dunes	_____	_____
	1. square feet	2. cubic yards dune nourishment
	<u>Size of Proposed Alteration</u>	<u>Proposed Replacement (if any)</u>
f. <input type="checkbox"/> Coastal Banks	_____	
	1. linear feet	
g. <input type="checkbox"/> Rocky Intertidal Shores	_____	
	1. square feet	
h. <input type="checkbox"/> Salt Marshes	_____	_____
	1. square feet	2. sq ft restoration, rehab., creation
i. <input type="checkbox"/> Land Under Salt Ponds	_____	
	1. square feet	
	_____	
	2. cubic yards dredged	
j. <input type="checkbox"/> Land Containing Shellfish	_____	
	1. square feet	
k. <input type="checkbox"/> Fish Runs	Indicate size under Coastal Banks, inland Bank, Land Under the Ocean, and/or inland Land Under Waterbodies and Waterways, above	
	_____	
	1. cubic yards dredged	
l. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	_____	
	1. square feet	
4. <input type="checkbox"/> Restoration/Enhancement	If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.2.b or B.3.h above, please enter the additional amount here.	
	_____	_____
	a. square feet of BVW	b. square feet of Salt Marsh
5. <input type="checkbox"/> Project Involves Stream Crossings		
	_____	_____
	a. number of new stream crossings	b. number of replacement stream crossings



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### C. Other Applicable Standards and Requirements

- This is a proposal for an Ecological Restoration Limited Project. Skip Section C and complete Appendix A: Ecological Restoration Limited Project Checklists – Required Actions (310 CMR 10.11).

#### Streamlined Massachusetts Endangered Species Act/Wetlands Protection Act Review

- 1. Is any portion of the proposed project located in **Estimated Habitat of Rare Wildlife** as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetland Wildlife published by the Natural Heritage and Endangered Species Program (NHESP)? To view habitat maps, see the *Massachusetts Natural Heritage Atlas* or go to [http://maps.massgis.state.ma.us/PRI\\_EST\\_HAB/viewer.htm](http://maps.massgis.state.ma.us/PRI_EST_HAB/viewer.htm).

- a.  Yes  No **If yes, include proof of mailing or hand delivery of NOI to:**

**Natural Heritage and Endangered Species Program  
Division of Fisheries and Wildlife  
1 Rabbit Hill Road  
Westborough, MA 01581**

- b. Date of map \_\_\_\_\_

If yes, the project is also subject to Massachusetts Endangered Species Act (MESA) review (321 CMR 10.18). To qualify for a streamlined, 30-day, MESA/Wetlands Protection Act review, please complete Section C.1.c, and include requested materials with this Notice of Intent (NOI); *OR* complete Section C.2.f, if applicable. *If MESA supplemental information is not included with the NOI, by completing Section 1 of this form, the NHESP will require a separate MESA filing which may take up to 90 days to review (unless noted exceptions in Section 2 apply, see below).*

- c. Submit Supplemental Information for Endangered Species Review\*

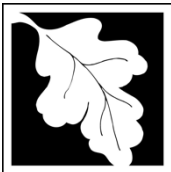
- 1.  Percentage/acreage of property to be altered:
  - (a) within wetland Resource Area \_\_\_\_\_ percentage/acreage
  - (b) outside Resource Area \_\_\_\_\_ percentage/acreage
- 2.  Assessor's Map or right-of-way plan of site

- 2.  Project plans for entire project site, including wetland resource areas and areas outside of wetlands jurisdiction, showing existing and proposed conditions, existing and proposed tree/vegetation clearing line, and clearly demarcated limits of work \*\*
  - (a)  Project description (including description of impacts outside of wetland resource area & buffer zone)
  - (b)  Photographs representative of the site

\* Some projects **not** in Estimated Habitat may be located in Priority Habitat, and require NHESP review (see <https://www.mass.gov/endangered-species-act-mesa-regulatory-review>).

Priority Habitat includes habitat for state-listed plants and strictly upland species not protected by the Wetlands Protection Act.

\*\* MESA projects may not be segmented (321 CMR 10.16). The applicant must disclose full development plans even if such plans are not required as part of the Notice of Intent process.



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& READING WETLAND PROTECTION BYLAWS SECTION 7.1

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## C. Other Applicable Standards and Requirements (cont'd)

(c)  MESA filing fee (fee information available at <https://www.mass.gov/how-to/how-to-file-for-a-mesa-project-review>).

Make check payable to "Commonwealth of Massachusetts - NHESP" and **mail to NHESP** at above address

*Projects altering 10 or more acres of land, also submit:*

(d)  Vegetation cover type map of site

(e)  Project plans showing Priority & Estimated Habitat boundaries

(f) OR Check One of the Following

1.  Project is exempt from MESA review.  
Attach applicant letter indicating which MESA exemption applies. (See 321 CMR 10.14, <https://www.mass.gov/service-details/exemptions-from-review-for-projectsactivities-in-priority-habitat>; the NOI must still be sent to NHESP if the project is within estimated habitat pursuant to 310 CMR 10.37 and 10.59.)

2.  Separate MESA review ongoing.                      a. NHESP Tracking #                      b. Date submitted to NHESP

3.  Separate MESA review completed.  
Include copy of NHESP "no Take" determination or valid Conservation & Management Permit with approved plan.

3. For coastal projects only, is any portion of the proposed project located below the mean high water line or in a fish run?

a.  Not applicable – project is in inland resource area only      b.  Yes     No

If yes, include proof of mailing, hand delivery, or electronic delivery of NOI to either:

South Shore - Cohasset to Rhode Island border, and the Cape & Islands:

North Shore - Hull to New Hampshire border:

Division of Marine Fisheries -  
Southeast Marine Fisheries Station  
Attn: Environmental Reviewer  
836 South Rodney French Blvd.  
New Bedford, MA 02744  
Email: [dmf.envreview-south@mass.gov](mailto:dmf.envreview-south@mass.gov)

Division of Marine Fisheries -  
North Shore Office  
Attn: Environmental Reviewer  
30 Emerson Avenue  
Gloucester, MA 01930  
Email: [dmf.envreview-north@mass.gov](mailto:dmf.envreview-north@mass.gov)

Also if yes, the project may require a Chapter 91 license. For coastal towns in the Northeast Region, please contact MassDEP's Boston Office. For coastal towns in the Southeast Region, please contact MassDEP's Southeast Regional Office.

c.  Is this an aquaculture project?                      d.  Yes     No

If yes, include a copy of the Division of Marine Fisheries Certification Letter (M.G.L. c. 130, § 57).



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**Online Users:**  
Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

**C. Other Applicable Standards and Requirements (cont'd)**

- 4. Is any portion of the proposed project within an Area of Critical Environmental Concern (ACEC)?  
 a.  Yes  No      If yes, provide name of ACEC (see instructions to WPA Form 3 or MassDEP Website for ACEC locations). **Note:** electronic filers click on Website.  
 b. ACEC

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- 5. Is any portion of the proposed project within an area designated as an Outstanding Resource Water (ORW) as designated in the Massachusetts Surface Water Quality Standards, 314 CMR 4.00?  
 a.  Yes  No
- 6. Is any portion of the site subject to a Wetlands Restriction Order under the Inland Wetlands Restriction Act (M.G.L. c. 131, § 40A) or the Coastal Wetlands Restriction Act (M.G.L. c. 130, § 105)?  
 a.  Yes  No
- 7. Is this project subject to provisions of the MassDEP Stormwater Management Standards?  
 a.  Yes. Attach a copy of the Stormwater Report as required by the Stormwater Management Standards per 310 CMR 10.05(6)(k)-(q) and check if:
  - 1.  Applying for Low Impact Development (LID) site design credits (as described in Stormwater Management Handbook Vol. 2, Chapter 3)
  - 2.  A portion of the site constitutes redevelopment
  - 3.  Proprietary BMPs are included in the Stormwater Management System.
 b.  No. Check why the project is exempt:
  - 1.  Single-family house
  - 2.  Emergency road repair
  - 3.  Small Residential Subdivision (less than or equal to 4 single-family houses or less than or equal to 4 units in multi-family housing project) with no discharge to Critical Areas.

**D. Additional Information**

- This is a proposal for an Ecological Restoration Limited Project. Skip Section D and complete Appendix A: Ecological Restoration Notice of Intent – Minimum Required Documents (310 CMR 10.12).

Applicants must include the following with this Notice of Intent (NOI). See instructions for details.

**Online Users:** Attach the document transaction number (provided on your receipt page) for any of the following information you submit to the Department.

- 1.  USGS or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation Commission and the Department to locate the site. (Electronic filers may omit this item.)
- 2.  Plans identifying the location of proposed activities (including activities proposed to serve as a Bordering Vegetated Wetland [BVW] replication area or other mitigating measure) relative to the boundaries of each affected resource area.



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**D. Additional Information (cont'd)**

3.  Identify the method for BVW and other resource area boundary delineations (MassDEP BVW Field Data Form(s), Determination of Applicability, Order of Resource Area Delineation, etc.), and attach documentation of the methodology.

4.  List the titles and dates for all plans and other materials submitted with this NOI.

\_\_\_\_\_

a. Plan Title

\_\_\_\_\_

b. Prepared By

\_\_\_\_\_

c. Signed and Stamped by

\_\_\_\_\_

d. Final Revision Date

\_\_\_\_\_

e. Scale

\_\_\_\_\_

f. Additional Plan or Document Title

\_\_\_\_\_

g. Date

5.  If there is more than one property owner, please attach a list of these property owners not listed on this form.

6.  Attach proof of mailing for Natural Heritage and Endangered Species Program, if needed.

7.  Attach proof of mailing for Massachusetts Division of Marine Fisheries, if needed.

8.  Attach NOI Wetland Fee Transmittal Form

9.  Attach Stormwater Report, if needed.

**E. Fees**

1.  Fee Exempt: No filing fee shall be assessed for projects of any city, town, county, or district of the Commonwealth, federally recognized Indian tribe housing authority, municipal housing authority, or the Massachusetts Bay Transportation Authority.

Applicants must submit the following information (in addition to pages 1 and 2 of the NOI Wetland Fee Transmittal Form) to confirm fee payment:

\_\_\_\_\_

2. Municipal Check Number

\_\_\_\_\_

3. Check date

\_\_\_\_\_

4. State Check Number

\_\_\_\_\_

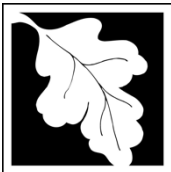
5. Check date

\_\_\_\_\_

6. Payor name on check: First Name

\_\_\_\_\_

7. Payor name on check: Last Name



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City/Town

### F. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Notice of Intent and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will place notification of this Notice in a local newspaper at the expense of the applicant in accordance with the wetlands regulations, 310 CMR 10.05(5)(a).

I further certify under penalties of perjury that all abutters were notified of this application, pursuant to the requirements of M.G.L. c. 131, § 40. Notice must be made by Certificate of Mailing or in writing by hand delivery or certified mail (return receipt requested) to all abutters within 100 feet of the property line of the project location.

_____	_____
1. Signature of Applicant	2. Date
_____	_____
3. Signature of Property Owner (if different)	4. Date
_____	_____
5. Signature of Representative (if any)	6. Date

**For Conservation Commission:**

Two copies of the completed Notice of Intent (Form 3), including supporting plans and documents, two copies of the NOI Wetland Fee Transmittal Form, and the city/town fee payment, to the Conservation Commission by certified mail or hand delivery.

**For MassDEP:**

One copy of the completed Notice of Intent (Form 3), including supporting plans and documents, one copy of the NOI Wetland Fee Transmittal Form, and a **copy** of the state fee payment to the MassDEP Regional Office (see Instructions) by certified mail or hand delivery.

**Other:**

If the applicant has checked the "yes" box in any part of Section C, Item 3, above, refer to that section and the Instructions for additional submittal requirements.

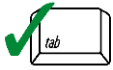
The original and copies must be sent simultaneously. Failure by the applicant to send copies in a timely manner may result in dismissal of the Notice of Intent.





**Massachusetts Department of Environmental Protection**  
 Bureau of Resource Protection - Wetlands  
**NOI Wetland Fee Transmittal Form**  
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

**Important:** When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



**A. Applicant Information**

1. Location of Project:

a. Street Address	b. City/Town
c. Check number	d. Fee amount

2. Applicant Mailing Address:

a. First Name	b. Last Name	
c. Organization		
d. Mailing Address		
e. City/Town	f. State	g. Zip Code
h. Phone Number	i. Fax Number	j. Email Address

3. Property Owner (if different):

a. First Name	b. Last Name	
c. Organization		
d. Mailing Address		
e. City/Town	f. State	g. Zip Code
h. Phone Number	i. Fax Number	j. Email Address

To calculate filing fees, refer to the category fee list and examples in the instructions for filling out WPA Form 3 (Notice of Intent).

**B. Fees**

Fee should be calculated using the following process & worksheet. **Please see Instructions before filling out worksheet.**

**Step 1/Type of Activity:** Describe each type of activity that will occur in wetland resource area and buffer zone.

**Step 2/Number of Activities:** Identify the number of each type of activity.

**Step 3/Individual Activity Fee:** Identify each activity fee from the six project categories listed in the instructions.

**Step 4/Subtotal Activity Fee:** Multiply the number of activities (identified in Step 2) times the fee per category (identified in Step 3) to reach a subtotal fee amount. Note: If any of these activities are in a Riverfront Area in addition to another Resource Area or the Buffer Zone, the fee per activity should be multiplied by 1.5 and then added to the subtotal amount.

**Step 5/Total Project Fee:** Determine the total project fee by adding the subtotal amounts from Step 4.

**Step 6/Fee Payments:** To calculate the state share of the fee, divide the total fee in half and subtract \$12.50. To calculate the city/town share of the fee, divide the total fee in half and add \$12.50.



**Massachusetts Department of Environmental Protection**  
 Bureau of Resource Protection - Wetlands  
**NOI Wetland Fee Transmittal Form**  
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

**B. Fees** (continued)

Step 1/Type of Activity	Step 2/Number of Activities	Step 3/Individual Activity Fee	Step 4/Subtotal Activity Fee

**Step 5/Total Project Fee:** \_\_\_\_\_

**Step 6/Fee Payments:**

Total Project Fee: \_\_\_\_\_  
 a. Total Fee from Step 5

State share of filing Fee: \_\_\_\_\_  
 b. 1/2 Total Fee **less** \$12.50

City/Town share of filing Fee: \_\_\_\_\_  
 c. 1/2 Total Fee **plus** \$12.50

**C. Submittal Requirements**

a.) Complete pages 1 and 2 and send with a check or money order for the state share of the fee, payable to the Commonwealth of Massachusetts.

Department of Environmental Protection  
 Box 4062  
 Boston, MA 02211

b.) **To the Conservation Commission:** Send the Notice of Intent or Abbreviated Notice of Intent; a **copy** of this form; and the city/town fee payment.

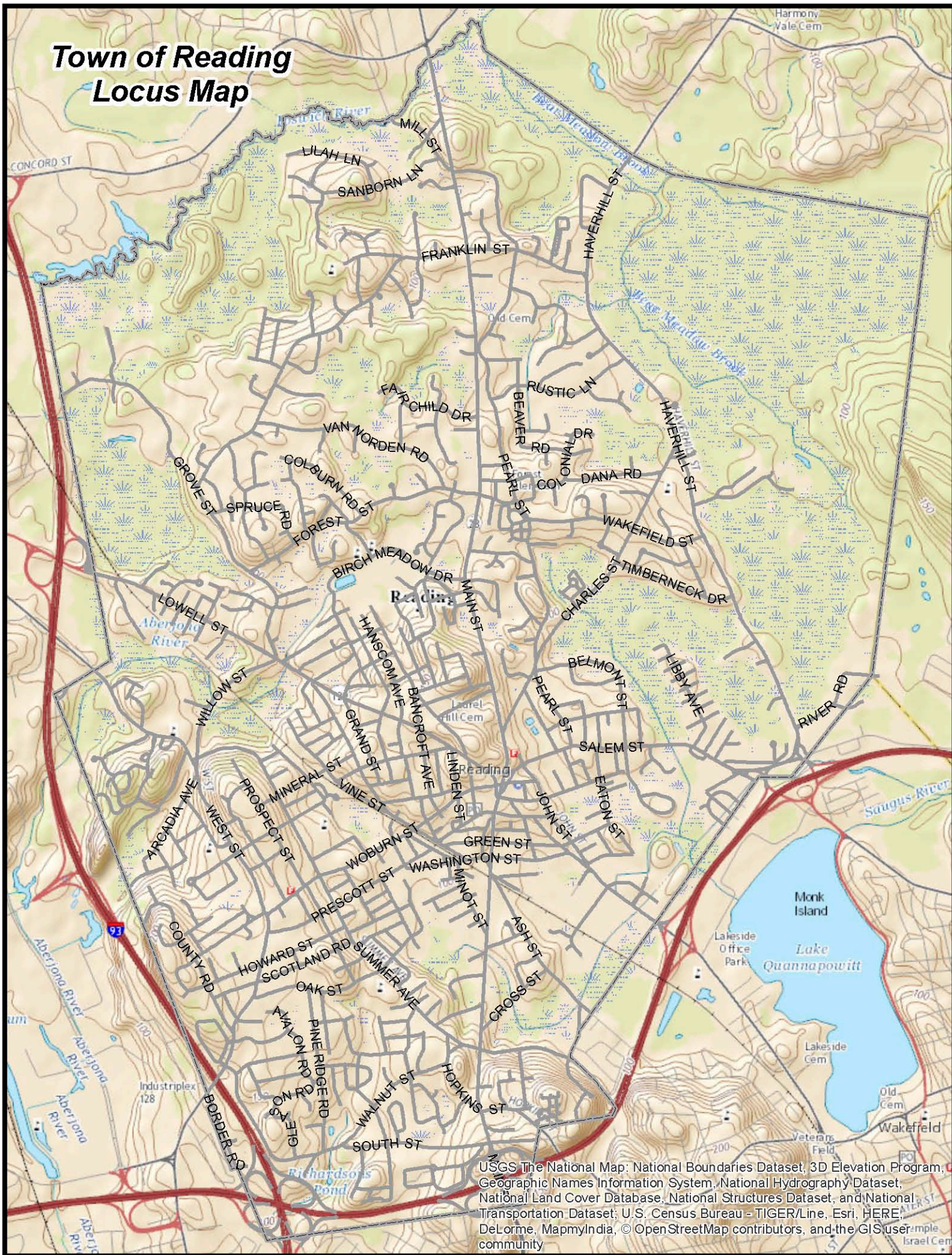
**To MassDEP Regional Office** (see Instructions): Send a copy of the Notice of Intent or Abbreviated Notice of Intent; a **copy** of this form; and a **copy** of the state fee payment. (E-filers of Notices of Intent may submit these electronically.)

## Reading Wetlands Protection Bylaw Fee Calculation Form

Type of Activity	NOI Filing Fee	Calculated Fee
A. Each addition to or accessory use activity Associated with an existing single-family or Multi-family residential dwelling, including but not limited to driveways, sheds, swimming pools, athletic courts, additions to existing houses, grading, and landscaping	\$125.00 plus all applicable fees listed in lines F through K	
B. Each new single-family dwelling, including associated driveway, utilities, grading, landscaping, and drainage structures	\$600.00 plus all applicable fees listed in lines F through K	
C. Each new multi-family dwelling	\$600.00 plus \$125.00 per unit located in any Resource Area or Buffer Zone, plus all applicable fees listed in lines F through K	
D. Each subdivision roadway, or other roadway, or driveway (other than for a single-family dwelling), and all associated drainage structures, utilities, grading, curbing, landscaping, and other associated work exclusive of dwellings	\$1,000.00 plus \$600.00 per house, plus all applicable fees listed in lines F through K	
E. Each commercial, industrial, institutional or other non-residential project	\$1,000.00 , plus all applicable fees listed in lines F through K	
F. Boundary delineation for any Resource Area	\$1.25 per linear foot of Resource Area boundary, up to a maximum of \$125 for a single-family lot and \$1,250 for any other lot.	
G. Temporary and /or permanent alteration of land within the Buffer Zone	\$1.25 per square foot of Buffer Zone altered for any temporary or permanent alteration within 25 feet of a Resource Area or any permanent structure within 35 feet of a Resource Area	
H. Work in Floodplain	\$1.25 per square foot of Floodplain temporarily or permanently altered outside of any other Resource Area and Buffer Zone	
I. Work in Vernal Pool habitat	\$11.00 per square foot of Vernal Pool habitat temporarily or permanently altered.	
J. Work in Freshwater Wetland, Wet Meadow, Bog, Swamp, Marsh, Creek, River, Stream, Pond, Lake, Land Under Waterbody	\$11.00 per square foot of Resource Area temporarily or permanently altered	
K. Work in Bank	\$11.00 per linear foot of Bank temporarily or permanently altered	
	<b>Total Fee Calculated</b>	\$ _____ _____



# Town of Reading Locus Map



USGS The National Map: National Boundaries Dataset, 3D Elevation Program, Geographic Names Information System, National Hydrography Dataset, National Land Cover Database, National Structures Dataset, and National Transportation Dataset; U.S. Census Bureau - TIGER/Line, Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, and the GIS user community



**BORDERING VEGETATED WETLAND DETERMINATION FORM**

Project/Site: \_\_\_\_\_ City/Town: \_\_\_\_\_ Sampling Date: \_\_\_\_\_

Applicant/Owner: \_\_\_\_\_ Sampling Point or Zone: \_\_\_\_\_

Investigator(s): \_\_\_\_\_ Latitude / Longitude: \_\_\_\_\_

Soil Map Unit Name: \_\_\_\_\_ NWI or DEP Classification: \_\_\_\_\_

Are climatic/hydrologic conditions on the site typical for this time of year? Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, explain in Remarks)

Are Vegetation \_\_\_\_\_, Soil \_\_\_\_\_, or Hydrology \_\_\_\_\_ significantly disturbed? (If yes, explain in Remarks)

Are Vegetation \_\_\_\_\_, Soil \_\_\_\_\_, or Hydrology \_\_\_\_\_ naturally problematic? (If yes, explain in Remarks)

**SUMMARY OF FINDINGS – Attach site map and photograph log showing sampling locations, transects, etc.**

Wetland vegetation criterion met?	Yes _____ No _____	<b>Is the Sampled Area within a Wetland?</b>	Yes _____ No _____
Hydric Soils criterion met?	Yes _____ No _____		
Wetlands hydrology present?	Yes _____ No _____		
Remarks, Photo Details, Flagging, etc.:			

**HYDROLOGY**

<b>Field Observations:</b>		
Surface Water Present?	Yes _____ No _____	Depth (inches) _____
Water Table Present?	Yes _____ No _____	Depth (inches) _____
Saturation Present (including capillary fringe)?	Yes _____ No _____	Depth (inches) _____
<b>Wetland Hydrology Indicators</b>		
<b>Reliable Indicators of Wetlands Hydrology</b>	<b>Indicators that can be Reliable with Proper Interpretation</b>	<b>Indicators of the Influence of Water</b>
<input type="checkbox"/> Water-stained leaves <input type="checkbox"/> Evidence of aquatic fauna <input type="checkbox"/> Iron deposits <input type="checkbox"/> Algal mats or crusts <input type="checkbox"/> Oxidized rhizospheres/pore linings <input type="checkbox"/> Thin muck surfaces <input type="checkbox"/> Plants with air-filled tissue (aerenchyma) <input type="checkbox"/> Plants with polymorphic leaves <input type="checkbox"/> Plants with floating leaves <input type="checkbox"/> Hydrogen sulfide odor	<input type="checkbox"/> Hydrological records <input type="checkbox"/> Free water in a soil test hole <input type="checkbox"/> Saturated soil <input type="checkbox"/> Water marks <input type="checkbox"/> Moss trim lines  <input type="checkbox"/> Presence of reduced iron <input type="checkbox"/> Woody plants with adventitious roots <input type="checkbox"/> Trees with shallow root systems <input type="checkbox"/> Woody plants with enlarged lenticels	<input type="checkbox"/> Direct observation of inundation <input type="checkbox"/> Drainage patterns <input type="checkbox"/> Drift lines <input type="checkbox"/> Scoured areas <input type="checkbox"/> Sediment deposits  <input type="checkbox"/> Surface soil cracks <input type="checkbox"/> Sparsely vegetated concave surface <input type="checkbox"/> Microtopographic relief <input type="checkbox"/> Geographic position (depression, toe of slope, fringing lowland)
Remarks (describe recorded data from stream gauge, monitoring well, aerial photos, previous inspections, if available):		

This form is only for BVW delineations. Other wetland resource areas may be present and should be delineated according to the applicable regulatory provisions.

**VEGETATION** – Use both common and scientific names of plants.

<u>Tree Stratum</u>		Plot size _____					
				Indicator Status	Absolute % Cover	Dominant? (yes/no)	Wetland Indicator? (yes/no)
Common name		Scientific name					
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
				_____ = Total Cover			
<u>Shrub/Sapling Stratum</u>		Plot size _____					
				Indicator Status	Absolute % Cover	Dominant? (yes/no)	Wetland Indicator? (yes/no)
Common name		Scientific name					
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
				_____ = Total Cover			
<u>Herb Stratum</u>		Plot size _____					
				Indicator Status	Absolute % Cover	Dominant? (yes/no)	Wetland Indicator? (yes/no)
Common name		Scientific name					
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
				_____ = Total Cover			

**VEGETATION – continued.**

<u>Woody Vine Stratum</u>		Plot size _____		Indicator Status	Absolute % Cover	Dominant? (yes/no)	Wetland Indicator? (yes/no)
Common name		Scientific name					
1.							
2.							
3.							
4.							
				_____ = Total Cover			

<b>Rapid Test:</b> Do all dominant species have an indicator status of OBL or FACW? Yes _____ No _____				
<b>Dominance Test:</b>	Number of dominant species	Number of dominant species that are wetland indicator plants	Do wetland indicator plants make up ≥ 50% of dominant plant species? Yes _____ No _____	
<b>Prevalence Index:</b>		Total % Cover (all strata)	Multiply by:	Result
	OBL species		X 1	=
	FACW species		X 2	=
	FAC species		X 3	=
	FACU species		X 4	=
	UPL species		X 5	=
	Column Totals	(A)		(B)
Prevalence Index		B/A =		Is the Prevalence Index ≤ 3.0? Yes _____ No _____
<b>Wetland vegetation criterion met?</b> Yes _____ No _____				

**Definitions of Vegetation Strata**

- Tree - Woody plants 3 in. (7.62 cm) or more in diameter at breast height (DBH), regardless of height
- Shrub / Sapling - Woody plants less than 3 in. (7.62 cm) DBH and greater than or equal to 3.3 ft. (1 m) tall
- Herb - All herbaceous (non-woody plants, regardless of size, and woody plants less than 3.3 ft. (1 m) tall
- Woody vines - All woody vines greater than 3.3 ft. (1 m) in height

Cover Ranges	
Range	Midpoint
1-5 %	3.0 %
6-15 %	10.5 %
15-25 %	20.5 %
26-50 %	38.0 %
51-75 %	63.0 %
76-95 %	85.5 %
96-100 %	98.0 %



AFFIDAVIT OF SERVICE

Under the Massachusetts Wetlands Protection Act, M.G.L., c.131, s.40 and Reading General Bylaws, Section 7.1

(To be submitted to the Conservation Commission when filing a Notice of Intent or Abbreviated Notice of Resource Area Delineation or Request for Determination of Applicability)

I, \_\_\_\_\_(Name), hereby certify under the pains and penalties of perjury that on \_\_\_\_\_(Date), I gave notification to abutters in compliance with the second paragraph of Massachusetts General Laws, c.131, s.40, and the **DEP Guide to Abutter Notification** dated April 8, 1994, and Reading General Bylaws, Section 7.1 in connection with the following matter:

(Check the applicable form.)

\_\_\_\_\_ Notice of Intent

\_\_\_\_\_ Abbreviated Notice of Resource Area Delineation

\_\_\_\_\_ Request for Determination of Applicability

filed under M.G.L., c.131, s.40 and R.G.B., s.7.1 by

\_\_\_\_\_ (Applicant) with the Town of Reading

Conservation Commission on \_\_\_\_\_ (Date) for

property located at \_\_\_\_\_ (Location).

The form of the notification and list of abutters to whom it was given and their addresses are attached to this Affidavit of Service.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**TOWN OF READING**

**REQUEST FOR CERTIFIED ABUTTERS LIST**

**SUBJECT PROPERTY:**

ADDRESS: \_\_\_\_\_

Assessors' Map Number: \_\_\_\_\_ Lot Number: \_\_\_\_\_

**APPLICANT/AGENT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Board or Commission for which this request is made (check all that are applicable):**

**Community Planning and Development Commission:**

- Site Plan Review (300 feet)
- Special Permit (300 feet)
- Subdivision (300 feet)

**Conservation Commission:**

- Request for Determination (300 feet)
- Abbreviated Notice of Resource Area Delineation (300 feet)
- Notice of Intent (300 feet)

**Zoning Board of Appeals:**

- Appeal (300 feet)
- Special Permit (300 feet)
- Variance (300 feet)

**Building Department: Immediate Abutters**

**Health Department: Immediate Abutters**

**Historic District Commission (300 feet)**

**Historical Commission (300 feet)**

**Other:** \_\_\_\_\_

**Brief description of request:** \_\_\_\_\_

\_\_\_\_\_

Applicant/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Assessors' Office may require up to three weeks in order to process and approve this request.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Must be signed by the Public Services Department*