

SUBMITTAL REQUIREMENT CHECKLIST

This guide outlines general submittal requirements and steps in the submittal process for new filings with the Newbury Conservation Commission. This guide provides detailed checklists for filing RDAs, NOIs, ANRADs, Extension Permits, CoCs, and Complaints. **Applicants are encouraged to contact the Conservation Office prior to submission to discuss any questions, additional filing requirements, or processes.** Applications, fee schedules, meeting schedules/deadline dates, and contact information can be found on [the Conservation Commission webpage](#).

Please note: Only **COMPLETE** submissions will receive hearing dates. Submittal by the deadline date does not guarantee that your hearing will occur on the corresponding date if your application is deemed incomplete. Completeness is determined at the discretion of the Agent and/or the Commission Chair.

For Requests for Determination of Applicability

Before You Submit

1. Review and ensure compliance with the [MA Wetlands Protection Act \(WPA\) regulations](#) and the [Newbury Wetlands Bylaw](#) (bylaw applicable only to Plum Island).
2. Fill out the [WPA Form 1 – Request for Determination of Applicability](#), the associated [Cover Sheet](#), and the [Site Visit Authorization Form](#).
 - o The WPA form must include a detailed narrative describing the project/work involved.
3. Include site plans, scaled drawings, and/or photos showing existing conditions AND proposed work/site improvements – contact the Conservation Agent to discuss what is most appropriate for your project.
 - o All submittals should include information detailing the character of the resources impacted and/or delineations of resource areas.

When You're Ready to Submit

4. Submit two (2) copies **and** an electronic version to the Conservation Office **with** the [applicable local fee](#).
 - o This package must be received by the new submittal deadline date (see [meeting schedules](#) posted on the Conservation Webpage or in the office).
5. Submit the RDA to MassDEP. Applicants are highly encouraged to [utilize the eDEP Filing System](#) for this step. Please review the [eDEP submittal instructions for RDAs](#) carefully before beginning the process. If you prefer to submit via hard copy to DEP, please contact the Agent to discuss this process.
 - o With eDEP, you can complete the full WPA form and attach supplemental documents/maps/plans.

After You Submit

6. The Agent will review your submittal and confirm your hearing date. The submittal package will be passed on to the Commission as well as posted on the [town website](#).
7. The Inspectional Services Admin will begin working on a legal ad draft. She will request the legal ad with the newspaper and you will be copied on the email. Once the proof is approved you must coordinate payment directly with the newspaper – legal ads typically cost between \$150.00 and \$250.00 (prices subject to newspaper cost assessment).
8. You (or your representative, if you have one) should plan to participate in the meeting on your hearing date. The submittal will be presented to the Commission and they will make a determination.
9. After a determination is made, the Agent will write up and issue the WPA Form 2 – Determination of Applicability and discuss next steps with you. Please note that it may take up to 21 business days to receive your Determination of Applicability.

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For Notices of Intent

Before You Submit

1. Review and ensure compliance with the [MA Wetlands Protection Act \(WPA\) regulations](#) and the [Newbury Wetlands Bylaw](#) (bylaw applicable only to Plum Island).
2. Fill out the [WPA Form 3 – Notice of Intent](#), the NOI Wetland Fee Transmittal Form, the associated [Cover Sheet](#), an [Affidavit of Service](#), a copy of the [Notification to Abutters letter](#), a [Permit Certification Form](#), and a [Site Visit Authorization Form](#).
 - o The WPA form must include a detailed narrative describing the project/work involved.
3. Include site plans, scaled drawings, and/or photos showing existing conditions AND proposed work/site improvements – contact the Conservation Agent to discuss what is most appropriate for your project.
 - o All submittals should include information detailing the character of the resources impacted and/or delineations of resource areas.
4. Contact the Assessor's Clerk to [request a Certified Abutters List](#) for the project site (there is a \$20.00 applicable fee).

When You're Ready to Submit

5. Make two (2) copies of the full submittal package (include everything from points #2 and #3) **and** create an electronic version of the full submittal package.
6. Submit both copies **and** the electronic version to the Conservation Office **with** the [applicable local fee](#) **and** the applicable town share of the state fee.
 - o This package must be received by the new submittal deadline date (see [meeting schedules](#) posted on the Conservation Webpage or in the office).
7. Submit the NOI to MassDEP. Applicants are highly encouraged to [utilize the eDEP Filing System](#) for this step. If you prefer to submit via hard copy to DEP, please contact the Agent to discuss this process.
 - o With eDEP, you can complete the full WPA form, attach supplemental documents/maps/plans, and make payment on the state fee via credit card.

After You Submit

8. The Agent will review your submittal and confirm your hearing date. The submittal package will be passed on to the Commission as well as posted on the [town website](#).
9. The Inspectional Services Admin will begin working on a legal ad draft. She will request the legal ad with the newspaper and you will be copied on the email. Once the proof is approved you must coordinate payment directly with the newspaper – legal ads typically cost between \$150.00 and \$250.00 (prices subject to newspaper cost assessment).
10. Mail (by certificate of mailing, or certified mail with return receipt requested) a copy of the Abutters Notification letter to each person/entity listed on the Certified Abutters List (see point #4). These notifications **must** be postmarked **no later than** 7 calendar days prior to your scheduled hearing date.
11. You (or your representative, if you have one) should plan to participate in the meeting on your hearing date. The submittal will be presented to the Commission and they will make a determination.
12. After a determination is made, the Agent will write up and issue the WPA Form 5 – Order of Conditions and discuss next steps with you. Please note that it may take up to 21 business days to receive your Order of Conditions.

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For Abbreviated Notices of Resource Area Delineation

Before You Submit

1. Review and ensure compliance with the [MA Wetlands Protection Act \(WPA\) regulations](#) and the [Newbury Wetlands Bylaw](#) (bylaw applicable only to Plum Island).
2. Fill out the [WPA Form 4A – Abbreviated Notice of Resource Area Delineation](#), the ANRAD Wetland Fee Transmittal Form, the associated [Cover Sheet](#), an [Affidavit of Service](#), a copy of the [Notification to Abutters letter](#), and a [Site Visit Authorization Form](#).
3. Include site plans showing character of the resources and appropriate delineations of resource areas and any applicable Buffer Zones.
4. Contact the Assessor's Clerk to [request a Certified Abutters List](#) for the project site (there is a \$20.00 applicable fee).

When You're Ready to Submit

5. Make two (2) copies of the full submittal package (include everything from points #2 and #3) **and** create an electronic version of the full submittal package.
6. Submit both copies **and** the electronic version to the Conservation Office **with** the [applicable local fee](#) **and** the applicable town share of the state fee.
 - o This package must be received by the new submittal deadline date (see [meeting schedules](#) posted on the Conservation Webpage or in the office).
7. Submit the ANRAD to MassDEP. Applicants are highly encouraged to [utilize the eDEP Filing System](#) for this step. If you prefer to submit via hard copy to DEP, please contact the Agent to discuss this process.
 - o With eDEP, you can complete the full WPA form, attach supplemental documents/maps/plans, and make payment on the state fee via credit card.

After You Submit

8. The Agent will review your submittal and confirm your hearing date. The submittal package will be passed on to the Commission as well as posted on the [town website](#).
9. The Inspectional Services Admin will begin working on a legal ad draft. She will request the legal ad with the newspaper and you will be copied on the email. Once the proof is approved you must coordinate payment directly with the newspaper – legal ads typically cost between \$150.00 and \$250.00 (prices subject to newspaper cost assessment).
10. Mail (by certificate of mailing, or certified mail with return receipt requested) a copy of the Abutters Notification letter to each person/entity listed on the Certified Abutters List (see point #4). These notifications **must** be postmarked **no later than** 7 calendar days prior to your scheduled hearing date.
11. You (or your representative, if you have one) should plan to participate in the meeting on your hearing date. The submittal will be presented to the Commission and they will make a determination.
12. After a determination is made, the Agent will write up and issue the WPA Form 4B – Order of Resource Area Delineation and discuss next steps with you. Please note that it may take up to 21 business days to receive your Order of Resource Area Delineation.

For Extension Permits

Before You Submit

1. Ensure that your Order of Conditions or Order of Resource Area Delineation **is not** expired. The Commission cannot accept Extension Permit requests for Orders that are (at time of request) expired or *within 30 days prior to expiration*.

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2. If the Order **is not** expired or within 30 days prior to expiration, complete the [Extension Permit Request form](#). If the Order is expired, or is within 30 days of expiration, please contact the Conservation Agent to discuss next steps.

When You're Ready to Submit

3. Submit the Extension Permit Request form to the Conservation Office **with** the [applicable fee](#) no less than 30 days prior to expiration of the Order.

After You Submit

4. The Agent will review your request and the Order it pertains to. Provided that the request was made in the appropriate time frame, the Agent will confirm the date of the meeting the request will appear.
 - o Requests received later than the "supplemental info" deadline [shown on the meeting schedule](#) may be bumped to the following meeting.
5. You are not required to participate in the meeting, but are welcome and encouraged to do so in the event the Commission members have any questions. The request will be presented to the Commission and they will make a determination.
6. After a determination is made, the Agent will write up and issue the WPA Form 7 – Extension Permit and discuss next steps with you. Please note that it may take up to 21 business days to receive your Extension Permit.

For Certificates of Compliance

Before You Submit

1. Review your Order of Conditions to ensure all work was completed in compliance with what was approved.
 - o If only some of the work is completed, you may still request a Certificate, but it will be a partial Certificate of Compliance and will not remove the lien that an Order of Conditions places on your property.
2. If your project requires an as-built survey to be completed, you must contact a surveyor to have it done. They will also need to provide a letter certifying that the work was completed in compliance with what was approved.
 - o If your project does not require an as-built survey, or if you are unsure, please contact the Agent to discuss required documentation.
3. Fill out the [WPA Form 8A – Request for Certificate of Compliance](#). Please make sure that the information from the Order of Conditions is copied correctly into the request form.

When You're Ready to Submit

4. Submit one (1) paper copy of all necessary documents outlined in points #2 and #3 **with** the [applicable filing fee](#) to the Conservation Office **no later than** 7 calendar days prior to the next meeting date.
 - o Requests received later than the "supplemental info" deadline [shown on the meeting schedule](#) may be bumped to the following meeting.

After You Submit

5. The Agent will review the request and the approved Order, and schedule a site inspection prior to the meeting.
6. You are not required to participate in the meeting, but are welcome and encouraged to do so in the event the Commission members have any questions. The request will be presented to the Commission and they will make a determination.
7. After a determination is made, the Agent will write up and issue a WPA Form 8B – Certificate of Compliance and discuss next steps with you. Please note that it may take up to 21 business days to receive your Certificate of Compliance.

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For Complaints

Before You Submit

1. Review the ["What do I do if I see a violation?" FAQ page](#). If you have questions about whether what you're seeing is a violation, contact the Agent.
2. Complete the [Violation/Complaint Form](#) – please note that **ALL** known information is required. If you *do not know* the name of the property owner, the character of the resource area, or if there are no signs/company vehicles visible, you do not have to fill out those sections.

When You're Ready to Submit

3. E-mail, mail, or drop off a copy of the complaint form to the Conservation Office.

After You Submit

4. The Agent will review the complaint form and may reach out to you for additional information if needed. If the complaint is within the jurisdiction of the Commission, it will be investigated further. If not, the complaint and your contact information may be passed on to the appropriate department.