

CHECK LIST FOR ABBREVIATED NOTICE OF INTENT

TO BE SUBMITTED TO THE HARWICH CONSERVATION DEPARTMENT:

Two copies of the completed application: AND A total of 12 copies of the plans – FOLDED (at least 3 large, 9 reduced)

A complete application includes the following:

- A. pages 1 – 7 of WPA Form 4 – Abbreviated Notice of Intent – include all pertinent information - please remember to sign the application or have your representative sign it.
- B. a copy of an 8½ x 11" section of the USGS Quadrangle Map of the area identifying the locus. This map is available in the Conservation Office if needed.
- C. a copy of an 8½ x 11" section of the Town Assessor's Map showing the location of the property. These maps are also available in the Town Hall Offices if needed.
- D. A completed copy of the Affidavit of Service
- E. A completed copy of the "Notification to Abutters" form you are sending to abutters.

Note:

These letters must be sent by Certified Mail at the time the Abbreviated Notice of Intent is filed and is at the expense of the applicant. It is the applicant's responsibility to return copies of the white slips once they have been post-marked at the post office or the slips themselves. This can be done prior to the hearing, or the night of the hearing. Failure to produce proof of abutter notification will result in an automatic continuance of your hearing.

- F. A list of the abutters – abutters are any property that is within 100-feet of the boundary of the property where the work is being proposed. Include the abutter's names and addresses. Be sure to check if the mailing address is the same as the street address. Some people have P.O. Boxes, others do not use their Cape address as their legal address, especially if it is a summer home. You can obtain and Abutter's List at the Assessor's Office on the first floor, the cost is \$50 for the first 25 abutters.
- G. a copy of pages 1 and 2 ONLY of Appendix B – Wetland Fee Transmittal Form. Two checks will be needed, one payable to the Town of Harwich, one payable to the Commonwealth of Massachusetts (this check will be sent to Boston). A copy of the checks should be attached with pages 1 and 2 of Appendix B to the Notice of Intent (which is sent to Lakeville) and they become part of your application. If you do not provide proof of payment with your Notice of Intent it will delay processing of your application and issuance of a DEP File number. This is how to determine what amount each check should be:

1. TAKE THE TOTAL FEE AND SUBTRACT \$25.00 FROM IT.
2. THEN TAKE THAT FIGURE AND DIVIDE IT IN HALF
3. ADD \$25.00 TO ONE HALF AND THAT IS THE TOWN'S SHARE OF THE FILLING FEE
4. THE OTHER HALF GOES TO THE STATE

EXAMPLE: TOTAL FEE: 100.00
 -25.00 (subtract from total fee)
 75.00 ÷ 2 = 37.50

TOWN'S SHARE

37.50

+ 25.00

62.50 (+ 37.50 = 100.00)

STATE'S SHARE

37.50

The Town's share of the filing fee is always the larger of the two final figures.

You will give the check for the Town, to the Conservation Secretary when filing your Notice of Intent – You will send the original check made out to the Commonwealth of Massachusetts with pages 1 and 2 of Appendix B Wetland Fee Transmittal Form to:

Department of Environmental Protection

Box 4062

Boston, MA 02211

DO NOT SEND YOUR CHECK TO THE LAKEVILLE ADDRESS!!

IN ADDITION TO THE FEES REQUIRED BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION, THERE IS ALSO A LOCAL FILING FEE OF \$105.00 WHICH SHOULD BE ON A SEPARATE CHECK MADE PAYABLE TO THE TOWN OF HARWICH. FEES FOR ALL AFTER-THE-FACT FILINGS WILL BE DOUBLE THOSE NORMALLY CHARGED WITH THE EXCEPTION OF EMERGENCY ACTIVITIES.

TO BE SUBMITTED TO THE DEP REGIONAL OFFICE:

Two copies of the completed application (as listed in items A through G above) AND Two copies of the plans mailed Certified Mail/Return Receipt Requested to:

DEP – SERO

20 Riverside Drive

Lakeville, MA 02347

Att: Wetlands

PLANS:

- * Should of adequate size, scale, and detail to completely and accurately describe the site, resource area boundaries, and proposed work
- * Maximum Sheet Size: 24" x 36"
- * If more than one sheet is required to describe the proposed work, provide an additional sheet indexing all other sheets and showing a general composite of all work proposed within the Buffer Zone and areas subject to protection under the Act
- * Scale: not more than 1" = 50'
- * Title Block: should be included on all plans located in lower right hand corner, oriented to be read from the bottom when bound at the left margin – include original date plus additional space to reference the title and dates of any revised plans
- * The Conservation Commission may require that supporting plans and calculations be prepared and stamped by a registered professional engineer when, in its judgment, the complexity of the proposed work warrants this certification
- * The Conservation Commission also may require that supporting materials be prepared by other professionals when the complexity of the proposed work warrants specialized expertise

ADDITIONAL INFORMATION:

RARE WETLAND WILDLIFE HABITAT

- * Applicants should check with the Conservation Department to see if the proposed work (including work in the Buffer Zone) is within estimated habitat as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetlands Wildlife published by Natural Heritage and Endangered Species Program. If so, the applicant must send the Natural Heritage Program a copy of the Notice of Intent by Certified Mail/Return Receipt Requested to: Natural Heritage and Endangered Species Program
Division of Fisheries and Wildlife
1 Rabbit Hill Road - Westborough, MA 01581

no later than the date of the filing of the Notice of Intent with the Conservation Commission and the DEP.

NOTE: A copy of the white receipt post-marked, to Natural Heritage, must be attached to your Notice of Intent, which is filed with both the Conservation Commission and the DEP - It becomes part of your application. Failure to provide proof of notification to this agency, if required, will delay processing of your application and issuance of a DEP File number.

PROJECTS WHICH FALL WITHIN THE RIVERFRONT

Please speak with the Conservation Administrator regarding any specific questions concerning projects which fall in the Riverfront Area