



**REQUEST FOR DETERMINATION  
FILING PROCEDURE  
STOUGHTON CONSERVATION  
COMMISSION**

10 Pearl Street, Stoughton, MA 02072  
(781) 341-1300 extension 9262, 9261

**PARTS OF A COMPLETE FILING FOR THE WETLANDS PROTECTION ACT AND THE WETLANDS PROTECTION BYLAW FOR A REQUEST FOR DETERMINATION OF APPLICABILITY.**

DEP filing forms must include a reference to the Town of Stoughton Wetlands by-law as follows: **& c. 191 of the Stoughton, Code, The Non Zoning Wetlands Protection By-law**, on pp.1.

**Local filing items (11) copies required to be submitted to the Engineering Office Program Administrator 3 Weeks before the public hearing date:**

- DEP RDA Form 1, referring to Bylaw Ch. 191
- List of abutters (within and 100 feet)
- Notification to abutters (the actual form or letter used)
- Proof of Notification to abutters, **for Hearing**
- Proof of Notification of Board of Health, Planning Board, Zoning Board of Appeals and Building Inspector - Date
- Stamped Cover page
- Legal notice fee (\$12.85) (**payable to "Gannett New England"**)
- Local bylaw fee (\$50.00 for most residential; \$150.00, and up, may vary)
- Site plan which shows wetland line highlighted in blue; the erosion control line highlighted in orange; and the 100-foot buffer zone of the wetlands highlighted in green.
- Erosion control detail;

**Optional Supporting Documents:**

- USDA soil map;
- Endangered species habitat map;
- Assessors' map;
- FEMA FIRM or FIRMETTE flood plain locus;
- Book & page (from Registry of Deeds);
- Also, e-mail a PDF of the application filing to the Conservation Agent and the Secretary in the Engineering Department.

Obtain the certified abutters list from the Town Assessors Office in advance. Notification to Abutters" shall be completed and mailed certified mail, return receipt requested, to the abutters no less than one week, in advance of the date of the Public Hearing. An Affidavit shall be completed and returned to the Conservation Agent. The Commission will place a Public Hearing Notice in the Stoughton edition of the Patriot Ledger at least 5 business days before the hearing. The hearing will be opened at the Town Hall at the specified public meeting.