



STOUGHTON CONSERVATION COMMISSION

10 Pearl Street, Stoughton, MA 02072
(781) 341-1300 Fax (781) 344-1086, extension 9262

“FILING PROCEDURE FOR Notice of Intent (NOI) & ANRAD”

Local filing items:

Notice of Intent Form (WPA Form 3), **include a statement on page one that the applicant is also applying for a permit under the Code of Stoughton Ch.191, Wetlands Protection By-law**

(11) copies required of the complete application form and all plans including (Refer to PLAN REQUIREMENTS under Ch.191. 92, Wetlands by-law Regulations) 3 Weeks before the public hearing date:

1. Site plan which shows wetland line highlighted in blue, site to be served, proposed structures and erosion control line highlighted in orange, and the 100 ft. wetland foot buffer zone highlighted in green. Clearly show 50 foot no touch zone and also 75 ft. edge of structural building limits (for building structures and retaining walls requiring a building permit).
2. Erosion control detail (for NOI);
3. List of certified abutters (within 100 feet);
4. Notification to abutters (the actual form or letter used);
5. Proof of Notification to abutters, **for Public Hearing**
6. Proof of **distribution of the NOI or ANRAD Filing** to Board of Health, Planning Board, & Zoning Board/Building Department (such as a date stamped transmittal from or cover page of form from each of these offices);
7. Legal notice fee (\$12.85) **(a check only - payable to “Gannett New England”)**;
8. Local Wetland bylaw fee and breakdown of fees- refer to Wetland Bylaw Regulations s. 191.94 (e) s.1-9 of the By-law regulations;
9. FEMA FIRM flood map or FIRMETTE covering site;
10. Endangered species habitat map or statement of non-applicability;
11. DEP or USACE Wetland Delineation Reporting forms.
12. PDF electronic copies of all filings, plans, forms and documentation are required to be e-mailed to the Conservation Secretary and the Agent.

Additional information that may be required

- ☐ USDA soil map
- ☐ Endangered species habitat map
- ☐ Assessors' map

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 one week, in advance 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 Patriot Ledger at least five (5) business days before the hearing. The hearing will be opened at the Town Hall at the Conservation Commission Meeting.