

APPENDIX B

Application forms and requirements for filing an application are listed on the following pages and are available on the Town of Duxbury Web Page.
(www.town.duxbury.ma.us/conservation)

**TOWN OF DUXBURY
REQUIREMENTS TO FILING
A REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)**

Information submitted to Duxbury Conservation Commission:

1. The RDA should include a written description of the proposed work, and a site plan that shows the pre-construction and post construction conditions. The site plan should show the wetland location and type of wetlands and distance from the proposed project to the wetlands. Also, photographs are helpful to show the existing conditions of the site.
2. **Filing fee** – \$100 payable to “Town of Duxbury”
3. The public meeting for the project must be advertised in the local paper so include a \$35 check payable to “Duxbury Clipper” with the RDA.
4. **Submit ONE (1) complete RDA form and seven (7) copies of the first page of the RDA along with eight (8) copies of all accompanying material (plans, specifications, calculations, etc.) to the Duxbury Conservation Commission.**
5. Send one (1) copy of the RDA and plans as soon as possible by certified mail to:

Department of Environmental Protection (DEP)
Southeast Region
20 Riverside Drive
Lakeville, MA 02347
6. Upon receipt of the application by the Duxbury Conservation Commission, a public meeting will be scheduled between you and the Commission. You or your representatives should attend the public meeting to explain the project and answer questions.

**TOWN OF DUXBURY
REQUIREMENTS TO FILING A NOTICE OF INTENT (NOI)**

1. When filing a Notice of Intent an applicant uses the MA Wetland Protection Act (WPA) form 3. The Town of Duxbury does not have separate application form under the Town Wetlands Protection Bylaw. The applicant will however be paying fees both under the Wetland Protection Act and the Town Wetlands Protection Bylaw. The fees under the Town Wetlands Protection Bylaw are listed in the Duxbury Conservation Commission Rules & Regulations (Appendix A) and on the Town's web page (www.town.duxbury.ma.us).
2. The NOI should include a written description of the proposed work, and a site plan that shows the pre-construction and post construction conditions. **The site plan should show the wetland location and type of wetlands.** Also, photographs are helpful to show the existing conditions of the site.
3. **Filing fee** – The filing fee for a NOI under the MA Wetlands Protection Act M.G.L. c. 131, s.40 is determined from the WPA Fee Transmittal Form. **The Town's portion of the total application fee is the sum of the town's share of fee under the Wetlands Protection Act plus the fee under the Town Bylaw and should be made payable to "Town of Duxbury" and submitted with the NOI.** The Department of Environmental Protection's (DEP) portion of the fee is sent to DEP, Box 4062, Boston, MA 02211 along with the Fee Transmittal Form and calculation sheet. Attach a copy of the checks, transmittal form and calculation sheet to the NOI.
4. First contact the Conservation Commission Office to obtain the date of the public hearing with the Conservation Commission. An abutter's notification form must be sent by certified mail to all abutters within 100 feet of the property line where the proposed project is located. The abutter's notification should include the date and time of the public hearing.
5. The applicant shall provide a copy of the NOI and plans, and as a cover letter the notification to abutters & town boards and departments form, by certified mail or hand delivery to all appropriate town officials, committees, or boards having joint jurisdiction over the proposed project.
6. The public hearing must also be advertised so include a \$35 check payable to "Duxbury Clipper" with the NOI.
7. **Submit ONE (1) complete copy of the NOI and seven (7) copies of the first page of the NOI and eight (8) copies of all accompanying material (plans, specifications, calculations, etc.) to the Duxbury Conservation Commission.**
8. Hand-deliver or send TWO (2) complete copies of the NOI and plans as soon as possible by certified mail to:
Department of Environmental Protection
Southeast Region
20 Riverside Drive
Lakeville, MA 02347
9. You or your representatives should attend the public hearing to explain the project and answer questions.

**TOWN OF DUXBURY
REQUIREMENTS TO FILING**

AN ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION (ANRAD)

1. The ANRAD should include a site plan showing the wetland flag location and type of wetlands.
2. When filing an ANRAD an applicant uses the MA Wetland Protection Act (WPA) form 4A. The Town of Duxbury does not have a separate application form under the Town Wetlands Protection Bylaw. The applicant will however be paying fees both under the Wetland Protection Act and the Town Wetlands Protection Bylaw. The fees under the Town Wetlands Protection Bylaw are listed in the Duxbury Conservation Commission Rules & Regulations (Appendix A) and on the Town's web page (www.town.duxbury.ma.us).
3. **Filing fee** – The filing fee for an ANRAD under the MA Wetlands Protection Act M.G.L. c. 131, s.40 is determined from the WPA Fee Transmittal Form. **The Town's portion of the total application fee is the sum of the town's share of fee under the Wetlands Protection Act plus the fee under the Town Bylaw and should be made payable to "Town of Duxbury" and submitted with the ANRAD.** The Department of Environmental Protection's (DEP) portion of the fee is sent to DEP, Box 4062, Boston, MA 02211 along with the Fee Transmittal Form. Attach a copy of the checks, transmittal form to the ANRAD.
4. First contact the Conservation Commission Office to obtain the date of the public hearing. An abutter's notification form must be sent by the applicant by certified mail to all abutters within 100 feet of the property line where the proposed project is located.
5. The public hearing must also be advertised so include a \$35 check payable to "Duxbury Clipper" with the ANRAD.
6. **Submit ONE (1) complete copy of the ANRAD and seven (7) copies of the first page of the ANRAD along with eight (8) copies of all accompanying material (plans, specifications, calculations, etc.) to the Duxbury Conservation Commission.**
7. Hand-deliver or send TWO (2) copies of the ANRAD and plans as soon as possible by certified mail to:
Department of Environmental Protection (DEP)
Southeast Region
20 Riverside Drive
Lakeville, MA 02347
8. You or your representatives should attend the public hearing to explain the project and answer questions.

