

Town of Franklin Conservation Commission

ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION PACKET

This packet contains information and application forms necessary for all Abbreviated Notice of Resource Area Delineation (ANRAD) applications. This packet consists of the following:

1. Instructions for Completing an ANRAD in the Town of Franklin
2. Property Access Signature Form
3. Local Filing Fee Calculation Worksheet
4. Notification to Abutters
5. Affidavit of Service
6. DEP's WPA Form 4A – ANRAD Application Form
7. Instructions for Completing ANRAD Application (DEP's WPA Form 4A)
8. DEP's ANRAD Wetland Fee Transmittal Form
9. DEP's Bordering Vegetated Wetland Delineation Field Data Form

It is important to note that an ANRAD application is meant for confirmation of the resource areas only and no work/activity should be included in this type of filing. All questions should be directed to the Conservation Department at 508-520-4929.

INSTRUCTIONS FOR COMPLETING AN ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION IN THE TOWN OF FRANKLIN

The Massachusetts Wetlands Protection Act Regulations (310 CMR 10.00) require the use of state forms for the above permit application. The forms can be found on the State's Department of Environmental Protection website and at the end of this application packet.

In addition, under the Franklin Wetlands Protection Bylaw, Franklin Town Code Chapter 181 and the wetlands regulations promulgated under the bylaw, the Town requires applicants to follow specific procedures and submit additional documents.

All ANRADs will be peer reviewed by an outside consultant as allowed under the Town of Franklin Ch. 181 Wetlands Protection Bylaw and MGL Ch. 44 Section 53G. A hardcopy of the entire application must be sent, at the same time as submitted to the Franklin Conservation Department, and a PDF sent to mcrowley@beta-inc.com and bgoodlander@franklinma.gov.

ANRAD PACKAGE SUBMITTAL

The Abbreviated Notice of Resource Area Delineation (ANRAD) package submitted to the Franklin Conservation Commission shall comply with the format and content requirements below. Forms specific to the Town of Franklin are described and provided as attachments to this document. All applications must be signed by the property owner.

* The (1) original plus one (1) copy of the packet, two (2) full-sized sets of plans, six (6) reduced 11"x17" set of the plans, and an electronic copy of the entire application must be submitted to the Conservation Department. Please email an electronic copy of the application to DPW, Mike Maglio (mmaglio@franklinma.gov) and cc the Conservation Agent at bgoodlander@franklinma.gov, instead of delivering in person and receiving a hand written signature to submit to Conservation. Thank you.

Please note, additional materials to be discussed by the Conservation Commission must be submitted to the Conservation office no later than 12:00 PM the Thursday before the Commission's meeting.

SUBMITTAL REQUIREMENTS

A. COVER PAGE

Each copy of the ANRAD application shall be separately bound and include a cover sheet with the following information:

1. Application Type
2. Prepared for (Applicant)
3. Prepared by (Representative)
4. Date

B. ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION APPLICATION FORMS

1. *Notice of Distribution Form (electronic method noted above)
2. Property Access Signature Form
3. ANRAD Application Form (DEP's WPA Form 4A)
4. ANRAD Wetland Fee Transmittal Form (DEP's Form)
5. Local Filing Fee Calculation Worksheet
6. Copies of Checks to DEP and Town
7. DEP's Bordering Vegetated Wetland Delineation Field Data Form

C. RESOURCE AREA DESCRIPTION

The resource area description should include the type of resource area, the flag numbers/labeling, and how the delineation was determined for all resource areas in which a confirmation is being requested.

D. VERNAL POOL STATEMENT

A statement is required by the applicant of whether there are potential and/or certified vernal pools onsite. This information is available at the MassGIS (Oliver) website under the Conservation/Recreation/Natural Heritage Data page.

E. ABUTTER NOTIFICATION

The ANRAD application shall contain the documents listed below in the following order:

1. Notification to Abutters
2. Affidavit of Service
3. Certified Abutters List from the Assessor's Office (do not rewrite the list)

The process of notifying the abutters to a proposed project requires that the applicant take the following steps:

1. Obtain a Certified Abutters List from the Assessor's Office. Applicants are required to notify all abutting property owners within 300 feet of their property lines. The original certified copy of the abutters list must be submitted with the ANRAD application.
2. Complete the Notification to Abutters. A copy of this notification must be sent either by Certificate Mail or by hand delivery to each landowner on the Certified Abutters List.
3. The Affidavit of Service is a required document under the Wetlands Protection Act. The applicant must copy and fill out the Affidavit of Service as evidence that the applicant, in accordance with the law, has notified the abutters to the proposed project site.

F. MAPS

A copy of the most recent revisions of the USGS map must be submitted with the project locus depicted.

G. DEP FIELD DATA FORMS

DEP's Bordering Vegetated Wetland Delineation Field Data Form can be found at the end of this packet and also on the Mass.gov website under Wetlands Permitting Forms. Completed forms and/or written report prepared by the wetland's delineator must be submitted with the ANRAD application.

H. PLANS

1. Index of sheets on cover page if submitting more than one sheet
2. The North arrow must have a reference
3. Existing topography as prepared by a registered land surveyor
4. Each Resource Area identified and labeled
5. Stamp by Professional Land Surveyor

I. ADDITIONAL INFORMATION

Any other supplementary information that the Applicant determines to be relevant to the Commission reaching a decision on the proposed project may be included in this section of the application package.

If you need further assistance, please contact the Conservation Department at (508) 520-4929 or visit our web site www.franklin.ma.us