

**Town of Richmond
Conservation Commission
Instructions for Applicants
Revised October 2022**

The following requirements apply to all applicants for permitting under the Mass Wetlands Protection Act [MGL Ch. 131 Sec. 40] and the Richmond Local Wetland Bylaw [Ch. XII]. For information on filing for the Berkshire Scenic Mountain Act [MGL Ch. 131 Sec. 39A] please contact the Conservation office at: **413-553-7792** -or- **concom@richmondma.org**

Meetings and Deadlines

Meetings are normally held at Richmond Town Hall **and/or on Zoom** at **6:30** PM on the second Tuesday of each month. The deadline for submitting applications is the end-of-day on the Wednesday two- and one-half weeks prior to the meeting.

Minimum Requirements - Request for Determination of Applicability(RDA) WPA Form 1

- An original and two (2) paper copies and 1 scanned/generated electronic PDF file of the completed application form & accompanying sketch plans (forms and instructions can be found on the Commission web-page or at <http://www.mass.gov/dep/water/approvals/wwforms.htm> **);
- Sketch Plan(s), to scale (maximum 1” = 50’) showing existing conditions, the proposed activity (footprint of proposed structure(s) and proposed additional disturbance, if any), all jurisdictional resource areas and buffer zones. Plans must be identified – preferably in the lower right-hand corner – with the name of the applicant, consultant / contractor who developed the sketch plan, if applicable, and the date of the most recent revision; • A “Permission to Access Site” form (available from the Website or the Conservation Agent at Town Hall), signed by the property owner or his/her agent;
- A check in the amount of \$150, payable to the Town of Richmond, to cover the cost of advertising the required legal notice and conducting site visit(s).

**** Note:** An additional copy of the entire submission must be sent to “Mass DEP Wetlands Program, 436 Dwight Street, Springfield, MA 01103”. A copy of the RDA must be provided to the property owner, if the applicant is not the owner.

Minimum Requirements – Notice of Intent (NOI) WPA Form 3 and Abbreviated Notices of Resource Area Delineation (ANRAD) WPA Form 4a

Filing electronically at DEP is **required** if you are a wetland consulting or engineering firm. Always send pdf files of NOIs & ANRADs with attachments to the Commission.

Original and two hard copies of the NOI and 3 sets of the accompanying full size engineered plans along with electronic PDF files of both the NOI and associated engineered plan, must be delivered to the Richmond Conservation Office by the filing deadline. (Forms and instructions can be found on the Town Website under the Conservation Commission page or at: <http://www.mass.gov/dep/water/approvals/wwforms.htm>).

**** Note:** An additional copy of the entire submission must be sent to “Mass DEP Wetlands Program, 436 Dwight Street, Springfield, MA 01103”. A copy of the NOI or ANRAD must be provided to the property owner, if the applicant is not the owner.

If plans are complex, it is requested that the engineered plans be color coded, at the Engineer's/Applicants discretion with suggested colors below:

- New topographic contour lines: Bold Black:
- Buffer zone edge 50 ft, 100 ft and 200ft (Richmond Pond) boundary lines: Bold Green (also 25 ft if work is proposed within 50 ft of resource area)
- River Front riparian boundary lines: Inner 100 ft and outer 200ft: Light Blue
- Top of Bank: Intermittent (Bold Dashed Blue), Perennial (Solid Bold Blue)
- BVW areas: Shaded Light Green
- Flood Planes: Shaded Light Yellow
- Others as appropriate e.g.
 - Coniferous trees: Green
 - Deciduous trees: Brown
 - Etc.

Note: The drawing shall contain a legend of colors

Accompanying attachments must include:

- A “permission to access site” form, signed by the property owner or his/her agent;
- A check in the amount of \$150 payable to the Town of Richmond to cover the cost of advertising the required legal notice and conducting site visit(s); In the case that the applicant requires an Amendment to the Notice of Intent or an Extension to an existing permit, a check for \$150 will also be payable to the Town of Richmond.
- Appropriate Conservation Commission portion of State mandated filing fees, as outlined in state NOI filing instructions;
- An “abutters list” provided by the Richmond Assessors’ Office, showing all direct abutters and property owners within 300 feet of the property line of the land where the activity is proposed; (Note: Proof of mailing must be presented at the public hearing.)
- Plan(s), folded (not rolled), collated and accompanying each application copy, and including the following information:

Plans submitted with Notices of Intent and Abbreviated Notices of Resource Area Delineation must comply with the following requirements:

- Maximum sheet size: 24” X 36”
- Maximum Scale: 1” = 50’
- Title block: Positioned in the lower right corner with space for revision dates.

Plans submitted with Notices of Intent and Abbreviated Notices of Resource Area Delineation must include the following:

- Boundary of the entire parcel area
- Context of adjacent lots, if necessary to show extent of Resource Area
- Numbered wetland flags (attachments must include DEP Field Data Forms)

- Certified and/or potential Vernal Pools, if any
- 25-foot (if work is proposed within 50 ft of resource area), 50-foot, 100-foot and 200ft (Richmond Pond Only) Buffer Zone boundaries
- 100-foot inner and 200-foot outer Riparian boundaries for Riverfront Areas
- Mean annual High-Water Line, for Riverfront Area applications
- Top of Bank delineation for all intermittent streams and water bodies
- Elevations in feet (not meters) for sites within floodplain or Mapped Scenic Mountain Areas
- Contour lines (two-foot intervals)
- Proposed grading/new contours
- Existing structures, impervious surface areas and lawn area
- Proposed structures/additions/new impervious surfaces
- Proposed location of erosion control barriers
- Limit-of-work line, if different from erosion controls
- Significant trees (4" + diameter @ breast height) within the limit-of-work area
- Proposed removal of vegetation and/or significant trees
- Proposed landscaping and plantings plan
- For a single-family lot in Riverfront Area, "documentation of the date the plan and/or description of when the lot was first recorded at the at the Middle District Registry of Deeds"

Note: The Commission may request both existing and proposed site plans.

Planning Data should address the Richmond NOI Standard Conditions located on the Town of Richmond website, <https://www.richmondma.org/>, Document Center, Conservation Commission or available from the Conservation Agent.