

Hudson Conservation Commission

Preparation and General Instructions

Request for Determination of Applicability

The Hudson Conservation Commission makes determinations as to whether a proposed activity in Hudson, MA will alter an area subject to protection under the Wetlands Protection Act. A Request for a Determination of Applicability (WPA Form 1) must be filed for all activities within 100 feet of a wetland and within 200 ft. of a perennial stream.

Hearings before the Hudson Conservation Commission are held under the Massachusetts Wetlands Protection Act (MGL c. 131, § 40) and its regulations (310 CMR 10.00 et. seq.)

To file a Request for Determination of Applicability (RDA):

1. Notify the Hudson Conservation Office at (978)562-2948 or email phelinek@townofhudson.org, when you intend to file for a permit to do work under the Massachusetts Wetlands Protection Act (hereafter "ACT") for a pre-filing consultation and hearing date.
2. Fill out the Request for Determination of Applicability WPA Form 1. Answer all applicable questions and provide appropriate supporting plans and documents as necessary. The wetland forms are available in the Conservation Office or at: <http://www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-1.html>
3. When your application is complete, submit a total of 1 copy of the application and 8 copies of all pertinent plans to the Hudson Conservation Commission by certified mail or hand delivery **at least 2 weeks prior** to your scheduled hearing date. In addition submit an electronic copy of the full application and plans either by email or on a memory device.
4. Keep a copy of your application for yourself and mail one copy of your complete application to: DEP Central Regional Office, 8 New Bond Street, MA 01606
5. A public hearing shall be held by the Conservation Commission within 21 days of receipt of the minimum submittal requirements set forth in the Wetlands Protection Act instruction forms.
6. Legal Notice: Once the application is filed with the Conservation Commission, the Commission will schedule a meeting date and prepare a legal ad for publication in a local newspaper. The Commission will send the ad to the newspaper with instructions for the newspaper **to bill the applicant** for the cost of running the ad one time not less than five (5) business days prior to the date of the hearing.
7. The applicant, owner or representative shall present the proposal during the public meeting.

Meetings are held on the first and third Thursday of the month at 7:00PM in the Selectmen's Hearing Room at Town Hall.