

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.) and the Hudson Wetlands Protection Bylaw.
- If you have any questions about the permitting process or which type of permit application you should be filing, contact Pam Helinek at 978-562-2948 or phelinek@townofhudson.org.
- All permit applications must be submitted through the online portal: <https://hudsonma.portal.opengov.com/categories/1091>.
- Required Forms:
 - a. If your project is under the jurisdiction of the state Wetlands Protection Act, 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 and instructions are available from the Conservation Office, through the portal, or from the Department of Environmental Protection at: <https://www.mass.gov/lists/wetlands-permitting-forms>.
 - b. If some or all of your project is jurisdictional only under the Hudson Wetlands Protection Bylaw, fill out the Wetlands Protection Bylaw Application, available from the Conservation Office, through the portal, or from the Conservation Commission webpage at: <https://www.townofhudson.org/conservation-commission/pages/wetland-permits>
 - c. If you propose any disturbance of the Wetland Protection Bylaw 25-foot No Disturb Zone, fill out a waiver request, available from the Conservation Office, through the portal, or from the Conservation Commission webpage at: <https://www.townofhudson.org/conservation-commission/pages/wetland-permits>
- When your online application is complete, submit a total of 1 copy of the application and 8 copies of all pertinent plans to the Hudson Conservation Commission.
- 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
- Legal Notice and Site Visit: Once the application is filed with the Conservation Commission, the Conservation Agent will contact you to schedule a site visit and will prepare a legal ad for publication in the Community Advocate. The Community Advocate will bill you directly for the cost of running the ad.
- Public Hearings: Hearing dates and submittal deadlines can be found on the Conservation Commission website <https://www.townofhudson.org/conservation-commission>. The applicant, owner or representative must present the proposal during the public hearing.