

## **Hudson Conservation Commission**

### **Notice of Intent Preparation and General Instructions**

- 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.), available at <http://mass.gov/dep/water/resources/wetlands.htm>.
- Notify the Hudson Conservation Office (978) 562-2948 or email [phelinek@townofhudson.org](mailto:phelinek@townofhudson.org) when you intend to file for a permit.
- Notice of Intent (NOI): Fill out the **Notice of Intent (WPA Form 3)**. Answer all applicable questions and provide supporting plans and documents. The wetland forms and instructions are available from the Conservation Office or from the Department of Environmental Protection at <https://www.mass.gov/lists/wetlands-permitting-forms>.
- 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.
- Conservation Commission Filing: When your application is complete, submit the following to the Hudson Conservation Commission by certified mail or hand delivery:
  - 2 copies of the application documents and narratives and 8 copies of all pertinent plans. One full size plan set is required – the others can be 11x17 if they are clear and easy to read.
  - A pdf version of the full application documents and plans (can be sent by email or submitted on a memory stick)
  - The town portion of the filing fee (see DEP Notice of Intent instructions).
- State Filing:
  - a. Mail one copy of the complete filing by certified mail to DEP Central Regional Office, 8 New Bond St. Worcester, MA 01606.
  - b. Mail the state portion of the filing fee to the DEP Boston Office (see DEP Notice of Intent instructions).
  - c. Email a pdf version of the full application documents and plans to [CERO\\_NOI@mass.gov](mailto:CERO_NOI@mass.gov)  
The subject line of your email should be: HUDSON\_NOI\_<street address>\_<applicant>  
If your email is greater than 15 MB, break it into multiple emails with 1,2,3 etc at the end of the subject line.
- Abutter Notification: Obtain a **Certified Abutters list** from the Assessor's Office [sallan@townofhudson.org](mailto:sallan@townofhudson.org). This may take a couple of days. Fill out the form "Notification to Abutters under the Massachusetts Wetlands Protection Act" (attached) and send copies **by certified mail or Certificate of Mailing** to abutters on the list. Abutters must receive notification at least 5 business days before the public hearing. Proof of notification must be brought to the hearing.
- Legal Notice: Once the application is filed with the Conservation Commission, the Commission will schedule a hearing date and prepare a legal ad for publication in a local newspaper. Community Advocate will bill you directly for the cost of running the ad.
- Site visit: Once the application is filed, the Conservation Office will contact you to schedule a site visit.

**Notification to Abutters  
Under the Massachusetts Wetlands Protection Act**

In accordance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, you are hereby notified of the following:

Applicant: \_\_\_\_\_

Municipality: Hudson Conservation Commission

Project Description. (as it applies under the Massachusetts Wetlands Protections Act):  
\_\_\_\_\_

Address of Lot where project is proposed: \_\_\_\_\_

A hearing will be held via zoom remote conference:

7:00 p.m. on \_\_\_\_\_

Copies of the Notice of Intent may be obtained by contacting Hudson Conservation Commission Office between the hours of 9:00 and 4:30 on the following days of the week: Monday through Friday.

For more information, call: (978) 562-2948 or email [phelinek@townofhudson.org](mailto:phelinek@townofhudson.org)

Information regarding the zoom link for the public hearing may be obtained from the Hudson Conservation Commission by calling (978) 562-2948 between 9:00 and 4:30 Monday through Friday or emailing [phelinek@townofhudson.org](mailto:phelinek@townofhudson.org). This information will also be in the agenda posted at least 48 hours before the meeting on the Town of Hudson website, [www.townofhudson.org](http://www.townofhudson.org).

Notice of Public Hearing, including the date, time and place will be published at least five (5) business days in advance in the Community Advocate.