

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>, and the Hudson Wetlands Protection Bylaw, available at https://www.townofhudson.org/sites/g/files/vyhlif3281/f/uploads/wetlands_protection_bylaw_2024.pdf
- 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>.
- Abutter Notification:
 - a. Obtain a **Certified Abutters list** from the Assessor's Office. This might take up to 10 business days. Requests must be made online: <https://hudsonma.portal.opengov.com/categories/1089/record-types/1006571>
 - b. 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 submitted before your hearing.
- Required Forms:
 - a. If your project is under the jurisdiction of the state Wetlands Protection Act, 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, 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>
- Conservation Commission Filing: When your online application is complete, submit the following to the Hudson Conservation Commission:
 - a. One copy of the application documents and narratives and 8 copies of all pertinent plans. Plans can be 11x17 if they are clear and easy to read.
 - b. 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
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.
- 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.

**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

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. 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.

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.