

Hudson Conservation Commission Preparation and General Instructions

Notice of Intent (NOI) WPA Form 3

Abbreviated Notice of Intent (ANOI) WPA Form 4

Abbreviated Notice of Resource Area (ANRAD) WPA Form 4A

1. 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 on the following web link <http://mass.gov/dep/water/resources/wetlands.htm>
2. Notify the Hudson Conservation Office (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.
3. Obtain a **Certified Abutters list** from the Assessor's Office.
4. Fill out the appropriate wetland form(s) for your proposed project from the list indicated above. Answer all applicable questions and provide appropriate supporting plans and documents as necessary. The wetland forms are available from the Department of Environmental Protection at (508) 792-7650 or at <http://mass.gov/dep/water/approvals/wwforms.htm>. Please refer to the general instructions for each form, also available at the web site.
5. When your application is complete, submit a total of 8 copies of the application and all pertinent plans and documents to the Hudson Conservation Commission by certified mail or hand delivery.
6. 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.
7. Fill out the form entitled "Notification to Abutters under the Massachusetts Wetlands Protection Act" and use this form to notify abutters to your project in accordance with the ACT. (abutters within 100 ft of the wetland or 200 ft of the riverfront). Notify your abutters **by certified mail or Certificate of Mailing**, of the time, date, and subject of the hearing.
8. Filing Fees: See Instructions and Supporting Materials for WPA Forms for fee schedules. <http://mass.gov/dep/water/approvals/wwforms.htm>
9. Keep one copy of the application package for yourself and mail one copy certified mail to: DEP Central Regional Office, 8 New Bond St. Worcester, MA 01606
10. 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. 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. The application and all materials must be returned to the Conservation Commission office no later than two weeks prior to the scheduled hearing date. The applicant must sign an authorization allowing Gatehouse Media New England to bill the applicant.
11. The applicant, owner or representative shall present the proposal during the public meeting.

**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:
A Notice of Intent has been filed for

Address of Lot where project is proposed:

A hearing will be held Town Hall, 78 Main Street, Hudson, MA at
_____ p.m. on _____

Copies of the Notice of Intent may be examined at the Hudson Conservation Commission Office

Between the hours of 8:00 and 4:30 on the following days of the week: Monday through Friday.

For more information, call: (978) 562-2948

Copies of the Notice of Intent may be obtained from the Applicant or the Applicants Representative
by calling this telephone number: _____

Information regarding the date, time and place of the public hearing may be obtained from the
Hudson Conservation Commission by calling (978) 562-2948 between 8:30 and 4:30 Monday through
Friday.

Notice of Public Hearing, including the date, time and place will be published at least five (5)
business days in advance in the MetroWest Daily News or Hudson Sun.