

Hudson Conservation Commission
Notice of Intent Preparation and General Instructions

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 at <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 for a pre-filing consultation.
3. 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>.
4. 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.
5. Conservation Commission Filing: When your application is complete, submit the following to the Hudson Conservation Commission by certified mail or hand delivery:
 - 1 copy 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 document 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).
6. State Filing: Mail one copy of the complete filing by certified mail to DEP Central Regional Office, 8 New Bond St. Worcester, MA 01606. Mail the state portion of the filing fee to the DEP Boston Office (see DEP Notice of Intent instructions).
7. Abutter Notification: Obtain a **Certified Abutters list** from the Assessor's Office. 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.
8. 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. Gateway News will bill you directly for the cost of running the ad.
9. 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):
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 9:00 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 9:00 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.