

Town of Westwood

Commonwealth of Massachusetts

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CONSERVATION COMMISSION

Filing Procedure Summary For NOI, RDA and ANRAD Application

The following procedures must be followed when filing under M.G.L. c.131, §40 or the Westwood Wetlands Protection Bylaw, Chapter 392, for a wetland permit. The procedures apply to Notice of Intents, Abbreviated Notice of Intents, Request for Determinations, Abbreviated Notice of Resource Area Determination and Amended Notice of Intent. All applications for permits under M.G.L. c.131, §40 must also be filed under the Westwood Wetlands Protection Bylaw, Chapter 392.

This summary is not to be considered all-inclusive and in no way should an applicant misconstrue its contents to replace any part of M.G.L. c.131, §40 or the Westwood Wetlands Bylaw, Chapter 392.

Application and plans must be filed with the Conservation Commission on the View Permit Software link on the Conservation website. The Fee work sheet, Abutter request form as well as all required DEP forms can be found on the Town of Westwood Conservation Commission website.

For your application to be deemed complete the following required information will need to be uploaded to your application:

- Completed DEP Form
- Certified abutter's list
- Stamped Plans
- Proof of payment to the Commonwealth of MA
- Green Cards for certified mailing or Certificate of Mailing Firm Sheet

The application and plans must be submitted via the Electronic Application Portal which is available through the Town of Westwood webpage:

<https://westwoodma.portal.opengov.com/>

No paper copies are required.

A complete copy of the application must be filed with the Department of Environmental Protection at:

Department of Environmental Protection
NERO – Wetlands Division
150 Presidential Way
Woburn, MA 01801

Payment to state must be sent, with the Wetland Transmittal Form, to:

Department of Environmental Protection
Box 4062
Boston, MA 02211

The applicant, at the applicant's expense, shall notify each abutter by certificate of mailing, **seven (7) working days** prior to the hearing, by Return Receipt Requested or Certificate of Mailing. This notification of the public hearing shall state where copies of the application, including plans, may be examined. Such notice shall include the date, time and location of the public hearing.