



# Town of Sturbridge

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## Conservation Commission

### Wetland Bylaw Letter Permit Application

#### **Instructions and Submittal Requirements:**

The following activities may be permitted through a Wetland Bylaw Permit application filed with the Commission office at least 1 week in advance of a public meeting.

1. Minor projects taking place outside of the State 100-foot buffer zone.
  2. Any work within the 100-foot WPA buffer zone, which is classified under 310 CMR 10.02 (1.) as a Minor Activity under the Wetlands Protection Act, or project with no potential to generate erosion.
  3. Retaining Walls:
    - a. Reconstruction of existing retaining walls within the 200-foot buffer requires a Wetland Bylaw Letter Permit request filing.
    - b. Creation of new retaining walls within the 100-foot buffer requires a Notice of Intent filing.
    - c. Creation of new retaining walls within the 100 to 200 foot buffer requires a Request for Determination filing.
- Wetland Bylaw Permits must be filled out in their entirety and must identify all buffer zone impacts. Application must be signed by the property owner and accompanied by a plan.
  - Plans must be at a minimum 1" = 20' for consideration and should be drawn clearly and to scale.
  - Depending on the scope of the project, the Commission has the discretion to require a Request for Determination of Applicability, or a Notice of Intent, and may require plans be stamped and signed by a registered professional engineer, architect, landscape architect, or surveyor.



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#### General Information:

Project Location \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Property Owner ☐ same

Name \_\_\_\_\_

Representative \_\_\_\_\_

#### Project Type

- |   |  |
|---|--|
| <input type="checkbox"/> Landscaping  | <input type="checkbox"/> Exploratory Test Pits |
| <input type="checkbox"/> Accessory to Residential Structure                               | <input type="checkbox"/> Driveway              |
| <input type="checkbox"/> Agricultural   | <input type="checkbox"/> Utility               |
| <input type="checkbox"/> Vegetation Removal   |  |
| <input type="checkbox"/> Reconstruction of retaining wall within the 200-foot buffer zone |  |
| <input type="checkbox"/> Other: _____   |  |

#### Buffer Zone only

- ☐ Between 0 – 50 feet
- ☐ Between 50 – 100 feet
- ☐ Between 100 – 200 feet



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### Attached Plans

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

### Also attached:

- ☐ Photographs
- ☐ Map showing property location

Narrative description of the work being proposed: Include a scope of work, and a thorough description of any and all work being proposed. This shall include any earthwork, structural work, the placement and/or removal of impervious surfaces, a construction sequence, mitigation being utilized and any additional activities being proposed which fall under the jurisdiction of the <sup>1</sup>Bylaw and its <sup>2</sup>Regulations. (If more space is needed for narrative please attach separate page)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of Owner (if different from Applicant) \_\_\_\_\_

<sup>1</sup> Chapter 3.5 "Wetland Protection"; Town of Sturbridge General Bylaws

<sup>2</sup> Regulations Administering the Town of Sturbridge Wetland Bylaw