



# Town of Sturbridge

## Conservation Commission

### INSTRUCTIONS FOR FILING A NOTICE OF INTENT APPLICATION UNDER THE LOCAL ZONING BYLAW

Notice of Intent filings should be delivered either via hand or certified mail to the Conservation Office.

Notice of Intent filings need to be submitted **three** weeks prior to desired hearing date. All filings will be reviewed for completeness prior to scheduling a first hearing date and time.

If a submittal and/or project plans are not acceptable to the Conservation Agent, additional information and/or plan revisions may be necessary prior to scheduling a first hearing.

1. Complete the Notice of Intent Application Check List and submit a copy of the Check List with Application.
2. File two (2) copies of the Notice of Intent application. The Notice of Intent application should be filed under the Town of Sturbridge Zoning Bylaw (Section 4.04).
3. File two (2) copies of all plans and supporting documents including filing fee information and abutter notification information).
4. Notify all abutters within 200-feet of the subject property via certified mail (or hand delivery with a sign off sheet including signatures and dates) at least 7 days prior to the first public hearing. The correct Abutter Notification Form can be obtained from the Sturbridge Conservation Commission Office during office hours.

\*\*Notification to abutters must be conducted as follows.

The applicant will obtain a certified abutters list as part of the Notice of Intent Application from the Sturbridge Assessors Office. The certified abutters list shall include all abutters within 200-feet of the subject property as required under the Town of Sturbridge Wetland Bylaws and Regulations.

\*\* Certificates of Mailing are accepted for abutter notification. This method is less expensive than certified mail and does not require the collection of returned "green cards". However, the certificate of mailings must be submitted to the Conservation Commission prior to the hearing as noted above. Please see the Post Office for additional information on Certificate of Mailings.

- The applicant will prepare a certified mailing to each person listed on the abutters list using the correct notification form obtained from the Conservation Office.
- The applicant will collect the return receipts (green cards) or Certificates of Mailing and hand them in to the Conservation Agent at the first public hearing as proof, abutters have been notified. If green cards have not been returned, a copy of the white receipt is acceptable.
- An Affidavit of Service for Abutter Notification must also be handed in to the Conservation Agent on or prior to the first public hearing. The Affidavit can be obtained from the Conservation Office during Office hours.



# Town of Sturbridge

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## Conservation Commission

5. The Applicant is responsible for submitting the Public Notice Advertisement to the Southbridge News to be in the paper at least 5 business days prior to the first public hearing.

Following the submittal of a complete Notice of Intent Application package, the Conservation Agent will draft a Legal Advertisement Form to be given to the Applicant (or Applicant's Representative). The Applicant is responsible for placing the legal advertisement in the Southbridge News and is responsible for the cost of the advertisement. At the first public hearing, the Applicant must submit to the Conservation Agent a copy of the "tear sheet" of the public notice with the date the notice was run.

PLEASE NOTE: Applicants should keep one complete copy of all materials and documents. Applicants should also be familiar with the Town of Sturbridge Wetland Bylaw and Regulations in addition to the Wetlands Protection Act and Regulations.



# Town of Sturbridge

## Conservation Commission

### Notice of Intent Application Checklist – Zoning Bylaw (Section 4.04)

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Applicant / Property Owner \_\_\_\_\_

Representative \_\_\_\_\_

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

Assessor's Information Map \_\_\_\_\_

Date NOI filed with Conservation \_\_\_\_\_

- Complete most recent NOI Form (Notice of Intent Application) and necessary attachments (2 copies)
- Plans and calculations clearly describing the location and nature of the work including all necessary Stormwater documents if applicable (2 copies)
- An 8.5 x 11 color section of the USGS Quadrangle (topo) identifying the locus and with a scale
- An 8.5 x 11 copy of the most recent Natural Heritage Map with WH, PH and VP data identifying the locus and with a scale
- An 8.5 x 11 copy of the FIRM Map identifying the locus and with a scale
- Copy of the Certified Abutters List (to include all abutters within 200-feet of the subject property) and a copy of the completed Abutter Certification Form
- Signed Affidavit of Service for Abutter Notification
- Completed Local Filing Fee Worksheet
- Filing fee checks, one of the town's portion of the state fee and one for the local fee – both made out to the Town of Sturbridge (See Local Filing Fee Worksheet)
- Copy of State filing fee check made out to the Commonwealth of MA (1 copy)
- Tax Form signed by the Sturbridge Tax Collector, notifying the Conservation Commission that the property taxes are paid-to-date (1 copy)

This Check list is to be filled out and submitted to the Sturbridge Conservation Commission at the time of filing the Notice of Intent Application.

Please contact the Conservation Department if you have any questions (508)-347-2506.



**Sturbridge Conservation Commission**

**Notice of Intent**

**Sturbridge Zoning Bylaw Section 4.04**

SCC File Number

**General Information**

1. Project Location:

a. Street Address \_\_\_\_\_ b. City/Town \_\_\_\_\_ c. Zip Code \_\_\_\_\_

Latitude and Longitude: \_\_\_\_\_

d. Latitude \_\_\_\_\_ e. Longitude \_\_\_\_\_

f. Assessors Map/Plat Number \_\_\_\_\_ g. Parcel /Lot Number \_\_\_\_\_

2. Applicant:

a. First Name \_\_\_\_\_ b. Last Name \_\_\_\_\_

c. Organization \_\_\_\_\_

d. Street Address \_\_\_\_\_

e. City/Town \_\_\_\_\_ f. State \_\_\_\_\_ g. Zip Code \_\_\_\_\_

h. Phone Number \_\_\_\_\_ i. Fax Number \_\_\_\_\_ j. Email Address \_\_\_\_\_

3. Property owner (required if different from applicant):  Check if more than one owner

a. First Name \_\_\_\_\_ b. Last Name \_\_\_\_\_

c. Organization \_\_\_\_\_

d. Street Address \_\_\_\_\_

e. City/Town \_\_\_\_\_ f. State \_\_\_\_\_ g. Zip Code \_\_\_\_\_

h. Phone Number \_\_\_\_\_ i. Fax Number \_\_\_\_\_ j. Email address \_\_\_\_\_

4. Representative (if any):

a. First Name \_\_\_\_\_ b. Last Name \_\_\_\_\_

c. Company \_\_\_\_\_

d. Street Address \_\_\_\_\_

e. \_\_\_\_\_ f. State \_\_\_\_\_ g. Zip Code \_\_\_\_\_

h. Phone Number \_\_\_\_\_ i. Fax Number \_\_\_\_\_ j. Email address \_\_\_\_\_

5. Total Fee Paid (from Filing Fee Worksheet):

Fee Paid \_\_\_\_\_



**Sturbridge Conservation Commission**

**Notice of Intent**

**Sturbridge Zoning Bylaw Section 4.04**

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6. General Project Description:

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7. Project Type Checklist: (Limited Project Types see Section A. 7b.)

- |   |   |
|---|---|
| 1. <input type="checkbox"/> Single Family Home                        | 2. <input type="checkbox"/> Residential Subdivision       |
| 3. <input type="checkbox"/> Commercial/Industrial                     | 4. <input type="checkbox"/> Dock/Pier                     |
| 5. <input type="checkbox"/> Utilities                                 | 6. <input type="checkbox"/> Coastal engineering Structure |
| 7. <input type="checkbox"/> Agriculture (e.g., cranberries, forestry) | 8. <input type="checkbox"/> Transportation                |
| <input type="checkbox"/>  |   |

8. Property recorded at the Registry of Deeds for:

<hr/>	<hr/>
a. County	b. Certificate # (if registered land)
<hr/>	<hr/>
c. Book	d. Page Number

9. Attach a narrative and any supporting documentation describing how the project will protect the jurisdictional resource areas during construction and what Best Management Practices have been incorporated to ensure there will be no long-term impacts to the Resource Areas. Indicate distance to Resource Areas.

10. On a separate sheet, list the titles and dates for all plans and other materials submitted with this NOI.

11. If there is more than one property owner, please attach a list of these property owners not listed on this form.

**12. Signatures and Submittal Requirements**

I hereby certify under the penalties of perjury that the foregoing Notice of Intent and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will provide a notification of this Notice in a local newspaper at the expense of the applicant in accordance with the wetlands regulations, 310 CMR 10.05(5)(a).

I further certify under penalties of perjury that all abutters were notified of this application, pursuant to the requirements of M.G.L. c. 131, § 40. Notice must be made by Certificate of Mailing or in writing by hand delivery or certified mail (return receipt requested) to all abutters within 100 feet of the property line of the project location.

1. Signature of Applicant	2. Signature of Property Owner (if different)
<hr/>	<hr/>
date	date
3. Signature of Representative (if any)	
<hr/>	
date	



# Town of Sturbridge

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## Conservation Commission

### STURBRIDGE CONSERVATION COMMISSION AFFIDAVIT OF SERVICE

Under the Town of Sturbridge Wetland Bylaw, I \_\_\_\_\_, hereby certify under the pains and penalties of perjury that on (date) \_\_\_\_\_, I gave notification to abutters, in compliance with this Bylaw and Regulations, in connection with a Notice of Intent filed under this Bylaw. This Notice of Intent was filed with the Sturbridge Conservation Commission on (date) \_\_\_\_\_ for the property located at \_\_\_\_\_.

The form of the Notification and a list of abutters to whom it was given and their addresses are included in the application file.

\_\_\_\_\_  
(Signature of applicant) (Date)

\_\_\_\_\_  
(Name of applicant-printed or typed)

*F:\Home\CONSERVATION\Forms\SWB Application\SWB Affidavit of Service.doc*



# Town of Sturbridge

*Barbara A. Barry, Finance Director*

Department/Board/Committee: \_\_\_\_\_

Please verify outstanding tax/fee status for the following property owner:

Property Owner: \_\_\_\_\_

Property Location: \_\_\_\_\_

- 
- The license/permit may be released.
  - The license/permit may not be released.

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date



# Town of Sturbridge

## Conservation Commission

### Notification to Abutters

under the MA Wetlands Protection Act and the Town of Sturbridge Wetland Bylaw Regulations (certificates of mailing, certified mail, or hand-delivery with abutter signature required as proof of notification)

In accordance with the second paragraph of Massachusetts General Laws, Chapter 131, § 40, as well as the Town of Sturbridge Wetland Bylaws, you are hereby notified of the following permit application for work within a wetland resource area and/or within the 200-foot buffer zone to a resource area:

- A. The name of the applicant is: \_\_\_\_\_
- B. The address of the lot(s) where the activity is proposed is: \_\_\_\_\_
- C. The nature of the activity proposed includes: \_\_\_\_\_
- D. The applicant has filed the following in accordance with the Wetlands Protection Act (MGL c. 131, § 40), and/or the Town of Sturbridge Wetland Bylaws.
  - Notice of Intent seeking permission to conduct work within a wetland, water body or resource area
  - Request for Determination seeking permission to conduct work within a buffer zone to a wetland, waterbody or resource area
  - Abbreviated Notice of Resource Area Delineation seeking to confirm the wetland resource area boundaries.
  - Request to amend an existing Order of Conditions for DEP File #300-\_\_\_\_\_
- E. Copies of the application may be examined at the Sturbridge Conservation Department, 301 Main Street, Sturbridge, MA. Times are available by appointment. Please call (508) 347-2506 for availability.
- F. Copies of the application may be obtained from either  the applicant: \_\_\_\_\_ or  the applicant's representative: \_\_\_\_\_, by calling telephone # \_\_\_\_\_ on the following days of the week: \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.

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**The Public Hearing for this application will be held in the Center Office Building, 301 Main Street, 2nd Floor on \_\_\_\_\_ at \_\_\_\_\_ pm.**

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Please note that while an option for remote attendance and/or participation is being provided to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. Members of the public who wish to participate remotely may listen and or watch the meeting may do so either online via the Town's on demand video broadcast, on cable television on channel 191, or dial into the meeting at 774-304-1455, enter 1428# for the meeting number and 12345 for the access code. (This phone number is only active for the public during public meetings). Specific information and the general guidelines for remote participation can be found on the Town's website at:

<https://www.sturbridge.gov/town-administrator/pages/how-access-virtual-meeting>.

**PLEASE NOTE: Notice of this Public Hearing will be published as follows:**

- In a local newspaper at least five days in advance of the hearing
- In the Town Hall at the Town Clerks office, not less than 48 hours in advance of the hearing
- On the Town's Meeting Calendar not less than 48 hours in advance of the hearing ([www.town.sturbridge.gov](http://www.town.sturbridge.gov))
- On the Conservation Commission webpage not less than 48 hours in advance of the hearing

You may contact the Sturbridge Conservation Commission Office (508) 347-2506 or the Department of Environmental Protection Central Regional Office at 508-792-7650 with questions in regards to the Notice of Intent application process or the Wetlands Protection Act.

Town Hall  
308 Main Street  
Sturbridge, MA 01566

508-347-2506  
(f) 508-347-5886