



Town of Sturbridge

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 _____

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 ¹Bylaw and its ²Regulations. (If more space is needed for narrative please attach separate page)

¹ Chapter 3.5 "Wetlands Protection"; Town of Sturbridge General Bylaws As Amended 2007

² Regulations Administering the Town of Sturbridge Wetlands Bylaw; Effective November 22, 2002, Revision 1 – effective February 17, 2004



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Project Type

- Landscaping
- Accessory to Residential Structure
- Agricultural
- Vegetation Removal
- Reconstruction of retaining wall within the 200-foot buffer zone
- Other: _____
- Exploratory Test Pits
- Driveway
- Utility

Buffer Zone only

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

Signature of Applicant _____

Signature of Owner (if different from Applicant) _____

Attached Plans

Name

Date

Also attached:

- Photographs
- Map showing property location