



**Town of Sturbridge
Conservation Commission**
Notice of Intent Application Coversheet/Checklist

RECEIVED

OCT 10 2023

CONSERVATION

Date 10/7/23

in all white cells completely

Parcel Address	59 Whittemore Rd	Applicant name	Kiernan + Sarah Wyllie
Assessors		Address	59 Whittemore Rd Sturbridge MA 01524
Map/Plat		Email	kwyllic@gmail.com
Book & Page	Deed Side 68442 Page 298	Phone	860-878-5319
Owner name	Kiernan + Sarah Wyllie	Representative	
Address	59 Whittemore Rd	Address	
Email	kwyllic@gmail.com	Email	
Phone	860-878-5319	Phone	

- Email: kwyllic@gmail.com

Wetland type	sf/cf affected	Relevant Perf. Standards	10. _____
Wetland type	sf/cf affected	Relevant Perf. Standards	10. _____
Wetland type	sf/cf affected	Relevant Perf. Standards	10. _____

in all white cells completely

State Form: NOI Form 3	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Engineered Plan	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Mailing to DEP	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Narrative	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Proof that all relevant perf. standards are met	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
TOPO Map identifying locus with scale	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
FIRM Map identifying locus with scale	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Natural Heritage Map with WH, PH, & VP data	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No Included? <input type="checkbox"/>
Delineation lines (backup material)	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Tax Form	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Fees	
★ Fee Transmittal form	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
★ Filing Fee Worksheet	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
★ Town portion of state filing fee	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
★ Sturbridge local filing fee \$ _____	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Abutter Information	
★ Certified abutters list (within 200')	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
★ Abutter notification form	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
★ Affidavit & proof -- bring to hearing	Present them at the hearing
Other Attachments, e.g.	
Confirmation of submission to NHESP	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Planting Plan	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Floodplain analysis	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Stormwater analysis	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Components of a Complete NOI Application

Components of a Complete NOI Application

Conservation Commission Wetland Permit Process

NOI	Process
1	Obtain a Certified list of all abutters within 200' of property lines from the Assessor's Office. <i>(may take 10 business days)</i>
2	Obtain a Tax Form Sign-Off by the Finance Department
3	Submit applications (see bullets below) by noon of the Tuesday deadline (16 days before the desired hearing): <ol style="list-style-type: none"> a. <u>To Sturbridge Conservation Commission</u>: 301 Main St., Sturbridge, MA 01566 <ul style="list-style-type: none"> • This coversheet (1 paper copy) • Complete application -- see the checklist on the other side of this page (2 paper copies and 1 pdf) <ul style="list-style-type: none"> • Plans must be stamped by an engineer if any component of the project requires engineering. • Checks b. <u>To Mass DEP Central Regional Office</u>: 8 New Bond Street, Worcester, MA 01606 <ul style="list-style-type: none"> • Complete application -- see the checklist on the other side of this page (1 paper copy) • Photocopy of the two state checks • Email a complete application to CERO_NOI@mass.gov c. <u>To DEP Lock Box</u>: Box 4062, Boston MA 02211 <ul style="list-style-type: none"> • Check for state portion of the state fee • Fee transmittal form
4	<i>Upon receipt of a complete application, the Conservation Agent will schedule a Public hearing/meeting.</i>
5	Once you are provided the date and time of the hearing, notify all abutters within 200' of the property line using the Town's "Notification to Abutters Form" by certified mail, certificate of mailing, or hand delivery with signatures 7 business days prior to the Hearing. (Present proof of notification prior to the beginning of the public hearing.)
6	<i>The Conservation Agent will place a legal ad in a local newspaper and the Applicant will be billed for the ad.</i>
7	Stake the project. 2 weeks in advance of the public hearing, stake all proposed structures, erosion control barriers, stormwater systems, etc. within Con Com jurisdiction. (See SWB Regulations)
8	<i>The Conservation Commission and/or Agent will perform a site visit before the public hearing to confirm existing conditions and proposed work. If you wish to be informed of the time of the visit, please contact the Con Com office.</i>
9	Attend the public hearing/meeting. The applicant or representative is required to provide proof of abutter notification (including Affidavit of Service), proof of legal advertisement, briefly present the project, and answer any questions about possible impacts on wetlands. At the end of the hearing, the Con Com will either: <ul style="list-style-type: none"> • Issue an <u>Order of Conditions</u> (OOC) approving or denying the project, or • Approve a continuation of the public hearing to allow time for additional information to be provided.
10	Receive and read the decision and understand the conditions. Contact the Con Com if you have any questions. Some conditions are temporary (such as maintaining erosion controls), and some are perpetual (such as maintaining restoration planting areas or limiting the use of fertilizers).
11	Wait-out the 10-Day appeal period. A decision of the Con Com can be appealed by MassDEP or by any abutter, applicant, or 10-citizen group within 10 business days of the decision.
12	Record the Order at the Registry of Deeds. Provide proof of recording to the Conservation office along with signed Certificates of Understanding.
13	Install MassDEP file number sign and erosion controls.
14	Schedule and attend a pre-construction site visit. Contact the Conservation office to schedule the site visit.
15	Execute the project. The project must be completed within 3 years, unless an extension of the permit is issued; extensions must be requested at least 30 days prior to the expiration of the permit.
16	Request a Certificate of Compliance (COC). Once the project is complete and all conditions have been satisfied, request a COC from the Conservation office by submitting at least: (1) DEP Form 8a, (2) a stamped as-built plan, and (3) a letter from the engineer stating that everything is in substantial compliance with the approved plans and OOC. The Con Com will perform a site visit to ensure compliance and will issue a COC if appropriate.
17	Record the Certificate of Compliance (COC) at the Registry of Deeds to remove the cloud from the title. Provide proof of recording to the Conservation office.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.



Sturbridge Conservation Commission

Notice of Intent

Sturbridge Wetland Bylaw Section 3.50

SCC File Number

A. General Information

1. Project Location:
59 Whittemore Rd
a. Street Address
Sturbridge
b. City/Town
01566
c. Zip Code
PID: 4034
d. Assessors Map/Plat Number
680-02938-059
e. Parcel /Lot Number
2. Applicant:
Kiernan + Sarah
a. First Name
Wyllie
b. Last Name
c. Organization
59 Whittemore Rd
d. Street Address
Sturbridge
e. City/Town
MA
f. State
01566
g. Zip Code
860-870-5319
h. Phone Number
i. Fax Number
Kpwyllic@gmail.com
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 (Attach with submittal from Filing Fee Worksheet):
Fee Paid



Sturbridge Conservation Commission

Notice of Intent

Sturbridge Wetland Bylaw Section 3.50

SCC File Number

6. General Project Description:

Addition of pool + fence, future barn, removal of old asphalt, grading up to 100' of isolated wetlands fence at 100' mark

7. Project Type Checklist:

- 1. [X] Single Family Home
2. [] Residential Subdivision
3. [] Commercial/Industrial
4. [] Dock/Pier
5. [] Utilities
6. [] Coastal engineering Structure
7. [] Agriculture (e.g., cranberries, forestry)
8. [] Transportation
9. [] Other:

8. Property recorded at the Registry of Deeds for:

Worcester CH# 244345 11437
a. County b. Certificate # (if registered land)
68442 288
c. Book d. Page Number

D. Signatures and Submittal Requirements

- 1. 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.
2. On a separate sheet, list the titles and dates for all plans and other materials submitted with this NOI.
3. If there is more than one property owner, please attach a list of these property owners not listed on this form.
4. Include the Town of Sturbridge Notice of Intent Application Checklist Signatures and Submittal Requirements
5. 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. The Commission will provide legal advertisement to the applicant and it is the applicants requirement to post in accordance to the applicable Sturbridge Bylaw and/or supporting regulations. I further certify under penalties of perjury that all abutters were notified of this application. Notice must be made by Certificate of Mailing or in writing by hand delivery or certified mail (return receipt requested) to all abutters within 200 feet of the property line of the project location.

1. Signature of Applicant [Signature] date 10/4/22

2. Signature of Property Owner (if different) _____ date

3. Signature of Representative (if any) _____ date



Town of Sturbridge

Conservation Commission

STURBRIDGE CONSERVATION COMMISSION AFFIDAVIT OF SERVICE

Under the Town of Sturbridge Wetland Bylaw, I Kiernan Wylke, 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)

Kiernan Wylke
(Name of applicant-printed or typed)



Town of Sturbridge

Barbara A. Barry, Finance Director

Department/Board/Committee: _____

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

Property Owner: Kiernan P. Wyllie

Property Location: 59 Whittemore Road

The license/permit may be released.

The license/permit may not be released.

Neegan Sacha
Finance Department

Date 10/3/23

STURBRIDGE WETLANDS PROTECTION BY-LAW AND REGULATIONS

WETLANDS FILING FEE CALCULATION WORKSHEET

Application Type	Qty	Town Filing Fee	TOTAL
Notice of Intent (NOI):			
Residential – Single Family:			
Accessory (Deck, Shed, Pool Septic)	<u>2</u>	\$150	<u>300⁰⁰</u>
Shoreline Work	_____	\$150	_____
New Construction	_____	\$300	_____
Residential – Other:			
Subdivision/Multi-Unit	_____	\$750	_____
Commercial/Industrial:			
New	_____	\$1500	_____
Redevelopment	_____	\$1000	_____
Limited Project (as defined in SWB & WPA)	_____	Equal to full WPA fee	_____
Alterations – located within Riverfront Area	_____	Additional 50% of Fee	_____
Application filed after Enforcement Order		Double the Municipal fee	_____
Request for Amended Order of Conditions	_____	50% of initial fee	_____
Request for Determination of Applicability (RDA):			
No Wetland Boundary Confirmation Residential:	_____	\$100	_____
No Wetland Boundary Confirmation All Other:	_____	\$200	_____
For Wetland Boundary Confirmation File ANRAD or NOI			
Abbreviated Notice of Resource Area Delineation (ANRAD):			
Residential – Single Family:	_____	\$100	_____
All Other:			
Base Review	_____	\$300	_____
Resource Area Boundary			

Certificate of Compliance (COC):

Residential:

Single Family _____ \$50 _____

Subdivision or Multi-Unit _____ \$150 _____

Commercial or Industrial: _____ \$150 _____

If Order of Conditions has Expired _____ Add an additional \$150 _____

OOE Extension Request _____ \$50 _____

Emergency Certification _____ \$50 _____
(NOI may be required to be filed following issuance of Emergency Cert)

Local Bylaw Fee (includes Town Filing Fee) \$ _____

State Filing Fee (from DEP Wetland Transmittal Form) \$ _____

Total Payable to "Town of STURBRIDGE" \$ 300 _____

*Additional Consultant Fee may be required for reasons which may include:

- Significant amount of wetland impact;
- Extensive resource areas on a site;
- Lack of information supplied;
- Incomplete plans, reports, forms submitted;
- Supplemental information submitted.

Greetings Conservation Commission,

My name is Kiernan Wyllie. My wife Sarah and I are the owners of 59 Whittemore Rd Sturbridge, Ma.

Below is the narrative of our intended project.

The following proposal will include: a pool/patio/fence, a future barn (within the next 3 years), leveling the back yard up to 100 feet from the isolated wetlands so our children and dogs can have a backyard to play in, removing an old asphalt road that encroaches on the isolated wetlands (to preserve the area for wildlife) as well as putting in a perimeter fence up to 100 feet of the wetlands to keep our dogs within the yard. We plan to preserve the 100 feet to the isolated wetlands as well as the wetlands for nature and wildlife to enjoy. Additionally, we plan to grade the backyard up to 100 feet of the isolated wetlands to prevent future water and erosion issues. Our current backyard has a fairly steep drop off and we would like to fix this as soon as possible to preserve the current wetlands.

Thank you for considering our request we look forward to meeting everyone involved.

The Wyllies



Town of Sturbridge

Conservation Commission

Notification to Abutters

under the MA Wetlands Protection Act and the Town of Sturbridge Wetland Bylaw Regulations

In accordance with the second paragraph of Massachusetts General Laws, Chapter 131, § 40, as well as the Town of Sturbridge Wetland Bylaw, 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: Kiernan + Sarah Wyllie
- B. The address of the lot(s) where the activity is proposed is: 59 Whittemore Rd
- C. The nature of the activity proposed includes: Pool + Grading up to 100' of isolated wetlands
- 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. Cancel Swamp location removing old pavement Fence at 100' mark
 - 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-_____

The Public Hearing for this application will be held in person and remotely via GoTo Meeting at the Center Office Building, 301 Main Street, 2nd Floor

Date and Time of Hearing: _____

Public Hearing can be accessed remotely:

- From your computer using: _____ or
- From your phone: +1 872 240 3212, followed by the access code _____

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. Please note that meetings can also be watched either online via the Town's on demand video broadcast or on cable television on channel 191, however, there is no public participation through these options.

PLEASE NOTE: Copies of the application and related materials including agendas and staff notes can be found here:

- <https://www.sturbridge.gov/conservation-commission/pages/meeting-calendar-and-documents>

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 application process or the Wetlands Protection Act.

