



TOWN OF BREWSTER
NATURAL RESOURCES DEPARTMENT
1657 MAIN STREET
BREWSTER, MA 02631
PHONE: (508) 896-4546
FAX: (508) 896-8089
CONSERVATION@BREWSTER-MA.GOV

OFFICE OF
CONSERVATION COMMISSION

Brewster Wetlands Protection By-law

ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION (ANRAD)

The state form, "Abbreviated Notice of Resource Area Delineation" is available online at:
<https://www.mass.gov/lists/wetlands-permitting-forms> If you would like a print copy of the form,
please telephone the Conservation Commission at
(508) 896-4546.

Brewster Wetlands Protection By-law Section - Please complete each applicable form in this package along with the above referenced state form application. Submit all completed forms, materials, plans, and a check, made payable to the Town of Brewster, to the Conservation Department so that your filing, under the MA Wetlands Protection Act and the Brewster Wetlands Protection By-law, will be complete.

Contents: Brewster Wetlands Protection By-law Abbreviated Notice of Resource Area Delineation (ANRAD)

1. Policy for Plans used for Wetlands Permitting
2. ANRAD Consultant File Review policy
3. ANRAD Filing Checklist
4. Brewster Wetlands Protection By-law Notice to Abutters
5. Filing Fee Transmittal Form
6. Site Access Authorization Form



TOWN OF BREWSTER
NATURAL RESOURCES DEPARTMENT
1657 MAIN STREET
BREWSTER, MA 02631
PHONE: (508) 896-4546
FAX: (508) 896-8089
CONSERVATION@BREWSTER-MA.GOV

OFFICE OF
CONSERVATION COMMISSION

Policy for Plans used for Wetlands Permitting

Adopted 11/26/02, Amended 7/6/11

Plans shall be submitted at a scale of 1 inch equals 20 feet, unless prior approval is given by the Conservation Commission and/or the Conservation Administrator. Plans shall provide a proper and clear identification of resources and any details necessary to adequately describe the proposed activity.

The Following plans shall be submitted with the proper certifications as listed below:

Construction Documents:

Engineering Design	Professional Engineer (PE)
Site Plans including all new home construction	PE and Professional Land Surveyor (PLS)
Plot Plans with no engineering	PLS
Subsurface Sewer Design over 2000 gpd	PE
Subsurface Sewer Design under 2000 gpd	PE or Registered Sanitarian
Docks, Stairways, or retaining walls over 3 feet in height	PE
Landscape / Planting Plans	Conservation Commission Discretion



TOWN OF BREWSTER
NATURAL RESOURCES DEPARTMENT
1657 MAIN STREET
BREWSTER, MA 02631
PHONE: (508) 896-4546
FAX: (508) 896-8089
CONSERVATION@BREWSTER-MA.GOV

OFFICE OF
CONSERVATION COMMISSION

Abbreviated Notice of Resource Area Delineation File Review

For applicants filing Notices of Intent and Abbreviated Notices of Resource Area Delineation, the Conservation Commission shall determine an appropriate consultant fee, if necessary, to be deposited in an account that the Conservation Administrator may draw upon to hire outside experts to assist in project review. The fee amount shall be determined by the Commission and shall be dependent on the nature of the project, proximity to resource areas, and extent of the work to be completed.

The services provided for this initial consultant fee include the following:

- Review of application and plan;
- Site inspections;
- Resource Area identification; confirmation of delineation or analysis as to why the delineation cannot be confirmed;
- Evaluation of submitted materials and whether additional information or documentation is necessary; contact with applicant and/or his representative regarding these deficiencies or additional materials;
- Determination of resource area values applicable to the project;
- Identification of possible questions or issues the Commission may wish to explore;
- Written report to the Commission by 3 p.m. on the Thursday prior to the date for which the proposal is scheduled for a hearing.

The consultant fee is used to offset the cost of review and all mileage and materials necessary.

Should a larger or more complex project require additional expenditure, the consultant shall send written notification to the Commission explaining the reasons additional fees are necessary.



TOWN OF BREWSTER
NATURAL RESOURCES DEPARTMENT
1657 MAIN STREET
BREWSTER, MA 02631
PHONE: (508) 896-4546
FAX: (508) 896-8089
CONSERVATION@BREWSTER-MA.GOV

OFFICE OF
CONSERVATION COMMISSION

Abbreviated Request for Resource Area Delineation (ANRAD) Filing Checklist

Before you submit your Abbreviated Request for Resource Area Delineation to the Conservation Commission and other applicable agencies, please complete and sign this check-list, showing that you understand and have completed all of the forms and procedures required for the ANRAD filing. The Conservation Commission will not open the hearing if the filing is not complete.

The Conservation Commission requires **one (1) electronic copy and three (3) paper (hard) copies of the ANRAD and plans** for each filing. Include each item of the application, with pages numbered consecutively and in the order designated on this checklist. Staple these pages together, and attach the plan or plans with a paper clip. All of the pages and plan represent one copy of the application. **The Conservation Commission members now require only plans and a narrative, and not the full ANRAD. Please send ten (10) plans and narrative, stapled to the plan.**

Unless a digital application was submitted to the Massachusetts Department of Environmental Protection, one complete paper copy of the NOI should be sent by US Certified, Return Receipt Mail, to the DEP Southeast Regional Office, 20 Riverside Drive, Lakeville, MA, 02347. Submit the Certified Receipt Postal Service Form 3800 to the Conservation Commission.

Submit only ONE copy of this checklist to the Conservation Department.

Components of the Application

- ☐ 1. Contact the Brewster Assessors' Office to provide to you a certified abutter's list and a photocopy of the appropriate section of the Town of Brewster Assessors' Map, showing the property of your project and all abutting properties required for a legal wetland filing under the Brewster Wetlands By-law. This list will provide the names of all direct abutters to the property (first abutters), all that abut the first abutters (second abutters) if they are within 300 feet of the lot lines of the property, and lot(s) directly across the street from your lot. The street is the first abutter and lots directly across, second abutters.

If abutters are in another town, obtain a certified list of these abutters from the assessors' office in that town, and submit it and the appropriate assessors' map in the application also.
- ☐ 2. Notify all abutters on the list of your proposed project on the "Notice to Abutters" form letter, by certified, return receipt mail before or on the day of filing, and submit the Certified Mail Receipts (Form 3800) as part of the filing. Submit the Certified Mail Receipt of the application sent to the DEP and, if applicable, the MA Division of Fisheries and Wildlife's Natural Heritage & Endangered Species Program. Submit the US Postal Service Form 3811 at the hearing.
- ☐ 3. Complete and include all applicable sections of the ANRAD (WPA Form 4A).
- ☐ 4. Include MA Department of Environmental Protection (DEP) State Appendix G. Field Data Form(s) for bordering vegetated wetlands and other indicators of wetland

hydrology. Submit one form for each area tested; one form for the wetland area and one for upland.

- ☐ 5. Include a photocopy of an 8" by 10" section of the appropriate United States Geological Survey (USGS) Quadrangle Map clearly showing the location of the project.
- ☐ 6. Calculate the state DEP filing fee on the DEP Wetland Fee Transmittal Form and include it with the application. Send the form with a check or money order for the state share, to the DEP Lock Box. Include a copy of the fee transmittal form and the check in the filing.
- ☐ 7. Calculate the town filing fee on the Brewster WP By-law Fee Transmittal Form, and add the consultant advisory fee of \$250, advertising fee of \$10, and the town portion of the state fee in the area provided. Include this with the application. The town filing fee equals \$1 per linear foot of delineated Bordering Vegetated Wetland, with a maximum of \$100 for a single family house project and a maximum of \$1,000 for any other project. The same fee schedule applies to delineations of other resource areas.
- ☐ 8. Include one check or money order for the total amount designated on the Brewster WP By-law Transmittal Form.
- ☐ 9. Include a clear, comprehensive narrative, describing all aspects of the property.
- ☐ 10. Include a copy of the "Notice to Abutters" form letter.
- ☐ 11. Include a professional site plan, scale, 1" = 20", clearly showing:
 - In color, the wetland line (green), fifty foot buffer zone (red) and one hundred-foot buffer zone (dark blue) delineations,
 - wetland flags numbered to correspond with each Field Data Form,
 - topography (minimum 2 foot), contour line and spot elevation,
 - the insignia of the applicable professional(s) who designed the plan, in compliance with the

Brewster Conservation Commission Policy for Plans for Wetlands Permitting of 3/8/05.
All site plans; original and revised, shall show the wetland and buffer zones in color.
- ☐ 12. If the lot is an undeveloped, secluded, or otherwise unidentifiable area, identify the lot on the plan by the number of the nearest telephone pole or the nearest road intersection. If there is no pole on the lot, describe the lot's proximity to the nearest; for example, "the lot is twelve feet east of telephone pole no.167".
- ☐ 13. Fold each plan separately, right side out with title visible, and attach it to each copy of the application.
- ☐ 14. Include signed Site Access Authorization Form
- ☐ 15. Properly stake and flag the project site to identify all wetland and buffer zone boundaries, prior to the day of filing.
 - Clearly identify all stakes and flags in the field, showing the one hundred foot and 50 foot buffer zones and all wetland areas.
 - Designate each wetland type on the flag as "BVW" (bordering vegetated wetland), "TOB" (top of bank), "LSF" (land subject to flooding), etc.

Conservation Commissioners and Department staff will inspect the site.

Unless a holiday interferes, the filing deadline for all applications is noon on the Thursday at least ten (10) business days before the hearing. The hearing must be advertised in a local newspaper (at this time, the Cape Codder Newspaper) no less

than five business days before a hearing. When a holiday interferes with the Friday production, the newspaper will notify the town of its earlier submittal deadline.

Additional information or revised plans for continued hearings must be submitted no later than Monday at 4:00 PM, eight (8) days prior to the hearing. Submit a digital copy plus twelve (12) hard copies, and paper clip documents to the folded plan with the plan title on the outside.

I, _____, confirm that this application is complete. Environmental consultant/engineer/surveyor

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
WPA Form 4A – Abbreviated Notice of Resource Area Delineation
Massachusetts Wetlands Protection Act M.G.L. c.131 s. 40

Brewster Conservation Commission
Brewster Wetlands Protection By-law Ch. 172

Notice to Abutters on Filing "Abbreviated Notice of Resource Area Delineation"

Date: _____

To: Abutters of property located at: _____

Assessors' Map_____, Parcel_____, Formerly Map_____, Parcel_____

From: _____, Applicant

Owner of Property: _____

In accordance with the requirements of G.L c. 131, §40, Massachusetts Wetlands Protection Act and Section 5, the Town of Brewster Wetlands Protection By-law, this is notification to you that a filing has been submitted to the Brewster Conservation Commission on behalf of the applicant, requesting the Conservation Commission's determination as to boundaries of resource area(s), at the above captioned location.

The information and plans for the project may be reviewed between 8:30 AM and 4:00 PM, Tuesday through Thursday, at the Conservation Department, Brewster Town Offices, 1657 Main Street. Electronic copies may be requested as an alternative.

A public hearing will be held Tuesday,_____, 20_____.

Until further notice, due to the Covid pandemic, meetings will be held by remote participation. Hearings begin at 6:00 PM. The hearing notice will be publicized in the Cape Codder Newspaper no less than five (5) days prior to the hearing. If you have any questions, please call the Brewster Conservation Department at 896-4546, between the hours of 8:30 AM and 4:00 PM.

Sincerely,

Representative for Applicant

**Code of the Town of Brewster
Wetlands Protection By-law Chapter 172
Abbreviated Notice of Resource Area Delineation
Wetlands Fee Transmittal Form**

The town fee is calculated as follows for each Resource Area Delineation included in the ANRAD (check applicable project type):

Bordering Vegetated Wetland:

- | | | | | |
|--------------------------|---|----------------------|------------------|------------------------------------|
| <input type="checkbox"/> | 1. single family _____
house project | a. linear feet _____ | x \$1.00 = _____ | b. Total fee not to exceed \$100 |
| <input type="checkbox"/> | 2. all other _____
projects | a. linear feet _____ | x \$1.00 = _____ | b. Total fee not to exceed \$1,000 |

Other Resource Area (e.g., bank, riverfront area, etc.):

- | | | | | |
|--------------------------|---|----------------------|------------------|------------------------------------|
| <input type="checkbox"/> | 3. single family _____
house project | a. linear feet _____ | x \$1.00 = _____ | b. Total fee not to exceed \$100 |
| <input type="checkbox"/> | 4. all other _____
projects | a. linear feet _____ | x \$1.00 = _____ | b. Total fee not to exceed \$1,000 |

Total BWP By-law fee (calculated above): _____

Advertising fee (\$10): _____

Town portion of state fee (calculated in WPA form 4a): _____

Total paid to the Town of Brewster: _____



TOWN OF BREWSTER

CONSERVATION COMMISSION

SITE ACCESS AUTHORIZATION FORM

Date: _____

Project: _____

Location: _____

Property Owner: _____

I (we) hereby authorize the individual members of the Brewster Conservation Commission and its agents to enter upon the referenced property for the purpose of gathering information regarding the application filed with the Commission pursuant to the Wetlands Protection Act (M.G.L. Ch 131, s. 40) and/or the Brewster Wetlands Protection Bylaw (Chapter 172).

Additionally, if an Order of Conditions is issued for the project, I (we) grant permission for Commission members and the Commission's agents to enter the above referenced property for the purpose of inspecting for compliance with the Order of Conditions. This site access authorization is valid until a Certificate of Compliance is issued by the Conservation Commission.

Authorized Signature: _____ Date: _____

Please Print Name: _____

If other than owner, please state whether tenant, agent, or other:

Mailing Address: _____

Phone: _____ Email: _____

Cell: _____ Fax: _____