

WELLESLEY WETLANDS PROTECTION COMMITTEE
APPLICANT'S CHECKLIST FOR SUBMISSION OF AN
ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION (ANRAD)

A. USE THE FOLLOWING FORMS AND INFORMATION:

- Abbreviated Notice of Resource Area Delineation (WPA Form 4A; Wellesley rev. 10/31/07)
- ANRAD Fee Transmittal Form (Wellesley rev. 10/31/07)
- Instructions for Completing ANRAD Form 4A (rev. 10/31/07)
- Abutter Notification Form (4/10/07)
- Affidavit of Service Form (5/24/07)
- List of abutters and assessors map (the NRC secretary will prepare this for you prior to filing)
- Assessor's Map and Parcel numbers; Norfolk Registry of Deeds book and page numbers
- Locus Map (may be obtained from NRC secretary)
- Plans and supporting information (details depend upon the site)
- Request for Waiver of Time Requirement (if ANORAD filed more than 21 days before meeting)

Many of the above forms have been modified for use in Wellesley and can be picked up at the NRC Office (Lower Level, Town Hall) or downloaded from the Wetlands Protection Committee's website:
http://wellesleyma.virtualtownhall.net/Pages/WellesleyMA_NRC/wetlands/index

B. PREPARE THE ANORAD APPLICATION PACKAGE AS FOLLOWS:

- Following the Instructions for Completing ANORAD (referenced above), fill out form
- Complete the ANRAD Fee Transmittal Form
- Prepare three checks for the filing fees, as follows:
 1. State portion of Wetlands Protection Act fee, made out to "Commonwealth of Massachusetts"
 2. Town portion of Wetlands Protection Act fee, made out to "Town of Wellesley"
 3. Town Bylaw fee, made out to "Town of Wellesley," noting "bylaw fee"
- Mail one copy of the ANRAD Fee Transmittal Form, with state check, to:
Department of Environmental Protection, Box 4062, Boston, MA 02211
- Fill out Abutter Notification form and mail to each abutter, by
 1. Certified Mail, Return Receipt Requested, or
 2. Hand delivery, with a signed acknowledgement of their receipt (to submit at the hearing)
- Fill out and sign Affidavit of Service form
- Mark project site on Locus Map

C. MAKE NINE (9) COPIES OF THE APPLICATION PACKAGE, INCLUDING THE FOLLOWING:

- ANRAD Form, completed and signed
- ANRAD Fee Transmittal form and photocopies of three application fee checks
- Cover letter, including narrative
- Plans and supporting information
- Copy of completed Abutter Notification form and Affidavit of Service form
- Abutter List and Assessor's Map
- Locus Map

D. MAIL/HAND-DELIVER APPLICATION PACKAGE BY FILING DEADLINE (LISTED ON WEBSITE):

- Seven (7) copies (original and six copies) of completed application package, including Wellesley application checks (State and Bylaw), to the Wetlands Protection Committee, Town Hall
- One (1) copy of the application package to:
DEP Northeast Region, 205 B Lowell Street, Wilmington, MA 01887.
- Keep one (1) copy for your files.

E. HEARING DATE AND TIME: Hearings are held once every three weeks. After your application has been received, you will be mailed a notification of your hearing's date and time. A legal notice will appear in the Wellesley Townsman at least one week prior to your hearing. You (or your representative) should plan to attend the hearing to explain your proposal to the Committee.

F. FOR ADDITIONAL INFORMATION, please visit the Wetlands Protection Committee's website at: http://wellesleyma.virtualtownhall.net/Pages/WellesleyMA_NRC/wetlands/index, email the Wetlands Administrator, Jane Sears Pierce at jpierce@wellesleyma.gov, or call 781-431-1019, x2294.