

**WETLANDS PROTECTION COMMITTEE**

888 Worcester St., Suite 160, Wellesley, Massachusetts 02482-5918

**Requirements for submittal of an Abbreviated Notice of Resource Area Delineation**

Completed, signed and dated WPA Form 4A, Abbreviated Notice of Resource Area Delineation (ANRAD)

Completed Abutter Notification Form

Proof of Abutter Notification (proof of mailing may be submitted at the first session of the hearing)

Completed Affidavit of Service Form

Copy of Abutters list

Locus map with project site marked

Check made payable to the Town of Wellesley with appropriate ANRAD filing fee

Explanation of how the filing fee was calculated under the bylaw

Stormwater Management Report

Full size site plan **with a legend** on a white background clearly showing the following:

- Site boundaries
- Existing site conditions
- Applicable Bylaw Resource Area Boundaries
- Topography with 1- or 2-foot contours
- Scale between 1" = 10' and 1" = 50'
- Prepared by a Registered Land Surveyor
- Stamped and signed by a Professional Land Surveyor

Detailed narrative of the existing site

Certification from the Wetland Scientist responsible for the Wetland Delineation including the following:

- Delineation date
- Basis for the delineation
- Quantitative field data sheets for upland and wetland plots
- Statement that flags on site plan are correct

Any additional supporting information including photographs or engineering calculations

Submit the following complete application packages to the NRC office before the deadline\*:

- One (1) Original (paper)
- One (1) Copy (paper)
- One (1) USB Flash Drive
- One (1) PDF or Download link (electronic) to [nrc@wellesleyma.gov](mailto:nrc@wellesleyma.gov) AND [jmeyer@wellesleyma.gov](mailto:jmeyer@wellesleyma.gov)**

The local newspaper (Wellesley Townsman or MetroWest Daily News) will bill the applicant directly for the required legal notice. The NRC Office staff will place the legal notice in the paper.

**\*Note:** Wetlands hearings are typically held every three weeks. Application deadlines and meeting dates are posted on the Wetlands Protection Committee (WPC) website at [wellesleyma.gov/DocumentCenter/View/1159](http://wellesleyma.gov/DocumentCenter/View/1159). Please contact Wetlands Administrator, Julie Meyer at [jmeyer@wellesleyma.gov](mailto:jmeyer@wellesleyma.gov) for further information. The applicant and/or applicant's representative should plan to attend the hearing to present the proposed work to the Committee.