



TOWN OF HINGHAM CONSERVATION COMMISSION

APPLICATION CHECKLIST ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION (ANRAD)

The following instructions and submittal requirements should be used when submitting an Abbreviated Notice of Resource Area Delineation to the Conservation Commission under the MA Wetlands Protection Act and Hingham Wetlands Protection Bylaw. Please also refer to the DEP [Instructions for Completing WPA Form 4A](#). Submit two (2) copies of the following, unless otherwise specified, to the Conservation office, and one electronic copy of the complete application to conservation@hingham-ma.gov

- DEP WPA Form 4A: [WPA Form 4a Abbreviated Notice of Resource Area Delineation](#)
- Two (2) separate checks for the following fees: [Town of Hingham Wetlands Protection Bylaw fee](#) and [MA Wetlands Protection Act local filing fee](#)
 - *Payable to Town of Hingham*
 - *Please redact bank account information from photocopies*
 - *Note, a public legal notice is prepared and submitted by staff; the newspaper will invoice the applicant*
- A copy of the Certified Abutters List and the [‘Notification to Abutters Form’](#)
 - *To request a Certified Abutters List please submit [Request for Certified Abutters List](#) or contact the Conservation office*
 - *Abutters must be notified by hand delivery, certified mail-return receipt requested, OR certificates of mailing at least 7 days prior to the hearing date*
 - *Certified mail receipts or certificate of mailing receipts shall be submitted to the Conservation office with the application or presented to the Commission at the beginning of the public hearing*
- [‘Affidavit of Service’ Form](#) attesting abutters were notified in accordance with 310 CMR 10.05(4) and the Hingham Wetland Regulations, §7.5
 - *Abutters within 100 feet of a property line where work is proposed for inland projects*
 - *Abutters within 300 feet of a property line where work is proposed for coastal projects*
- A brief narrative describing the property location, delineated resource areas, methodology used for delineation, and site photos
- Project plans that are prepared, signed, and stamped by a registered professional engineer (PE) or other registered professional, as required by the Conservation Commission, and include the following information (hard copies must be printed to scale):
 - *The date the delineation was completed*
 - *Location of all known resource areas, including sequentially numbered flags*
 - *50 and 100 foot buffer lines from resource areas*
 - *200 foot Riverfront Area line, if applicable*
 - *FEMA Floodplain boundaries, if applicable*
- Proof of mailing the complete ANRAD to the MA Department of Environmental Protection, Southeast Regional Office: 20 Riverside Drive, Lakeville MA, 02347 (certified mail receipt from the post office) or proof of electronic filing (eDEP Transaction Number)
- The Conservation Commission’s [Policy on Receipt of Information](#)
- Optional - [Voluntary 21 Day Waiver](#)