

Abbreviated Notice of Resource Area Delineation (ANRAD) Filing Instructions

It is recommended that you hire a wetland scientist, landscape planner, or an engineer to assist you with preparing the permit application.

All required application materials must be delivered by mail or in person to the Conservation Commission at Halifax Town Hall.

- An electronic copy of all required application materials must also be emailed to the Conservation Commission.

Step 1: Fill out the Abbreviated Notice of Resource Area Delineation (ANRAD) Permit Application WPA Form 4A:

- Abbreviated Notice of Resource Area Delineation (ANRAD) Application Paper Form (WPA Form 4A): <https://www.mass.gov/doc/wpa-form-4a-abbreviated-notice-of-resource-area-delineation-0/download>
- DEP Notice of Intent Application Instructions:

Step 2: Certified List of Abutters:

- Obtain a certified list of abutters from the Halifax Assessors Office.
 - Applicant or representative is responsible for notifying abutters.
 - Green cards or Proof of Mailing from the USPS may be dropped off at or mailed to the Halifax Conservation Commission.

Step 3: Submit the Following Application Materials to the Town of Halifax Conservation Department: Plan your submission date based on the hearing schedule.

- **Applications are due by 11am on Monday, 15 days in advance of the Commission's meeting.**
 - The Conservation Commission holds meetings on the 1st and 3rd Tuesday each month.
 - Applications are due by 11am on Monday, 15 days in advance of the Commission's meeting. https://www.halifax-ma.org/sites/g/files/vyhlif4496/f/uploads/2023_concom_meeting_schedule_revised_05.10.23.pdf
- Applications must generally include a plan certified by a registered professional engineer or land surveyor.
 - *It is recommended that you hire a wetland scientist, landscape planner, or engineer to assist you with preparing the permit application.*

- **ANRAD Application Submission Requirements:**
 - **Abbreviated Notice of Resource Area Delineation (ANRAD) Application:**
 - **Two (2) paper copies** delivered to the Conservation Commission at Halifax Town Hall.
 - **One (1) digital copy** emailed to the Conservation Commission.
 - Signed WPA Form 4A – Abbreviated Notice of Resource Area Delineation (ANRAD) Application.
 - ANRAD Wetland Fee Transmittal Form and Check.
 - Check to ‘Town of Halifax’ (*see filing fees for amounts*) town fee plus town’s portion of state fee.
 - Check to “Town of Halifax” for \$45.00 for legal advertisement.
 - Copy of certified abutters list and proof of notification.
 - Priority & Estimated Habitat Map (no USGS map).
 - DEP BVW Delineation field data forms.
 - **Project Narrative:** (*Must include*).
 - **Two (2) paper copies** delivered to the Conservation Commission at Halifax Town Hall.
 - **One (1) digital copy** emailed to the Conservation Commission.
 - Include owner info, address, parcel id and date.
 - Resource area description & delineation details. (*If Applicable*)
 - Executive summary of existing & proposed conditions with closest point of disturbance to Bordering Vegetated Wetlands (BVW). (*If Applicable*)
 - Construction sequencing & staging plan. (*If Applicable*)
 - **Plan Set @ 1”=10’ or 1”=20’:** (*Must include*)
 - **Two (2) FULL SIZE paper copies** delivered to the Conservation Commission at Halifax Town Hall
 - **One (1) digital copy** emailed to the Conservation Commission.

PLEASE NOTE – Plans MUST indicate the following information, or the filing will not be considered complete: (*If Applicable*)

- Title block with applicant’s name, project address, map-block-lot, scale, and date.
- Wetland Boundaries, 50’ Buffer & 100’ Buffer
- Existing Conditions and Proposed Work.

- Parcel lines, easements, structures, pavement, edge of lawn, canopy tree line.
- Topography and grading (if relevant to the proposed project).
- Septic system, stormwater, and drainage infrastructure.
- Limit of work, erosion controls, and topsoil stockpile area.
- Closest distance point of disturbance to wetland area.

Step 4: Submit your Application to the Department of Environmental Protection:

- One copy of the entire submission (described above) along with photocopy of the checks submitted to the Town and the State to:
 - DEP SE Regional Office, 20 Riverside Drive, Lakeville, MA 02347.
- Send original check for state fee and copy of Wetlands Fee Transmittal Form to:
 - DEP, Box 4062, Boston, MA 02211.

Step 5: You will be Given a Hearing Date and Time:

- By submitting a complete ANRAD application (see items listed in Step 3), you will be scheduled to attend the next available public hearing.
- Incomplete applications will not be accepted by the Conservation Office.
- **The applicant or their representative must be present at the scheduled public hearing.**

Step 6: Notify Abutters:

- **Once you have been informed of the date and time for the hearing**, you shall notify abutters in accordance with the provisions of 310 CMR 10.05(4)(a).
 - Please contact the Assessor's Office for a complete list and **be sure to include the exact time and date of the hearing on this form.**
 - The applicant must present either the certified mail or certificate of mailing receipts for all abutters before the public hearing.

Step 7: Attend a Public Hearing:

- Applicant/representative must present the proposed project to the board and answer questions.

Step 8: Receive an Order of Conditions (OOC) and READ IT:

- If you have any questions, contact the Conservation Department.
- Whether a permit is issued or denied, any abutter, the applicant, or a 10-citizen group may follow separate provisions for appealing the decision under the Wetlands Protection Act.

Step 9: Record Order of Conditions at Plymouth County Registry of Deeds:

- Applicant/Representatives will bring the Order of Conditions to be recorded at the Plymouth County Registry of deed.
- Applicant/Representative will return to the Conservation Office “Proof of Recording”.
- A local filing fee of \$75 is also required, made payable to the “Town of Halifax”.

Pre and Post Construction Reminders:

- Contact the Conservation Department to schedule a pre-construction site visit/meeting.
 - Complete the work within 3 years or request an extension 30 days prior to expiration of the permit.
 - Request a Certificate of Compliance from the Conservation Commission
 - Once approved and signed, record it at the Plymouth County Registry of Deeds.
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- **MassDEP Language Translation Assistance** <https://www.mass.gov/info-details/massdep-language-translation-assistance>