

## **Form 4A - Abbreviated Notice of Resource Area Delineation (ANRAD)**

Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, Section 40)

# **Instructions for Completing Application Form 4A - Abbreviated Notice of Resource Area Delineation (ANRAD)**

*Please read these instructions before completing the Abbreviated Notice of Resource Area Delineation application form (WPA Form 4A) for more information on certain items that are not self-explanatory.*

### **Introduction**

The Abbreviated Notice of Resource Area Delineation, WPA Form 4A, (ANRAD) serves two purposes under the Wetland Protection Act. First, the ANRAD provides a procedure for an applicant to confirm the delineation of a Bordering Vegetated Wetlands (BVW). If an ANRAD is filed for a BVW delineation, confirmation of other resource areas may also be requested provided the other resource area boundaries are identified on the plans which accompany the BVW boundary delineation. The second purpose of the ANRAD is to serve as the application for Simplified Review for projects in the Buffer Zone.

The filing of an Abbreviated Notice of Resource Area Delineation is optional. However, any work within an area subject to the jurisdiction of the Wetlands Protection Act may not proceed until either a Negative Determination of Applicability or a final Order of Conditions has been issued by the Conservation Commission or the Department of Environmental Protection. If an applicant is uncertain as to whether the Wetlands Protection Act applies to a particular area of land or to specific work planned on a particular area of land, he or she may file a Request for Determination of Applicability, RDA, (WPA Form 1) instead of WPA Form 4A. Also, an applicant may file a Notice of Intent, NOI, (WPA Form 3) or, in limited circumstances, an Abbreviated Notice of Intent (WPA Form 4) and, as part of that permitting process, seek confirmation from the Conservation Commission of delineated wetland resource area boundaries.

The applicant is responsible for providing the information required for the review of this application to the issuing authority (Conservation Commission or the Department of Environmental Protection). The submittal of a complete and accurate description of the site and project will minimize requests for additional information by the issuing authority which may result in an unnecessary delay in the issuance of an Order of Resource Area Delineation.

Applications for Simplified Review must certify that the project design meets all of the eligibility criteria in Section D of the ANRAD. Applicants seeking a boundary delineation, but who have yet to complete project design, may still apply for Simplified Review provided they can certify that the project, when constructed, will comply with the Section D eligibility criteria. Applicants who certify eligibility are not required to proceed to construction. If plans change and the project no longer meet certification requirements for Simplified Review, the project may be reviewed as part of a NOI or a RDA. Applicants who complete Section D, and are not subject to the Stormwater Policy, may proceed to construct their project in accordance with the eligibility criteria without further consultation with the conservation commission. If the project is subject to the Stormwater Policy, the project must meet the Section D eligibility criteria and receive concurrence from the conservation commission that their stormwater plan meets the state Stormwater Policy. Subsequent filing of stormwater plans seeking conservation commission concurrence requires an amendment to the prior ORAD.

The issuing authority also may require that supporting materials be prepared by other professionals including, but not limited to a registered landscape architect, registered land surveyor, environmental scientist, geologist, or hydrologist when the complexity of the proposed work warrants specialized expertise.

To complete this form, the applicant should refer to the Wetlands Protection Act regulations (310 CMR 10.00) which can be obtained from the Department's web site at [www.mass.gov/dep](http://www.mass.gov/dep). Regulations are available for viewing at public libraries and county law libraries across the state, as well as at the

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Department's Regional Service Centers. Regulations also are available for sale from the State House Bookstore (617.727.2834) and State House Bookstore West (413.784.1378).

### Completing WPA Form 4A

#### Section A: General Information

**Item 4. Project Location.** Include a street address (if one exists) and, if known, the Assessors map or plat number, the parcel number, and the lot number. If the lot subject to the Abbreviated Notice of Resource Area Delineation does not contain a structure with a numbered street address or the lot is being subdivided, the map or plat, parcel, and lot numbers must be included.

#### Section B: Area(s) Delineated

**Item 1. Bordering Vegetated Wetlands (BVW).** Indicate the length of the delineated BVW boundary.

**Item 2. Method of Determination.** Use one of the methods indicated in Item 2 to determine the boundaries of BVW. On the form, check all the methods that are used to determine the boundary. These methods are discussed in the wetlands regulations at 310 CMR 10.55(2)(c). When undertaking BVW delineations, whether by vegetation alone or by vegetation and other indicators of wetland hydrology, applicants are encouraged to use the Department's BVW Handbook: *Delineating Bordering Vegetated Wetlands Under the Massachusetts Wetlands Protection Act* (1995). This document is available on the web at: <http://www.mass.gov/dep/water/laws/policies.htm#wetlguid> or for purchase from the State House Bookstore (617.727.2834) and State House Bookstore West (413.784.1378). The Department encourages applicants to complete the BVW Field Data Form contained in the handbook and submit it with the Abbreviated Notice of Resource Area Delineation. If detailed vegetative assessments are not required for a particular site, the reasons should be noted on the Field Data Form.

**Item 3. Other Resource Areas.** Applicants may use WPA Form 4A to confirm the boundaries of other resource areas when delineated in addition to the BVW. To determine boundaries of other wetland resource areas (including the Riverfront Area), consult the wetland regulations, subsection (2), "Definitions, Critical Characteristics, and Boundaries" for each resource area covered under 310 CMR 10.54 - 10.58.

#### Section C: Additional Information

All listed information must be provided along with the Abbreviated Notice of Resource Area Delineation application.

- a. ANRAD applications seeking to delineate a wetland resource area boundary, are required to include Resource Area Delineation Plans. Such plans should include an appropriate scale to depict all resource area boundaries for which boundary confirmation is being sought.
- b. ANRADs filed for Simplified Review for Buffer Zone Projects which are subject to the Stormwater Policy also are required to include delineation and project plans. All plans are required to depict all resource area boundaries for which a confirmation is being sought and include the location of all stormwater components, contour elevations sufficient to determine site slope, and percent of impervious areas in the 50-100 Buffer Zone to the resource area. Project plans are **Not** required for Simplified review projects that are not subject to the Stormwater Policy.

**Plans specifications:** All plans should be of adequate size, scale, and detail to completely and accurately describe the site and the resource area boundaries. The following guidelines are provided to encourage uniformity.

#### Sheet Size:

- Maximum 24" x 36"

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- If more than one sheet is required to describe the proposed site and/or proposed work, provide an additional sheet indexing all other sheets and showing a general composite of all work proposed within the Buffer Zone and areas subject to protection under the Act

*Scale:*

- Not more than 1" = 50'
- If plans are displayed, include graphical scales

*Title Block:*

- Included on all plans
- Located at the lower right hand corner, oriented to be read from the bottom when bound at the left margin
- Include original date plus additional space to reference the title and dates of revised plans

### Section D: Simplified Review for Buffer Zone Projects

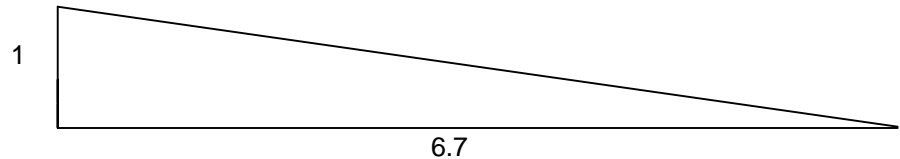
For those applicants filing for simplified review for Buffer Zone projects, applicants are required to certify (and affirmatively check) that the project complies with the following eligibility requirements:

- No work of any kind will occur within any wetland resource areas including Riverfront Area and Bordering Land Subject to Flooding
- No disturb zone:* the 0-to-50 foot portion of the Buffer Zone adjacent to the resource area will not be subject to any further disturbance as a result of the project; all disturbance in this area is prohibited including the use of the area for: components of a stormwater management system, site access, and any other activities.
- The work is not located adjacent to sensitive resource areas:* the Buffer Zone area in which the work is proposed is not allow to border an Outstanding Resource Water (ORW). Work in a Buffer Zone should be no closer than 100 feet to any ORW. ORW's consist or certified vernal pools, drinking water reservoirs, tributaries to surface drinking water supplies, and cold water fisheries. Similarly, the simplified review process is not available for use by projects that border coastal resource areas.
- The site is not adjacent to the actual wetland with estimated Rare Wildlife Habitat:* the Buffer Zone of the proposed project is not allowed to contain rare wildlife habitat as designated on the most recent Estimated Habitat Maps of the Natural Heritage Program.
- Compliance with the Stormwater Policy:* any project subject to the stormwater policy is required to be conducted in conformance with an approved Stormwater Management Plan. Stormwater plans, associated calculations and supporting documents, including erosion and sedimentation plans are required to be submitted to the commission for projects subject to the Stormwater Ploicy.
- Erosion and Sedimentation Controls:* projects are required to demonstrate that adequate erosion controls will be in place sufficient to protect resource areas at the limit of work line or 50 feet from the resource area, whichever is the greater distance from the resource area(s) sufficient to protect the resource areas.

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- *Site slope limitations:* the applicant is required to certify that the existing slope of the Buffer Zone containing the proposed project does not exceed an average of 15 percent at its steepest gradient across the 100-foot Buffer Zone distance as measured from the edge of the resource area to the outer edge of the Buffer Zone. A 15 percent slope corresponds to approximately 8.5 degrees and a rise/run of 1:6. The following illustration depicts an approximate 15 percent slope:



- *Impervious Surfaces:* Impervious surfaces should be calculated to include all existing impervious surfaces that will remain following completion of the project in addition to the new impervious surfaces proposed by the project. Final impervious surfaces (existing and proposed) may not exceed 40% of the buffer zone area between 50-to-100 feet from the Resource Area. For those projects that trigger the Stormwater Management Policy, the applicant shall calculate and certify the percentage of impervious surface. The percentage of impervious areas can be calculated by a number of methods depending on the degree of accuracy required. A simple method to determine the percentage of impervious surface on a site could include the use of graph paper; to determine the percentage of impervious surfaces with more accuracy, use of a calibrated planimeter. In either case, the calculation should be able to be confirmed through an independent analysis following a straightforward methodology.

### Section E: Fees

There is an application fee for the Abbreviated Notice of Resource Area Delineation. The filing fee equals \$2 per linear foot of delineated Bordering Vegetated Wetland, with a maximum of \$200 for a single family house and a maximum of \$2,000 for any other activity. The same fee schedule applies to delineations of other resource areas. The city/town share of the fee is the first \$25 plus half of the remaining total fee. The state share is half the total fee in excess of \$25.

Complete pages 1 and 2 of the ANRAD Wetland Fee Transmittal Form and send them, along with a check for the state share of the filing fee, payable to the *Commonwealth of Massachusetts*, to MassDEP, Box 4062, Boston, MA 02211. Review of the Abbreviated Notice of Resource Area Delineation cannot begin until the fee is received.

No filing fee shall be assessed for projects of any city, town, county, or district of the Commonwealth, federally recognized Indian tribe housing authority, municipal housing authority, or the Massachusetts Bay Transportation Authority.

In addition, a notice of the application must be placed in a local newspaper, and published at least five days prior to the hearing, at the applicant's expense. Please contact your Conservation Commission regarding the procedure for public newspaper notice.

### Section F: Signatures and Certification Requirements

The property owner (if different from the applicant) and the applicant's representative (if any) must sign the Abbreviated Notice of Resource Area Delineation. If the ANRAD is filed for Buffer Zone Simplified Review (per Section D), the applicant or representative must sign the ANRAD. A signature serves to certify that accompanying plans, documents, and supporting data are true and complete and that any work associated with the proposed project meets all the eligibility criteria listed in Section D.

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Two copies of the completed Abbreviated Notice of Resource Area Delineation (WPA Form 4A), including supporting plans and documents; two copies of the ANRAD Wetland Fee Transmittal Form; and the city/town fee payment must be sent to the Conservation Commission by certified mail or hand delivery.

One copy of the completed Abbreviated Notice of Resource Area Delineation (WPA Form 4A), including supporting plans and documents; one copy of the ANRAD Wetland Fee Transmittal Form; and a *copy* of the state fee check must be sent to the appropriate MassDEP Regional Office by certified mail or hand delivery. The Department copies must be sent at the same time as the application submission to the Conservation Commission. Failure by the applicant to send copies in a timely manner may result in dismissal of the Abbreviated Notice of Resource Area Delineation.







**D. Simplified Review for Buffer Zone Projects**

Simplified Review cannot be applied to work proposed within riverfront areas or bordering land subject to flooding.

I certify that the project design and construction, in order to be eligible for Buffer Zone Simplified Review, complies with the following requirements.

**Boxes 1-10 must be checked in order for the application to be eligible.**

1.  No work of any kind will occur within any wetland resource areas including Riverfront Area and Bordering Land Subject to Flooding.
2.  The inner 0-to-50-foot wide area from the delineated wetland boundary will not be disturbed by any work associated with this project, including placement of any stormwater management components.
3.  The buffer zone where the work is proposed does not border an Outstanding Resource Water (e.g., certified vernal pool, public water supply reservoir or tributary), as defined in 314 CMR 4.00 or border coastal resource areas at 310 CMR 10.25-10.35.
4.  The buffer zone is not adjacent to wetland resources with estimated wildlife habitat (which is identified on the most recent Estimated Habitat Map of State-listed Rare Wetlands Wildlife).
5.  If the project is subject to the Massachusetts Stormwater Policy, all work will be conducted in conformance with an approved Stormwater Management Plan.
6.  Erosion and Sedimentation controls will be provided at the 50-foot buffer zone line or limit of work (whichever is a greater distance from the resource area) and be sufficient to protect resource areas during construction.
7.  The buffer zone does not contain an existing slope greater than an average of 15% at its steepest gradient across the 100-foot width of the buffer zone from the edge of the resource area to the outer edge of the buffer zone.
8.  Following completion of the project, the amount of new impervious surface, in combination with existing impervious surfaces, will not exceed 40% of the buffer zone between 50 and 100 feet from a delineated boundary.
9.  If work authorized under Simplified Review is commenced, no work is allowed, and no additional NOI or RDA may be filed, for any work within the 0-to-50-foot buffer zone during the term of an ORAD associated with this application. If work authorized under Simplified Review is **not** commenced, then future NOIs or RDAs may be filed for work within the 0-to-50-foot portion of the buffer zone.
10. The project a.  is b.  is not subject to the Massachusetts Stormwater Policy.

If the project is subject to the Stormwater Policy, check one of the following three boxes:

1.  attached is a Stormwater Management Form (and supporting information)
2.  no work contemplated at this time; a Stormwater Management Form (and supporting information) will be provided to the Conservation Commission for review and concurrence prior to the commencement of any work on the site.
3.  Stormwater Management Form is being submitted for a previously issued Order of Resource Area Delineation (delineation only) dated: \_\_\_\_\_ a. Date

\_\_\_\_\_  
 b. Title of Stormwater Management Plan

\_\_\_\_\_  
 c. Date

\_\_\_\_\_  
 d. Signature of Applicant or Applicant's Representative





**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection - Wetlands  
**WPA Form 4A – Abbreviated Notice of Resource Area Delineation**  
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Provided by MassDEP:

\_\_\_\_\_  
MassDEP File Number

\_\_\_\_\_  
Document Transaction Number

\_\_\_\_\_  
City/Town

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## E. Fees

The fees for work proposed under each Abbreviated Notice of Resource Area Delineation must be calculated and submitted to the Conservation Commission and the Department (see Instructions and Wetland Fee Transmittal Form).

No filing fee shall be assessed for projects of any city, town, county, or district of the Commonwealth, federally recognized Indian tribe housing authority, municipal housing authority, or the Massachusetts Bay Transportation Authority.

Applicants must submit the following information (in addition to the attached Wetland Fee Transmittal Form) to confirm fee payment:

\_\_\_\_\_  
1. Municipal Check Number

\_\_\_\_\_  
2. Check date

\_\_\_\_\_  
3. State Check Number

\_\_\_\_\_  
4. Check date

\_\_\_\_\_  
5. Payor name on check: First Name

\_\_\_\_\_  
6. Payor name on check: Last Name



**F. Signatures and Certification Requirements**

I certify under the penalties of perjury that the foregoing Abbreviated Notice of Resource Area Delineation and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will place notification of this Notice in a local newspaper at the expense of the applicant in accordance with the wetlands regulations, 310 CMR 10.05(5)(a).

**I certify that any work associated with the proposed project meets all of the eligibility criteria listed in Section D above.** If the project does not comply with the Section D eligibility requirements, or if I decide to not do the work allowed by the Simplified Review Approval, I will file a Notice of Intent or Request for Determination of Applicability for any proposed future work as required by the Conservation Commission.

I acknowledge that I am responsible for promptly requesting a Certificate of Compliance following completion of any work allowed pursuant to a Simplified Review or no later than three years from the date of the Order of Resource Area Delineation unless the Order is extended on Wetland Form 7, Extension Permit for Order of Conditions.

I further certify under penalties of perjury that all abutters were notified of this application, pursuant to the requirements of M.G.L. c. 131, § 40. Notice must be made in writing by hand delivery or certified mail (return receipt requested) to all abutters within 100 feet of the property line of the project location.

I hereby grant permission, to the Agent or member of the Conservation Commission and the Department of Environmental Protection, to enter and inspect the area subject to this Notice at reasonable hours to evaluate the project subject to this Notice, and to require the submittal of any data deemed necessary by the Conservation Commission or Department for that evaluation.

I acknowledge that failure to comply with these certification requirements is grounds for the Conservation Commission or the Department to take enforcement action.

\_\_\_\_\_  
 1. Signature of Applicant

\_\_\_\_\_  
 2. Date

\_\_\_\_\_  
 3. Signature of Property Owner (if different)

\_\_\_\_\_  
 4. Date

\_\_\_\_\_  
 5. Signature of Representative (if any)

\_\_\_\_\_  
 6. Date

**For Conservation Commission:**

Two copies of the completed Abbreviated Notice of Resource Area Delineation (Form 4A), including supporting plans and documents; two copies of the ANRAD Wetland Fee Transmittal Form; and the city/town fee payment must be sent to the Conservation Commission by certified mail or hand delivery.

**For MassDEP:**

One copy of the completed Abbreviated Notice of Resource Area Delineation (Form 4A), including supporting plans and documents; one copy of the ANRAD Wetland Fee Transmittal Form; and a copy of the state fee payment must be sent to the MassDEP Regional Office (see Instructions) by certified mail or hand delivery. (E-filers may submit these electronically.)

**Other:**

If the applicant has checked the “yes” box in any part of Section C, refer to that section and the Instructions for additional submittal requirements.

The original and copies must be sent simultaneously. Failure by the applicant to send copies in a timely manner may result in dismissal of the Notice of Intent.



**Massachusetts Department of Environmental Protection**

Bureau of Resource Protection - Wetlands

**WPA Form 4A – ANRAD Wetland Fee Transmittal Form**

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



**A. Applicant Information**

1. Applicant:

_____	_____	_____
a. First Name	b. Last Name	c. Company
_____		
d. Mailing Address		
_____		
_____	_____	_____
e. City/Town	f. State	g. Zip Code
_____		
h. Phone Number		

2. Property Owner (if different):

_____	_____	_____
a. First Name	b. Last Name	c. Company
_____		
d. Mailing Address		
_____		
_____	_____	_____
e. City/Town	f. State	g. Zip Code
_____		
h. Phone Number		

3. Project Location:

_____	_____
a. Street Address	b. City/Town

**B. Fees**

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

Bordering Vegetated Wetland:

**Online users:**  
check box if fee exempt.

1. <input type="checkbox"/>	single family house project	_____	x \$2.00 =	_____	b. Total fee not to exceed \$200
2. <input type="checkbox"/>	all other projects	_____	x \$2.00 =	_____	b. Total fee not to exceed \$2,000

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

3. <input type="checkbox"/>	single family house project	_____	x \$2.00 =	_____	b. Total fee not to exceed \$200
4. <input type="checkbox"/>	all other projects	_____	x \$2.00 =	_____	b. Total fee not to exceed \$2,000

State share of filing fee: \_\_\_\_\_  
5. 1/2 of total fee **less** \$12.50

City/Town share of filing fee: \_\_\_\_\_  
6. 1/2 of total fee **plus** \$12.50



**Massachusetts Department of Environmental Protection**

Bureau of Resource Protection - Wetlands

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**C. Submittal Requirements**

- a.) Send a copy of this form, with a check or money order for the state share of the fee, payable to the Commonwealth of Massachusetts, to:

Department of Environmental Protection  
Box 4062  
Boston, MA 02211

- b.) **To the Conservation Commission:** Send the Abbreviated Notice of Resource Area Delineation; a **copy** of this form; and the city/town fee payment.
- c.) **To MassDEP Regional Office** (see Instructions): Send one copy of the Abbreviated Notice of Resource Area Delineation (and any additional documentation required as part of a Simplified Review Buffer Zone Project); a **copy** of this form; and a **copy** of the state fee payment. (E-filers of Notices of Intent may submit these electronically.)