

TO LONGMEADOW RESIDENTS AND CONTRACTORS

Under the Longmeadow Wetlands Bylaw, if you intend to:

“...remove, fill, dredge, alter or build upon or within 100 feet of any bank, fresh water wetland beach, flat marsh, wet meadow, bog, swamp or upon any or within 100 feet of any brook, creek, river, stream (intermittent or otherwise), pond or lake, or upon or within 100 feet of any land subject to flooding or inundation, or within 100 feet of the 100 year flood line...”

you must first apply for and receive a permit and then abide by the conditions imposed by that permit. If the stream flows throughout the year, the Massachusetts Rivers Protection Act extends protection to 200 feet from the annual high-water line. If in doubt about the applicability of the Wetlands Protection Act, you may submit a Request for Determination of Applicability (WPA Form 1) for the project site.

To apply for a permit, you must submit the following documents:

To the Longmeadow Conservation Commission, 20 Williams St.:

- A. 1) Eleven copies of a completed “Notice of Intent” (WPA Form 3 or Form 4), each accompanied by a narrative description of the work to be performed, a U.S. Geological map and a Town map marked to show the project location and site maps and plans as required to show the location and scope of the work to be performed and distances relative to the protected resource area.
- 2) Two copies of a completed “Wetland Fee Transmittal Form” (WPA Appendix B, pages 1 and 2 only).
- 3) Two photocopies of the checks sent to both the Town of Longmeadow and to the Department of Environmental Protection in Boston.
- 4) Two copies of the list of abutter names and addresses.
- 5) Two copies of the completed “Notification to Abutters” form.
- 6) Two copies of the completed “Affidavit of Service” form.
- 7) Evidence (two photocopies) of a certified mail receipt that a copy of the above items specified by A. 1) has been sent to the Mass. Natural Heritage and Endangered Species Office **(only if applicable)**.
- B. A check for the town’s fee as calculated in item A. 2) plus \$25 as required by the town Wetlands Bylaw.

To Natural Heritage and Endangered Species Program, Division of Fisheries and Wildlife, Route 135 North Drive, Westborough, MA 01581:

- C. One copy of each of the items specified in A. 1) **(only if applicable)**

To Dept. of Environmental Protection, Box 4062, Boston, MA 02211:

- D. 1) One copy of WPA Appendix B (item A. 2), pages 1 and 2 only.
- 2) A check for the state’s fee as calculated in A. 2).

To DEP Western Region, 436 Dwight St., Springfield, MA 01103:

- E. Two copies of each of the items specified in A. 1) through A. 7).

To each Abutter of the property on which the work is to be performed:

- F. A copy of the completed “Notification to Abutters” form, item A. 5)

If you have any questions or require further assistance, please call the LCC secretary at 413-565-4100 Ext. 344.