

**FILING INSTRUCTION
FOR
DETERMINATION OF APPLICABILITY**

Work you are proposing on your property is within the 100' Buffer Zone of a Wetland Resource Area and requires the filing of a Request for Determination of Applicability under the state and local Wetlands Protection Act/Ordinance

Submittal requirements to the Conservation office:

- 8 copies of both the local and state application forms
- 8 copies of a plan or sketch showing the location of the proposed work

Filing fee as per Chapter 12, Section 10 (see below)

Upon receipt of the above in the Conservation office, a legal notice shall be prepared and given to the applicant. It is the applicant's responsibility to submit this to the Lawrence Eagle Tribune for publication. A copy of the legal notice posted in the newspaper must be submitted to the Conservation Commission at the opening of the public meeting for your project.

In addition:

One (1) copy of the state application form and a copy of the plan or sketch must be mailed to D.E.P., NERO – Wetlands Division, 205B Lowell Street, Wilmington, MA 01887.

FILING FEE SCHEDULE

1. For addition, accessory structures, pool, septic and earthwork (\$55.00 for each activity).
2. New single family dwelling and associated work (\$100 per lot*).
3. Addition, parking lot, earthwork to non-residence (\$100 per activity*).
4. New non-residential building & associated work (\$200 per activity*).

* PLUS Buffer Zone Fee of 0.05/sq/ft of alteration.

If you have any further questions, please call the office for assistance.

4. The owner(s) of the area, if not the person making this request, has been given written notification of this request on _____ (date).

The name(s) and address(es) of the owner(s):

5. I understand that I shall place a notification of this request in a local newspaper at my expense in accordance with Section 12-2 of the Municipal Code of Methuen.

Signature _____

Name _____

Address _____

Telephone _____