



SPENCER MASSACHUSETTS

CHECKLIST FOR AMENDING AN ORDER OF CONDITIONS (AOOC) Spencer Conservation Commission Required Application Contents Updated 1/10/2022

Site Address: _____ DEP #: _____
 Applicant Name: _____ Phone: _____
 Representative Name: _____ Phone: _____

Check items included. Circle missing items.

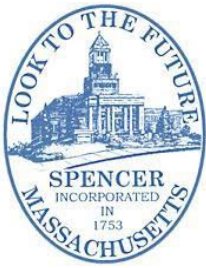
- Completed Request to Amend Order of Conditions Form
- WPA form 3, Sections A, General Information) and B, Buffer Zone & Resource Area Impacts (temporary & permanent)**. Exactly as required in the NOI application, include all proposed alteration/replacement calculations impacting any of the resource areas: Buffer Zone Only, Inland Resource, Coastal Resource, Restoration/ Enhancement, and Stream Crossings.
- TWO (2) copies of revised plan. Email PDF to conservation@spencerma.gov
- TWO (2) copies of project narrative attached describing overall project, adherence to all applicable performance standards (state and local), revisions, reasonable alternatives and construction methodologies.
- Certified Abutters List, obtained from the Assessor's Office.
- A copy of the Notification to Abutters form, filled out.
- Completed & signed Affidavit of Service form certifying that abutters have been notified.
- Checks payable to Town of Spencer

Two complete paper sets and one digital set of all materials (except copies of checks) shall be submitted. Additional information may be requested: e.g. DEP Wetland Delineation Field Forms, after initial review.

Any revisions must be submitted NO LESS THAN 7 (SEVEN) DAYS to the hearing date. Revisions submitted less than seven days prior may not be accepted or may lead to a continuance.

Note: Send one copy of the letter of request and one copy of the revised plans to the Department of Environmental Protection:

Mass DEP Central Regional Office - Worcester, 8 New Bond Street, Worcester, MA 01606.



TOWN OF SPENCER

Conservation Commission
157 Main Street
Spencer, MA 01562
(508)885-7519 x180
conservation@spencerma.gov

Request to Amend Order of Conditions

When an order of conditions has been issued for work in a jurisdictional area, the order can be amended with approval of the Conservation Commission. Complete the following form and remaining steps.

Applicant Name: _____

Project Location: _____

DEP File #: _____

OOC Issue Date: _____ **OOC Expiration Date:** _____

Brief Description of Change(s): _____

Is there a net increase of fill or excavation of material or vegetation to be removed? YES NO

Is the proposed change closer to the resource area(s) than originally proposed? YES NO

Is the impact on the resource area(s) greater than originally approved? YES NO

Note: Amendments cannot be made to an OOC which has expired.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

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

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

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



Note:
Before completing this form consult your local Conservation Commission regarding any municipal bylaw or ordinance.

A. General Information

1. Project Location (**Note:** electronic filers will click on button to locate project site):

a. Street Address _____ b. City/Town _____ c. Zip Code _____

Latitude and Longitude: _____ d. Latitude _____ e. Longitude _____

f. Assessors Map/Plat Number _____ g. Parcel /Lot Number _____

2. Applicant:

a. First Name _____ b. Last Name _____

c. Organization _____

d. Street Address _____

e. City/Town _____ f. State _____ g. Zip Code _____

h. Phone Number _____ i. Fax Number _____ j. Email Address _____

3. Property owner (required if different from applicant): Check if more than one owner

a. First Name _____ b. Last Name _____

c. Organization _____

d. Street Address _____

e. City/Town _____ f. State _____ g. Zip Code _____

h. Phone Number _____ i. Fax Number _____ j. Email address _____

4. Representative (if any):

a. First Name _____ b. Last Name _____

c. Company _____

d. Street Address _____

e. City/Town _____ f. State _____ g. Zip Code _____

h. Phone Number _____ i. Fax Number _____ j. Email address _____

5. Total WPA Fee Paid (from NOI Wetland Fee Transmittal Form):

a. Total Fee Paid _____ b. State Fee Paid _____ c. City/Town Fee Paid _____



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A. General Information (continued)

6. General Project Description:

7a. Project Type Checklist: (Limited Project Types see Section A. 7b.)

- | | |
|---|---|
| 1. <input type="checkbox"/> Single Family Home | 2. <input type="checkbox"/> Residential Subdivision |
| 3. <input type="checkbox"/> Commercial/Industrial | 4. <input type="checkbox"/> Dock/Pier |
| 5. <input type="checkbox"/> Utilities | 6. <input type="checkbox"/> Coastal engineering Structure |
| 7. <input type="checkbox"/> Agriculture (e.g., cranberries, forestry) | 8. <input type="checkbox"/> Transportation |
| 9. <input type="checkbox"/> Other | |

7b. Is any portion of the proposed activity eligible to be treated as a limited project (including Ecological Restoration Limited Project) subject to 310 CMR 10.24 (coastal) or 310 CMR 10.53 (inland)?

1. Yes No If yes, describe which limited project applies to this project. (See 310 CMR 10.24 and 10.53 for a complete list and description of limited project types)

2. Limited Project Type

If the proposed activity is eligible to be treated as an Ecological Restoration Limited Project (310 CMR10.24(8), 310 CMR 10.53(4)), complete and attach Appendix A: Ecological Restoration Limited Project Checklist and Signed Certification.

8. Property recorded at the Registry of Deeds for:

_____	_____
a. County	b. Certificate # (if registered land)
_____	_____
c. Book	d. Page Number

B. Buffer Zone & Resource Area Impacts (temporary & permanent)

- Buffer Zone Only – Check if the project is located only in the Buffer Zone of a Bordering Vegetated Wetland, Inland Bank, or Coastal Resource Area.
- Inland Resource Areas (see 310 CMR 10.54-10.58; if not applicable, go to Section B.3, Coastal Resource Areas).

Check all that apply below. Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.



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B. Buffer Zone & Resource Area Impacts (temporary & permanent) (cont'd)

For all projects affecting other Resource Areas, please attach a narrative explaining how the resource area was delineated.

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
a. <input type="checkbox"/> Bank	1. linear feet	2. linear feet
b. <input type="checkbox"/> Bordering Vegetated Wetland	1. square feet	2. square feet
c. <input type="checkbox"/> Land Under Waterbodies and Waterways	1. square feet	2. square feet
	3. cubic yards dredged	

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
d. <input type="checkbox"/> Bordering Land Subject to Flooding	1. square feet	2. square feet
	3. cubic feet of flood storage lost	4. cubic feet replaced
e. <input type="checkbox"/> Isolated Land Subject to Flooding	1. square feet	
	2. cubic feet of flood storage lost	3. cubic feet replaced
f. <input type="checkbox"/> Riverfront Area	1. Name of Waterway (if available) - specify coastal or inland	

2. Width of Riverfront Area (check one):

- 25 ft. - Designated Densely Developed Areas only
- 100 ft. - New agricultural projects only
- 200 ft. - All other projects

3. Total area of Riverfront Area on the site of the proposed project: _____ square feet

4. Proposed alteration of the Riverfront Area:

a. total square feet	b. square feet within 100 ft.	c. square feet between 100 ft. and 200 ft.
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5. Has an alternatives analysis been done and is it attached to this NOI? Yes No

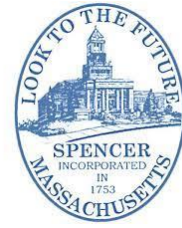
6. Was the lot where the activity is proposed created prior to August 1, 1996? Yes No

3. Coastal Resource Areas: (See 310 CMR 10.25-10.35)

Note: for coastal riverfront areas, please complete **Section B.2.f.** above.

NOTIFICATION TO ABUTTERS

Massachusetts General Laws, Chapter 131, Section 40, Wetlands Protection Act
Spencer General Bylaws, Article 7, Wetlands Protection



You are hereby notified of the following:

A. The name of the **Applicant** is _____.

B. The Applicant has filed a Notice of Intent with the Spencer Conservation Commission for the seeking permission to remove, fill, dredge or alter an Area Subject to Protection (Wetland Resource Area and/or Buffer Zone) Under the Massachusetts Wetlands Protection Act (General Laws Chapter 131, Section 40).

C. The **address** of the lot where the activity is proposed: _____.

D. The **REVISED activity** is: _____

E. A **Public Hearing** regarding this Notice of Intent will be held on:

Wednesday, _____ at _____ PM at
Memorial Town Hall (157 Main Street, Spencer, MA 01562).
The exact room where this hearing will be held will be posted in the building.

F. Copies of the Notice of Intent may be examined at Office of Development & Inspectional Services at Memorial Town Hall between the hours of 7:30am & 4:30pm Monday, Tuesday, and Wednesday and 7:30am & 12:00pm on Fridays. For more information, call: (508)885-7500 x180.

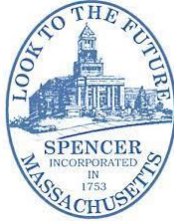
G. Copies of the Notice of Intent may be obtained from either The Applicant, or the Applicant's representative _____, by calling this telephone number: _____ between the hours of _____.

Abutters: The Spencer Conservation Commission has produced an "Abutters Guide to the Conservation Commission Permitting Process". This can be viewed from <https://www.spencerma.gov/conservation-commission/pages/abutters-guide-conservation-commission-permitting-process>

Note: Public Hearing Notice, including its date, time, and place, will be published at least 5 days in advance in the New Leader (at the applicant's expense).

Since you are receiving this notice, you may have wetland resource areas or wetland buffers on your property. Therefore, construction, cutting, clearing, or grading may require a permit. For clarification or for more information, call the Conservation office (508)885-7500 x180 or visit our web site. www.spencerma.gov

You also may contact the Department of Environmental Protection (DEP) for more information about this application or the Wetlands Protection Act (508)792-7620



AFFIDAVIT OF SERVICE

Massachusetts General Laws, Chapter 131, Section 40, Wetlands Protection Act
Spencer General Bylaws, Article 7, Wetlands Protection

I, _____, hereby certify under
the pains and penalties of perjury that on ____/____/_____ I gave
notification to abutters in compliance with 310 CMR 10.05(4)(a) and
Spencer General Bylaws, Article 7, in connection with the following matter.

A Notice of Intent filed under the Massachusetts Wetlands Protection Act
by _____ (applicant) with
Spencer Conservation Commission filed on ____/____/_____ for the
property located at _____.

(Signature)

(Date)

****Submit Affidavit of Service to the Massachusetts Department of Environmental Protection and the Conservation Commission with the Notice of Intent.**