

## **FILING INSTRUCTION FOR DETERMINATION OF APPLICABILITY**

### **UNDER STATE and/or LOCAL**

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.

The following steps will need to be completed:

**A. Submit to the Conservation office:**

9 copies of the state application form, filled out and signed

9 copies of a plan or sketch showing the location and details of the proposed work

**B. In addition:** You must mail one (1) copy of the state application form and the plan or sketch to: D.E.P., NERO – Wetlands Division, 150 Presidential Way, Woburn, MA 01801.

**C. Filing fee** as per Chapter 12, Section 10 (see Local Filing Fee Schedule below) – via a Check made out to City of Methuen

**D. Upon receipt of the above in the Conservation office, a legal notice** will be prepared and sent to the Eagle Tribune for publication and copied to the applicant. It is the applicant's responsibility to submit payment to the Eagle Tribune. A copy of the legal notice must be posted in the newspaper at least 7 days before the meeting, and must be submitted to the Conservation Commission at the opening of the public meeting for your project.

### **LOCAL 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.