

# LINCOLN CONSERVATION COMMISSION

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## Checklist for Filing an Abbreviated Notice of Resource Area Delineation

The Abbreviated Notice of Resource Area Delineation (ANRAD) provides a procedure for an applicant to confirm the delineation of various wetland resource areas (i.e. Bordering Vegetated Wetland, Bank, Mean Annual High Water, Land Subject to Flooding). Please note, 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.

### Step 1: Certified List of Abutters

Obtain a certified list of abutters within **300 feet** of the property from the Lincoln Assessors Office by submitting the [Request for Certified Abutters List](#) to [blakeleyd@lincolntown.org](mailto:blakeleyd@lincolntown.org) with a \$20 check payable to the Town of Lincoln

### Step 2: Fill out the Permit Application.

Download and complete the **Abbreviated Notice of Resource Area Delineation (ANRAD) form** from the Massachusetts [Department of Environmental Protection \(DEP\) website](#). Please review Lincoln's Wetland Protection Bylaw and Regulations prior to filing. The same application can be used for filing under the WPA and Lincoln Wetlands Protection Bylaw.

### Step 3: Submit the Following Application Materials to the Lincoln Conservation Department

Plan your submission date based on the hearing schedule. The Conservation Commission generally meets on Wednesdays, every three weeks – please contact the Conservation Department for exact dates. Applications are due by noon on Thursday, 20 days in advance of the Commission's meeting.

#### (A) ANRAD Application - one (1) copy double-sided

- Signed WPA Form 4A (ANRAD)
- Wetland Fee Transmittal Form and Check
- Lincoln Wetland Fee Form and Check
- Copy of certified abutters list
- Priority & Estimated Habitat Map (no USGS map)
- DEP BVW Delineation field data forms

**Please**

- No plastic covers or TOC
- No page dividers or bindings
- Staples are OK
- Print materials double-sided
- **Fold plans**

#### (B) Narrative – two (2) copies double-sided

Wetland Resource Area description & delineation details (entire property must be delineated) - The applicant is responsible for providing the information required for the review of this application. Submitting a complete and accurate description of the site and all wetland resource areas will minimize requests for additional information which may result in an unnecessary delay in the issuance of an Order of Resource Area Delineation.

#### (C) Plan Set @ 1"=10' or 1"=20' - one (1) copy full size & one (1) copy 11x17

- Title block with applicant's name, project address, map-block-lot, scale, and date
- Wetland/Stream Boundaries (highlighted in BLUE), 50' Buffer (in pink) & 100' Buffer (in GREEN); 100' Riverfront Area (in pink) and 200' Riverfront (in PURPLE)
- Existing Conditions
  - Parcel lines, easements, structures, pavement, edge of lawn, canopy tree line
  - Topography
  - Septic system, stormwater and drainage infrastructure

**(D) Email the Electronic Submission to: [conservation@lincolntown.org](mailto:conservation@lincolntown.org) – this material will be uploaded for public viewing**

- Entire ANRAD Application
- Project Narrative (separate document from the application)
- Plan Set as full-size and 11x17 in .pdf format
- DO NOT include copies of checks and abutter lists as this contains sensitive information not for public viewing.

**Step 4: Submit your Application to the Department of Environmental Protection**

- (A) One copy of the entire submission (described above) along with photocopy of the checks submitted to the Town and the State to: DEP NE Regional Office, 205B Lowell St. Wilmington, MA 01887.
- (B) Send original check for state fee and copy Lincoln's portion of WPA fee and Wetlands Fee Transmittal Form to DEP, Box 4062, Boston, MA 02211

**Step 5: You will be Given a Hearing Date and Time**

By submitting a **complete** ANRAD application (see items listed in Step 3), you will be scheduled to attend the next available public hearing which most likely will be held via virtual means (Zoom meeting). Incomplete applications will not be accepted by the Conservation Office. **The applicant or their representative must be present at the scheduled public hearing.**

**Step 6: Notify Abutters**

Once you have been informed of the date and time for the hearing, you shall notify all abutters listed on your Certified Abutters List (within 300ft of the property). Please Wait to Notify Abutters until you are given Lincoln's specific "Notification to Abutters Form (which will include a weblink where abutters can view the electronic filing) and **be sure to include the exact time and date of the hearing on this form.** The Applicant must email copies of the certified mail slips or certificate of mailing receipts for all abutters at least one week prior to your hearing.

**Step 8: Conservation Commission will Conduct a Site Visit**

The Commission and their staff will perform a site visit to review the existing conditions and resource area delineation. The applicant will be notified about the date and time of the site visit and is expected to be present at that time.

**Step 9: Virtually Attend the Public Meeting**

The applicant or the representative must be present at the virtual public meeting. Please contact the Conservation Dept (CD) about your plan for presenting at this virtual meeting. The CD can allow the applicant to be a co-host so that you can share your screen and show the plan and photos. It is important to color up the plan so that the wetland resource areas and buffer zones can be easily seen on the screen.

**Step 10: Receive an Order of Resource Area Delineation (ORAD) and READ IT**

If you have any questions, contact the Conservation Department. Whether a permit is issued or denied, any abutter, the applicant, or a 10-citizen group may follow separate provisions for appealing the decision under the Wetlands Protection Act and/or the Lincoln Wetlands Protection Bylaw.

**The ORAD will be valid for 3 years after the date of issuance. Please note, 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.**

**Other Permits to keep in mind:**

- Relevant Building, Zoning, and Board of Health Permits (please contact the appropriate departments for more information).