

# How to Determine if Property on which you wish to Dump, Cut, Fill, Remove, Dredge, Alter, or Build Upon is subject to the Massachusetts Wetlands Protection Act (WPA)

1. Walk your property looking for wet spots, creeks, rivers, ponds, or other wetland resource areas listed in the *What you need to know about wetlands in Sheffield* brochure; available at [sheffieldma.gov/sites/g/files/vyhlf3806/f/uploads/wetlands\\_protection\\_in\\_sheffield\\_2-22.pdf](http://sheffieldma.gov/sites/g/files/vyhlf3806/f/uploads/wetlands_protection_in_sheffield_2-22.pdf)

2. Go to: [axisgis.com/SheffieldMA/](http://axisgis.com/SheffieldMA/)

Hit **I Agree** button

Follow directions to get on the map. Go to the far left and turn on the Conservation Commission layer (under layers) and locate your property.

If your property shows any more than just property lines, go back to the Conservation Commission layer, click on the + in front of the Conservation Commission layer, and open all the layers, which are labelled. You may click on each sublayer, and their + to see more sublayers and determine your property's attributes. (Large maps in the 1<sup>st</sup> floor meeting room show this same information but lack the level of detail available on the Town Assessor's online maps available through the zoom in feature.)

If your property shows a layer for Priority Habitat or ACEC, ask the Building Inspector how you should address these, as they are the property owner's responsibility and not under the Conservation Commission's jurisdiction unless they occur in DEP wetlands.

If your property shows DEP wetlands, to see if your project is subject to the Wetlands Protection Act:

- Talk with your contractor or a wetlands consultant regarding whether your project is in an area subject to Wetland Protect Act regulations; they may have to mark the wetlands to determine this.
- If you or your consultant feel your project **might** be on land subject to WPA regulations, file a REQUEST FOR DETERMINATION (RDA). In doing so, you are asking the Conservation Commission to legally determine if your project is on land subject to the WPA. They will determine whether it is or is not. If it is, you will need to file a NOTICE OF INTENT. If it is not, no further action need be taken.
- If you or your consultant feel your project is subject to the WPA, file a NOTICE OF INTENT (NOI).

You will find RDA and NOI forms and instructions at [sheffieldma.gov/conservation-commission/pages/downloadable-forms-instructions](http://sheffieldma.gov/conservation-commission/pages/downloadable-forms-instructions) Completed forms and the required fee may be delivered to the Conservation Commission office, 2<sup>nd</sup> floor of Town Hall or mailed to: Conservation Commission; 21 Depot Square, Sheffield, MA 01257. Failure to take proper action prior to construction may subject you to expensive remediation.

A building permit from the Building Commissioner does not mean you have the permission of the Conservation Commission to proceed with your work plan if wetland resources are involved.