

Town of Tyringham Conservation Commission
Town Hall - 116 Main Road
Tyringham, MA 01264
Phone: (413)-243-1749 | Fax: (413)-243-4942
tyrcc@bcn.net

Submission Requirements

- Applicants are encouraged to contact the commission prior to submission to discuss requirements.
- Meetings are typically held on the second Thursday of each month at 7:00 PM, but may change as needed. Meetings are currently being held via remote (Zoom) only, but may change as needed.
- All submission must be filed with the Town at least 10 business days prior to the scheduled meeting in order to run the proper legal ad.
- Posting a public notice a minimum of 48 hours in advance is required by law.
- Submissions shall use Massachusetts DEP forms, unless told otherwise.
 - <https://www.mass.gov/lists/wetlands-permitting-forms>
- Two hard copies of all applications shall be submitted to town hall. Applicant must also submit concurrently to Western Massachusetts DEP.
- A complete digital copy in PDF form shall be submitted to the commission. It shall be compressed as possible.

Permit Filing Fees

- Fees include a permitting fee to the town* and a fee for the legal ad as required.
- Fees must be paid at the time of the application submission.
- Legal ad fees are separate from permit fees. The legal ad fee is determined when submitted by the Town to the Berkshire Eagle (or equivalent publication). The applicant must pay the legal ad prior to the hearing date.
- Application fees may be submitted by check made out to the Town of Tyringham or paid in cash at Town Hall.

Fees are based on permit type as specified below:

- **Request for Determination of Applicability (RDA)**
 - Fee for the Town of Tyringham at time of submission: \$75.00
 - Legal ad fee (T.B.D.) must be paid prior to the hearing date.
- **Notice of Intent (NOI)****
 - Fee for the Town of Tyringham at time of submission: As listed on DEP NOI form.
 - Fee for the MA DEP: As listed on DEP NOI form.
 - <https://www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent>
 - Legal ad fee (T.B.D.) must be paid prior to the hearing date.
 - Applicant is responsible for notifying abutters per the DEP requirements.

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- **Request for Order of Conditions (OOC) Extension:**
 - Fee for the Town of Tyringham at time of submission: \$50.00
- **Request for Order of Conditions (OOC) Amendment:**
 - Fee for the Town of Tyringham at time of submission: \$75.00
 - Legal ad fee (T.B.D.) must be paid prior to the hearing date.
 - Applicant is responsible for notifying abutters per the DEP requirements.
- **Abbreviated Notice of Resource Area Delineation (ANRAD):**
 - Fee for the Town of Tyringham at time of submission: As listed on DEP NOI form.
 - Fee for the MA DEP: As listed on DEP NOI form.
 - <https://www.mass.gov/how-to/wpa-form-4a-abbreviated-notice-of-resource-area-delineation>
 - Legal ad fee (T.B.D.) must be paid prior to the hearing date.
- **Request for Certificate of Compliance (COC):**
 - Fee for the Town of Tyringham at time of submission: \$50.00

**The Commission reserves the right to waive Town fees on a case-by-case basis.*

***Please note that the Wetlands Protection Act fee exemption applies to State fees, not Town fees.*

Approved at September 14, 2023 Tyringham Conservation Commission meeting.