



Massachusetts Department of Environmental Protection

Bureau of Water Resources - Wetlands

WPA Form 1- Request for Determination of Applicability

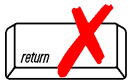
Haverhill
Municipality

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

A. General Information

Important:

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



1. Applicant:

Jeffrey

Fontaine

First Name

Last Name

22 Parsonage Hill Road

Address

Haverhill

MA

01832

City/Town

State

Zip Code

(603) 819-3570

jefffontaine21@hotmail.com

Phone Number

Email Address

2. Property Owner (if different from Applicant):

First Name

Last Name

Address

City/Town

State

Zip Code

Phone Number

Email Address (if known)

3. Representative (if any)

James

Melvin, P.E.

First Name

Last Name

Millennium Engineering Inc.

Company Name

62 Elm Street

Address

Salisbury

MA

01952

City/Town

State

Zip Code

(978) 463-8980

tjmelvin@mei-ma.com

Phone Number

Email Address (if known)

B. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

22 Parsonage Hill Road

Haverhill

Street Address

City/Town

42.81088

-71.13361

Latitude (Decimal Degrees Format with 5 digits after decimal
e.g. XX.XXXXX)

Longitude (Decimal Degrees Format with 5 digits after
decimal e.g. -XX.XXXXX)

575-3

7

Assessors' Map Number

Assessors' Lot/Parcel Number

b. Area Description (use additional paper, if necessary):

The roughly 1-acre lot contains an existing dwelling and garage. The existing grades run from north to south to a BVW along the southern portion of the site.

c. Plan and/or Map Reference(s): (use additional paper if necessary)

Septic System Design Plan

7/19/2026

Title

Date

Title

Date

[How to find Latitude
and Longitude](#)

[and how to convert
to decimal degrees](#)



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Municipality

B. Project Description (cont.)

2. a. Activity/Work Description (use additional paper and/or provide plan(s) of Activity, if necessary):

The applicant is proposing to build an ADU above the existing garage. An upgraded septic system is required to accommodate the additional flow. All disturbed areas will be loamed and seeded. Erosion controls are proposed.

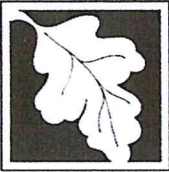
- b. Identify provisions of the Wetlands Protection Act or regulations which may exempt the applicant from having to file a Notice of Intent for all or part of the described work (use additional paper, if necessary).

310 CMR 10.02(2)(e)

3. a. If this application is a Request for Determination of Scope of Alternatives for work in the Riverfront Area, indicate the one classification below that best describes the project.

- ☐ Single family house on a lot recorded on or before 8/1/96
- ☐ Single family house on a lot recorded after 8/1/96
- ☐ Expansion of an existing structure on a lot recorded after 8/1/96
- ☐ Project, other than a single-family house or public project, where the applicant owned the lot before 8/7/96
- ☐ New agriculture or aquaculture project
- ☐ Public project where funds were appropriated prior to 8/7/96
- ☐ Project on a lot shown on an approved, definitive subdivision plan where there is a recorded deed restriction limiting total alteration of the Riverfront Area for the entire subdivision
- ☐ Residential subdivision; institutional, industrial, or commercial project
- ☐ Municipal project
- ☐ District, county, state, or federal government project
- ☐ Project required to evaluate off-site alternatives in more than one municipality in an Environmental Impact Report under MEPA or in an alternatives analysis pursuant to an application for a 404 permit from the U.S. Army Corps of Engineers or 401 Water Quality Certification from the Department of Environmental Protection.

- b. Provide evidence (e.g., record of date subdivision lot was recorded) supporting the classification above (use additional paper and/or attach appropriate documents, if necessary.)



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

C. Determinations

1. I request the Haverhill make the following determination(s). Check any that apply:
Conservation Commission

- ☐ a. whether the **area** depicted on plan(s) and/or map(s) referenced above is an area subject to jurisdiction of the Wetlands Protection Act.
- ☐ b. whether the **boundaries** of resource area(s) depicted on plan(s) and/or map(s) referenced above are accurately delineated.
- ☒ c. whether the **Activities** depicted on plan(s) referenced above is subject to the Wetlands Protection Act and its regulations.
- ☐ d. whether the area and/or Activities depicted on plan(s) referenced above is subject to the jurisdiction of any **municipal wetlands' ordinance** or **bylaw** of:

Name of Municipality

- ☐ e. whether the following **scope of alternatives** is adequate for Activities in the Riverfront Area as depicted on referenced plan(s).
- _____

D. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Request for Determination of Applicability and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge.

I further certify that the property owner, if different from the applicant, and the appropriate DEP Regional Office were sent a complete copy of this Request (including all appropriate documentation) simultaneously with the submittal of this Request to the Conservation Commission.

Failure by the applicant to send copies in a timely manner may result in dismissal of the Request for Determination of Applicability.

Signatures:

I also understand that notification of this Request will be placed in a local newspaper at my expense in accordance with Section 10.05(3)(b)(1) of the Wetlands Protection Act regulations.

[Signature]
Signature of Applicant

7/27/26
Date

Signature of Representative (if any)

Date



City of Haverhill Conservation Commission

HCC Local Application Form 1
Request for Determination of Applicability

A. STATUTE APPLICABILITY

This application is being filed with the Commission in accordance with the following (check all that apply):

- ☒ Massachusetts Wetlands Protection Act, M.G.L. Chapter 131, Section 40
- ☒ Haverhill Municipal Ordinance Chapter 253

B. GENERAL INFORMATION

Applicant Jeffrey Fontaine

Property Owner Jeffrey Fontaine

Representative James Melvin, P.E. - Millennium Engineering, Inc.

Location (Street Address) 22 Parsonage Hill Road

Assessor's Parcel Identification 575-3-7

C. APPLICATION CHECKLIST

The Commission requires the submittal of this original, completed Form; one (1) paper copy of site plans; and one (1) paper copy of all other materials. Additionally, the Commission requires the submittal of individual PDFs of this Form and all listed application materials. If practical, related items may be combined into a single PDF. PDFs should not mix larger format sheets (e.g. site plans) with smaller sheets (e.g. letters). These submittal requirements also apply to supplemental information provided during the public hearing. The following materials shall be submitted with this form:

- ☒ Completed, current WPA Form 1
- ☒ Project Narrative with a description of resource areas & delineation methodology, a demonstration of compliance with pertinent Performance Standards, and a Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan
- ☒ Site Plans or Sketch clearly describing the location and nature of the work, including such information as site boundaries, wetlands, topography, existing and proposed conditions, vegetation cover, soils, erosion & sedimentation controls, Title 5 compliance, flood storage calculations...(24" x 36" max. sheet size)
- ☒ 8½" x 11" sections of the following maps with project location clearly identified
 - ☒ USGS Quadrangle
 - ☒ MassGIS Orthophoto
 - ☒ City of Haverhill Parcel ID Map, also identifying properties within 300' of subject property
- ☒ Local Filing Fee, payable to the City of Haverhill
- ☐ Other: _____

D. APPLICATION CERTIFICATION

I have read the Department of Environmental Protection's "Instructions for Completing Application" and the City's Municipal Ordinance under Chapter 253, with all applicable regulations and policies, for the filing of this application with the Haverhill Conservation Commission and agree to its terms and conditions, as amended. I understand the submitted NOI, its plans, and all its supporting materials are public records and may be uploaded to the City's website for public review. As required under 310 CMR 10.05(3)a.3, I

City Hall Room 300 • 4 Summer Street • Haverhill, MA 01830 • www.cityofhaverhill.org



City of Haverhill Conservation Commission

HCC Local Application Form 1 Request for Determination of Applicability

hereby certify that the Massachusetts Department of Environmental Protection and the property owner of the area subject to this request (if not also the applicant) have been notified that this determination is being requested under M.G.L. c. 131, § 40 and/or Haverhill Municipal Ordinance Chapter 253. As required by the Commission, the wetland resource area(s) are flagged, the corners of proposed structures are staked, and the centerline of proposed roadway(s) and/or driveway(s) are marked, as appropriate, to facilitate site inspections by Commissioners and Conservation Staff.

Signed: _____
(APPLICANT) (DATE)

E. SITE ACCESS ACKNOWLEDGEMENT

I hereby grant the Haverhill Conservation Commission and its officials permission to enter upon my property at 22 Parsonage Hill Road 575-3-7 to review the filed Request for
(STREET ADDRESS AND ASSESSOR'S PARCEL ID)

Determination of Applicability and future site conditions for compliance with the issued Determination of Applicability. The sole purpose of this acknowledgement is to allow the Commission and its officials to perform their duties under the Massachusetts Wetlands Protection Act and the City's wetlands protection ordinance.

Signed: _____
(PROPERTY OWNER) (DATE) 7/27/26

F. LOCAL FILING FEE CALCULATION

Request for Determination of Applicability Local Application Fee:	\$100.00*
Advertising Fee:	\$ 45.00
Total Fee Due (checks payable to "City of Haverhill"):	\$145.00

*Local Application Fee increases to \$150.00 when project is also proposed within a Riverfront Area

**Project Narrative for
22 Parsonage Hill Road Haverhill, MA
Date: July 27, 2026**

Site Location & Description

The subject property is an approximately 1.04-acre parcel located on the north side of Parsonage Hill Road. The site is developed with an existing single-family dwelling, garage, paved driveway, and utilities. The site topography slopes from north to south with a Bordering Vegetated Wetland along the southern portion of the property.

Project Description

The applicant proposes to build an ADU above the existing garage. There are no changes to the footprint of the structure. In order to accommodate the additional sewage flow from the ADU, the septic system must be upgraded. The proposed septic system is located in the backyard of the structures in a similar location to the existing system. The septic system and associated grading are within 100' of the BVW along the southern portion of the site. Efforts were made to minimize the amount of grading and clearing needed to accommodate the new septic system location. All disturbed areas will be loamed and seeded and erosion controls are proposed.

Resource Area Delineation Methodology

In March of 2026 Mark West of West Environmental performed an on-ground resource area verification and delineation of the resource area boundaries in accordance with the MA Wetlands Protection Act and the local wetland regulations. It was determined that the following resource areas exist on or adjacent to the site and, where applicable, were delineated or documented on the site:

- 1) Bordering Vegetated Wetlands (310 CMR 10.55(4))

Compliance with Performance Standards & Presumption of Significance

The applicant acknowledges the onsite presence of the resource areas identified above and their significance to the protection of the wetland values listed in Massachusetts Wetlands Protection Act and local policies. Compliance, to the maximum extent feasible, with those performance standards has been demonstrated:

Bordering and Isolated Vegetated Wetlands (310 CMR 10.55(4) & AWR 18.3(b))

Although present onsite, no proposed construction activities including dredging, filling or alterations of any kind are being proposed to this resource area, cumulatively or otherwise. Therefore, it is our professional opinion that the project is in full compliance with the general performance standards for this resource area. No project activities shall impact this area's ability to provide habitat value for fisheries and/or wildlife.

Erosion and Sedimentation Control

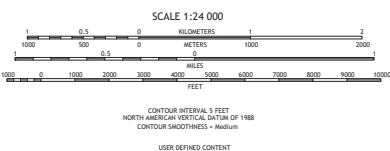
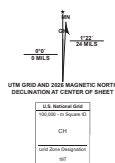
Erosion and sediment control shall be established through the installation of a silt sock barrier, or approved equal, in accordance with the location and installation detail(s) provided on the attached design plan and any special conditions found in the Order of Conditions document.



Produced by the United States Geological Survey
North American Datum of 1983 (NAD83)
World Geodetic System of 1984 (WGS84) Projection and
1 000-meter grid: UNIVERSAL TRANSVERSE MERCATOR, ZONE 19T
Data is provided by The National Map (TNM), is the best available at the time of map
generation and may have been derived from a variety of sources including Aerial
Photography, Geographic Names, Boundaries, Transportation, Structures, Land Cover,
and Orthorectified. Refer to associated Federal Geographic Data Committee (FGDC)
Metadata for additional source data information.

This map is not a legal document. Boundaries may be generalized for this map scale.
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of these data. No liability is assumed for any damage that may have occurred since these
data were collected and some data may no longer represent actual surface conditions.

Learn About The National Map: <https://nationalmap.gov>



ROAD CLASSIFICATION

Expressway		Local Connector	
Secondary Hwy		Local Road	
Ramp		4WD	

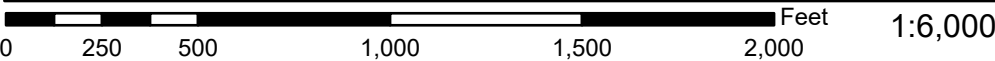
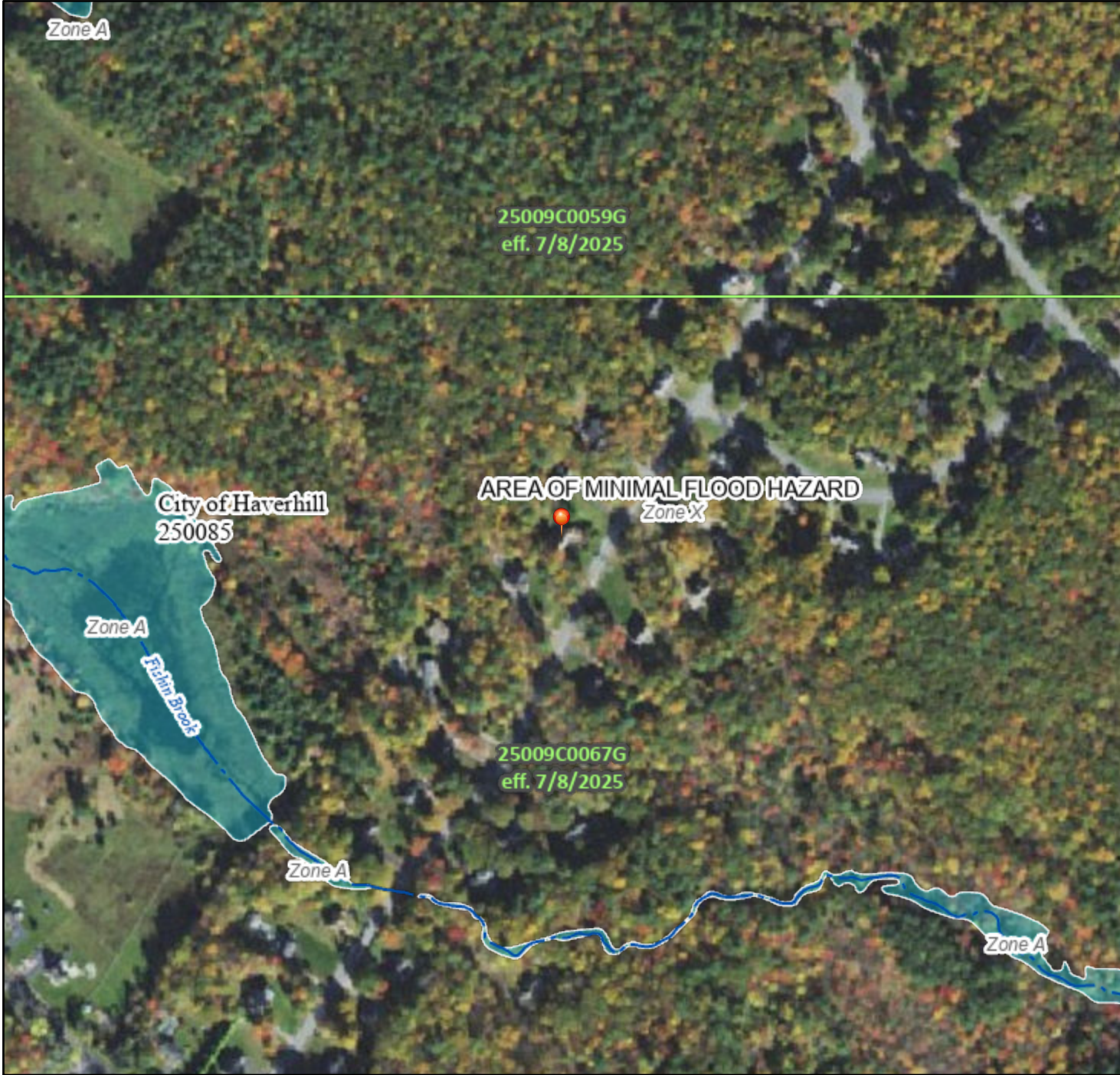
 Interstate Route  US Route  State Route

7.5-MINUTE TOPO, NH
2026

National Flood Hazard Layer FIRMette



71°8'20"W 42°48'52"N



Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 7/20/2026 at 2:05 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

NHESP Zones Near 22 Parsonage Hill Rd.



NHESP Natural Communities



NHESP Priority Habitats of Rare Species



NHESP Estimated Habitats of Rare Wildlife



Areas of Critical Environmental Concern
ACECs Transparent Green

