



CHELMSFORD CONSERVATION COMMISSION

Notice of Intent Application Instructions

Notices of Intent (NOI) are permit applications for work proposed in a Wetland Resource Area or within 100 feet of a Wetland Resource Area. Please consult the Chelmsford Wetlands Bylaw and Bylaw Regulations prior to filing with the Conservation Commission. You may wish to file an Abbreviated Notice of Resource Area Delineation to confirm wetland resource areas prior to filing a NOI.

Step 1

Download and **complete WPA Form 3** from the Massachusetts Department of Environmental Protection (DEP) website: <http://www.mass.gov/dep/water/approvals/wpaform3.pdf>. Printed copies may be obtained from the Conservation Office at the Town Offices. It is recommended that you obtain a wetland scientist, consultant, engineer, and/or land surveyor to assist you with preparing the permit application. **Applications must include a plan certified by a registered professional engineer or land surveyor.**

Use the included checklist to ensure that the plan(s) include at least the minimum required information.

Step 2

Plan your submission date based on the hearing schedule. The Conservation Commission generally meets every 1st and 3rd Tuesday of the month. **Applications are due by 2:00 pm on Thursday**, 20 days in advance of the Commission's meeting (See the Legal Notice & Hearing Timeline form).

Example: If the Commission meets on Tuesday, September 18, 2012, the submission deadline is Thursday, August 30, 2012.

Step 3

Obtain a certified list of abutters within **300 feet** of the subject property from the Chelmsford Assessor's Office. Concurrent with the filing of the NOI, you need to notify abutters in accordance with the provisions of 310 CMR 10.05(4)(a) and the Bylaw. The applicant must present either the certified mail receipts or certificate of mailing receipts for all abutters at the beginning of the public hearing.

Step 4

Submit the following materials to the Conservation Commission:

- Two (2) copies of the NOI application:
 - Signed WPA Form 3
 - NOI Wetland Fee Transmittal Form
 - USGS map of the area
 - Detailed project description
 - Existing Conditions
 - Proposed Conditions
 - Wetland Delineation Information
 - Stormwater Information
 - Construction Sequencing
 - Evidence that:
 - The area is not significant to the interests of the Act; or
 - The work will contribute to the protection of the interests of the Act
- Nine (9) Copies of the plan [if larger than 11" x 17" submit two (2) full-size copies and seven (7) 11" x 17" copies]
- Electronic submission of application materials (email to: kquertin@townofchelmsford.us or provide on Compact Disc):
 - One copy of the application and the plan in digital format: PDF file
 - One copy of the plan in digital format: capable of conversion to a DXF file and referenced to the Massachusetts State Plane NAD83 format
- One copy of the coordinates for all wetland resource flags, labeled and referenced to the Massachusetts State Plane NAD83 format

Please
No staples - No GBC bindings
No plastic covers
Use binder clips or three-hole
punch
Folded unbound plans

NOI Application Instructions

Step 4 (Continued)

- Copy of an Assessor's List of Abutters
- Copy of the Notice to Abutters
- Affidavit of mailing to all abutters within 300 feet of the subject property
- Signed and completed Legal Notice & Hearing Timeline form
- Local Filing Fee Calculation Form
- Application fee payable to the Town of Chelmsford
- Photocopy of the checks or money orders submitted to the Town and the State

Submit the following materials to the DEP Northeast Regional Office:

- One (1) copy of the NOI application:
 - Signed WPA Form 3
 - NOI Wetland Fee Transmittal Form
 - USGS map of the area
 - Detailed project description
- One (1) copy of the plan
- Photocopy of the checks or money orders submitted to the Town and the State

DEP Northeast Regional Office
205B Lowell Street
Wilmington, Massachusetts 01887

Note that a copy of the NOI Wetland Fee Transmittal Form and check payable to the Commonwealth of Massachusetts for the state share of the filing fee must be submitted to: DEP, Box 4062, Boston, MA 02211

Step 5

By submitting a **complete** NOI application (see items listed in Step 4), you will be scheduled to attend the next available public hearing. Incomplete NOI applications will not be received by the Conservation Office. **The applicant or the representative must be present at the scheduled public hearing.**

Step 6

The Conservation Commission, their agent, or a third party reviewer will perform a site visit to confirm the existing conditions and resource area delineation. The applicant will be notified about the date and time of the site visit and is encouraged to attend.

Step 7

The applicant or the representative is responsible for paying the Legal Notice advertising fee (Approximately \$40 to the Chelmsford Independent) and will be billed directly by the newspaper.

Plan Checklist

The following should be included on the submitted plan:

- Title & date
- Applicant's name & address
- Owner's name & address
- Assessor's map, block, lot number, street number and subdivision lot number, where applicable, of the subject property
- Owner's name, assessor's map, block, lot number, and street number of adjacent properties
- Existing & Proposed Conditions
 - Buildings & structures
 - Pavement
 - Edge of lawn / landscaping
 - Stormwater structures
 - Snow storage
 - 2-foot contours or smaller
- Limit of work
- Erosion control devices
- Construction stockpiling and staging areas
- Details for proposed stormwater structures, erosion control and stabilization
- Wetlands on and within 200 feet of the property
- The location of consecutively numbered flags delineating Wetland Resource Areas
- Name of the individual who performed the delineation & date of the delineation
- 100-foot Buffer Zone, 50-foot No Build, 30-foot No Impervious, and 25-foot No Disturbance
- Certification by a professional engineer or land surveyor

Updated August 2012