
Newburyport Instruction Checklist for Notices of Intent

Last revision: 4/1/09

1. Fill out the "WPA Form 3 - Notice of Intent" and the "NOI Wetland Fee Transmittal Form."
2. Make eleven (11) copies of both forms and include any supporting plans, drawings and narratives.
3. Make one (1) additional copy of "NOI Wetland Fee Transmittal Form."
4. After calculating the filing fees, be sure to make one (1) copy of the check to the State.
5. Submit ten (10) of the copies to the Planning Office with the City's share of the Wetlands fee **plus an additional \$50** for the local fee.
6. Send one (1) copy of the "WPA Form 3 - Notice of Intent," the "NOI Wetland Fee Transmittal Form," a locus map showing where your property is, and the copy of the State's check to:
Department of Environmental Protection
Northeast Regional Office
205B Lowell Street
Wilmington, MA 01887
7. Send the copy of the "NOI Wetland Fee Transmittal Form" and the State's share of the Wetlands Fee to:
Commonwealth of Massachusetts
Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211
8. Obtain an abutter's list from the Assessor's Office. Make a copy for submittal with your application.
9. Fill out the "Notification to Abutters Under the Massachusetts Wetland Protection Act" form, including the hearing date, and make one copy for each abutter.
10. Send the "Notification to Abutters" form **certified mail** to all abutters. Keep receipts of each certified mailing and submit these with your Notice of Intent application. (Be sure to include the name and address of the abutter on each receipt.)
11. After notifying abutters, complete the "Affidavit of Service" form and submit it to the Planning Office with your application.
12. If you would like to hand deliver your legal ad to the Daily News, please be sure to tell the Planning Office. Otherwise, the legal ad will be faxed to the Daily News and invoiced to the person listed as the applicant. Make sure to list a **Massachusetts address and phone number** for billing purposes.

Summary Checklist of items to include in your NOI submittal to Newburyport Planning Office:

- Completed Notice of Intent form (WPA Form 3)
- All relevant plans and narrative materials
- Receipts of certified mailings to abutters
- Affidavit of Service for abutter mailings
- Abutters list from assessors office
- All applicable fees

NOTE: Any additional information must be submitted **seven business days** prior to the hearing or a continuance may be required.