
Newburyport Conservation Commission Instruction Checklist for Notices of Intent

Last revision: 3/21/2011

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. (*Please see copying guidelines on the reverse side of this sheet.*)
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. Optionally, you may file the Notice of Intent with MassDEP via the web. (*See reverse side of this sheet for more information.*)
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 and \$150 for placing the newspaper ad (**total of \$200**). Make the check to the "City of Newburyport."
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 a **certified** 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** or by **certificates of mailing** to all abutters. Keep receipts of each certified mailing and submit these with your Notice of Intent application or at the first hearing. (Be sure to include the name and address of the abutter on each receipt or certificate.)
11. After notifying abutters, complete the "Affidavit of Service" form and submit it to the Planning Office with your application.

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

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

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

Wetlands Applications – Reduction in Paper Policy

The Newburyport Conservation Commission is now requesting that applicants reduce the use of paper when filing Requests for Determinations, Notices of Intent or other wetlands permit applications.

Please use the following guidelines:

- ✎ Printed materials should be double-sided, preferably on recycled paper (at least 30% post-consumer content).
- ✎ Eliminate plastic covers on reports.
- ✎ For **8** of the submitted packets, you may submit smaller (e.g., 11 x 17) plans as long as they are readable. (Submit full-sized plans for the other **2** packets.)
- ✎ Submit only **1** printed copy of the Stormwater Calculations (when required) and send 1 electronic version (e.g., PDF) to the Conservation Administrator either by e-mail or on CD. (Once the calculations have been finalized, you will be asked to submit one final printed and electronic copy.)
- ✎ Once all plans are finalized, please submit GIS layers for the project if you have them (especially for the wetlands delineations). *See the Conservation Administrator for more info on this requirement.*

eDEP Filing

In addition to the above, consider using DEP's new online filing system (eDEP). This allows you to file *Notice of Intent* and *Abbreviated Notice of Resource Area Delineation* applications electronically with the state.

You may print a copy of your online filing and submit it as part of your application package as outlined on the other side of this sheet. Note that you must continue to submit full packages to the Newburyport Planning Office even if you file electronically with eDEP.

Go to: www.mass.gov/dep/service/compliance/edeponlf.htm for more information.

***** *Thank you!* *****

Please direct any questions to:

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