

Town of Salisbury Conservation Commission

Notice of Intent Checklist

Before a Notice of Intent application is accepted, the following items must be completed. This is a guide to be used for reference only. This is not an absolute list.

Although still accepted in paper, MASS DEP encourages forms to be filed online. Please go to

<https://edep.dep.mass.gov/edep/DEPlogin.aspx>

___1. All applicable sections of the NOI WPA Form 3 must be completed and the signature page must be signed by the property owner. A signed letter of consent from the property owner will be acceptable in lieu of a signature on the application.

___2. A check made out to the Town of Salisbury for all applicable fees.

___3. A copy of the certified abutters list, a copy of the notice, and proof of delivery of the abutters notices at least 5 days prior to the intended meeting date.

___4. A narrative that explains the project and how it meets the MA Wetlands Protection Act and Regulations.

___5. Stamped engineered plans showing the following (where applicable):

___ Existing conditions (i.e. property lines, contours, structures, pavement, fences, etc)

___ Proposed conditions (i.e. structures, contours, stormwater systems, replication, landscaping, pavement, fences)

___ Flood zone(s)

___ Resource areas (labeled and flagged)

___ 100 foot wetland buffer zone

___ 100 and 200 foot Riverfront areas

___ Erosion controls

___ Title block with date

___ Scale (at least 1"=40')

___6. Proof of mailing to Natural Heritage & Endangered Species Program *if applicable*.

NHESP

Mass. Division of Fisheries and Wildlife

North Drive, Westborough, MA 01581

___7. Proof of mailing to MA DEP:

Send NOI form to:

MA DEP Northeast Regional Office

150 Presidential Way

Woburn, MA 01801

Send check for fees and "Transmittal Form" to:

MA DEP

PO Box 4062

Boston, MA 02211

___8. Eight (8) copies of all materials (forms, pictures, plans) must be delivered to the conservation commission office two weeks prior to the intended meeting date. (See deadline schedule for exact dates).

___9. Digital versions of all application materials are required in order for us to publish the project on the Town's website. The meeting room has the capability of showing presentations and this is highly encouraged. Please email conservation@salisburyma.gov with a PDF or a media sharing link. We cannot accept CDs or DVDs.