

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.

__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

205B Lowell Street

Wilmington, MA 01887

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 plans are expected whenever possible. The meeting room has the capability of showing presentations and this is highly encouraged. Please provide the plans on CDs or DVDs.