



**Town of Plymouth
26 Court Street
Plymouth MA 02360
Conservation Commission
508-747-1620 x10139**

**Wetlands Bylaw Filing Fee Schedule
Effective July 1, 2008**

This fee schedule has been adopted pursuant to Section V of the Plymouth Wetlands Bylaw, Article 27, adopted 1989.

This **REVISED** fee schedule was adopted as a regulation of the Commission after public notice on May 21, 2008; public hearing on June 2, 2008, and vote of the Commission, upon motion duly made at a regular meeting of the Commission on June 2, 2008, and approved by a vote of the Plymouth Board of Selectmen, pursuant to Section V of the Bylaw, on June 17, 2008.

Therefore, the effective date of this fee schedule shall be on July 1, 2008 and shall apply to all work performed, and all Requests, Notices or other actions filed or requested of the Commission, related thereto. The fee schedule shall apply and be used to calculate all fees (exclusive of design review fees by expert engineers and consultants) and shall be paid at the time than an application or other request for Commission approval is filed with the Commission

NOTICE OF INTENT: <u>State Fee</u>			PLUS Add'l Bylaw Fee	PLUS Add'l Penalty** Bylaw Filing Fee
Total	<u>Disbursement of State Fee</u>			
Category 1	State Fee	State Share	Town Share	
Category 1	\$ 110	42.50	67.50	\$ 110
Category 2	\$ 500	237.50	262.50	\$ 500
Category 3	\$1050	512.50	537.50	\$1050
Category 4	\$1450	712.50	737.50	\$1450
Category 5	\$4 /linear ft.			\$4 /linear ft.
Category 6	\$2 / linear ft.*			\$2 / linear ft
(*max \$200 residential/\$2000 all other activities)				

****This fee applies when any part of a project has commenced prior to Conservation approval**

λNote 1: If a project is regulated only under the Local Bylaw, then only the Local Fees will apply.

However, if a project is regulated by both the Bylaw and the State Act, then BOTH fees will apply.

In cases where the State fee does not apply, the Bylaw fee still applies.

λNote 2: A complete description of all Notice of Intent activities for each category adopted by the Commission as per Section V of the Bylaw, can be found at 310 CMR 10.03 (7) *Fees* of the Wetlands Protection Act Regulations, for administration of M.G.L. Chapter 131, Section 40. Also reference WPA Appendix B-Wetland Fee Transmittal Form, for a complete description of fees.

OTHER FEES: (These fees are collected under the Local Bylaw only)			PLUS Add'l Penalty Bylaw Filing Fee**
Request for a Determination of Applicability, WPA Form 1.....		\$ 100.....	\$100**
Request for an Amended Order of Conditions.....		\$ 100.....	\$100**
**This fee applies when any part of a project has commenced prior to Conservation approval			
Certificate of Compliance.....		\$ 100	
Extension Permit	<u>Work Started</u>	<u>Work Not Started</u>	
NOI-Category 1.....	\$100/3 Yrs. Max.....	\$ 110	
NOI-Category 2.....	\$100/3 Yrs. Max.....	\$ 500	
NOI-Category 3.....	\$100/3 Yrs. Max.....	\$ 1050	
NOI-Category 4.....	\$100/3 Yrs. Max.....	\$ 1450	
NOI-Category 5.....	\$100/3 Yrs. Max.....	\$ 4 / linear ft.	
NOI-Category 6.....	\$100/3 Yrs. Max.....	\$ 2 / linear ft.	
		\$ 200 max residential	
		\$ 2000 max non-residential	
Administrative Site Review without a filing		\$ 25	
Photo Copies.....		\$.20/page	
Registry of Deeds Recording Fee.....		\$ 75/document (subject to change)	
Abutter Notification.....		\$ 1/name	
Legal Notice (payable to Town of Plymouth.).....		\$ 55.29 (subject to change)	
Copy of Wetlands Bylaw & Rules & Regulations.....		\$ 10/each	
Certified Copy:			
Order of Conditions.....		\$ 10	
Determination of Applicability.....		\$ 10	
Certificate of Compliance.....		\$ 10	

Site Access Authorization Form

Property Address: _____

Assessors Map/Lot: _____

I (we) hereby authorize the individual members of the Plymouth Conservation Commission and its agents to enter upon the referenced property for the purpose of gathering information regarding the application filed with the Commission pursuant to the Wetlands Protection Act (M.G.L. Ch. 131, s. 40) and/or the Plymouth Wetlands Protection Bylaw (Chapter 196).

Authorized Signature: _____ **Date:** _____

Please Print Name: _____

If other than owner, please state whether tenant, agent, or other: _____

Mailing Address: _____

Phone: _____ **Cell:** _____

Email: _____ **Fax:** _____

INSTRUCTION PAGE

NOTICE OF INTENT

DEP LAKEVILLE

*Mail (1) copy of the completed Notice of Intent Application and **(1) copy of all supporting plans to:**

Department of Environmental Protection
20 Riverside Drive/Route 105
Lakeville, MA -2347

**(Use Certified Mail, Return Receipt or hand-deliver)*

PLYMOUTH CONSERVATION COMMISSION

Send PDF packet to: demberley@plymouth-ma.gov

Mail (1) copy of the completed NOI application and **(1) copy of all supporting plans to:**

Conservation Commission
26 Court Street
Plymouth, MA 02360

**(Use Certified Mail, Return Receipt or hand-deliver)*

λ FILING FEES:

Massachusetts Wetland Protection Act Fee (WPA)

► State's Share of Fee: (as calculated on the NOI Wetland Fee Transmittal Form)

\$ _____

TOTALWPA Fee

Make this check payable to **Commonwealth of Massachusetts**

\$ _____

λ **IMPORTANT:** You must include a copy of this State's check
with your completed Notice of Intent

CHECK #1

(A) State's Share of WPA
Payable to: Commonwealth of MA

► Town Portion of WPA Fee: (as calculated on the NOI Wetland Fee Transmittal Form)

\$ _____

(B) Town's Share of WPA

Additional Local Wetlands Bylaw Filing Fee:

(calculated from the Plymouth Wetlands Bylaw Filing Fee Schedule)

\$ _____

(C) Plymouth Bylaw Fee

A Penalty Filing Fee is assessed if your project started prior to permitting.

\$ _____

(D) PENALTY Fee (if req'd)

CHECK #2

\$ _____
(E) TOTAL Plymouth Fee
(Total of B + C + D)

Payable to: Town of Plymouth

Abutter Fee - \$1.00/name for each abutter

(as calculated on the Abutter Notification List/Property Access Formpage)

Make this Check Payable to **Town of Plymouth**

\$ _____

(F) Abutter Fee \$1/name

Payable to Town of Plymouth

CHECK #3

Include in your NOI filing:

- Copy of the Assessor's Certified Abutter's List
- One (1) prepared mailing label for each name on the list (The Assessor's Office will provide you w/2 sets of labels w/your Certified list)

Advertising – Check Payable to **Town of Plymouth**

\$ **55.29**

CHECK

(G) Advertising Fee

Payable to Town of
Plymouth

OFFICE CONTACTS:

Richard Vacca
Conservation Planner
(508) 747-1620x10140
rvacca@plymouth-ma.gov

Debbie Emberley
Administrative Assistant
(508) 322-3322
demberley@plymouth-ma.gov

OFFICE HOURS:

Mon, Wed, Thu - 7:30 AM to 4:00 PM
Tue - 7:30 AM to 6:30 PM / Fri - 7:30 AM to 12:00 PM

ABUTTER NOTIFICATION LIST/PROPERTY ACCESS FORM
Pursuant to the Plymouth Wetlands Protection Bylaw & State Wetlands Protection Act

*******ABUTTER NOTIFICATION*******

Written notification of the Public Hearing shall be by the Commission at the expense of the applicant. A Certified list of abutters shall include the applicant, abutters, owners of land directly opposite on any public or private street or way, and abutters to abutters within 100 feet of the property line of the proposed project as they appear on the most recent Assessor's records.

Property owners within 100 feet of the property line of the proposed project must receive a copy of the completed NOTIFICATION TO ABUTTERS page by Certificate of Mailing or Certified Mail Return Receipt or hand-delivery w/confirmation, as mandated by the State and Plymouth Wetland Bylaw.

Note 1: The applicant shall complete the attached form to request a Certified Abutters List from the Assessor's Office. In turn, the Assessor's shall provide a certified list for a fee of \$25, which includes up to 100 mailing labels. (The certification of the list may take 7-10 business days).

Note 2: Your completed Notice of Intent must include a prepared mailing label for each abutter's name.

Abutter Fee Calculation:

Number of abutters _____ **x \$1.00/name = \$** _____
(count duplicate names only once) **Total Abutter Fee**

*fee collected under Plymouth Wetland Bylaw

Signature of Applicant or Representative _____ Date _____

PROPERTY ACCESS

Section VIII K and Section XI of the Plymouth Wetlands Bylaw

I hereby authorize the Plymouth Conservation Commission, its agents, officers and/or employees to enter the property upon which work is proposed for reasons deemed necessary by the Commission.

Signature of Applicant or Representative

Revised Jan 2018



Town of Plymouth
ASSESSORS' OFFICE

26 Court Street
Plymouth, MA 02360
(508) 747-1620 X10296
assessors@plymouth-ma.gov

Abutter List Report
(Please allow 10 days for final list)

RECORD OWNER: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

TELEPHONE NO: _____

FACSIMILE NO: _____

EMAIL ADDRESS: _____

Please specify type of request:

Direct Abutter 100' - Conservation 300' - Planning/Zoning

Locus:

Subject Address: _____

Parcel ID: _____

This is to certify that at the time of the last assessment for taxation made by the Town of Plymouth, the names and addresses of the parties assessed as adjoining owners to the parcel land shown as above written.

Assessor's Use Only

DATE:

CERTIFIED BY:

*OWNERSHIP AS OF

Fee: \$25* (made payable to Town of Plymouth)

**If list exceeds 100 abutters the fee may be different.*

We have 10 business days to complete the request. Each request will be provided with 2 sets of mailing labels.
Please email or call our office with any questions. 508-747-1620 x10296

**NOTIFICATION TO ABUTTERS UNDER THE
MASSACHUSETTS WETLANDS PROTECTION ACT**

Chapter 131, Section 40

(required when submitting a Notice of Intent, WPA Form 3)

At the same time your Notice of Intent is submitted to the Conservation Office, this notification shall be sent via Certificate of Mailing or Certified Mail (return receipt) or Hand Delivered* to all abutters within 100 feet of the property lines of the proposed project.

In accordance with the 2nd paragraph of Massachusetts General Laws Chapter 131, Section 40, you are hereby notified of the following:

A. Applicant's Name: _____

B. The Applicant has filed a Notice of Intent with the Plymouth Conservation Commission seeking permission to perform work which might: remove, fill, dredge, or alter an Area Subject to Protection Under the Wetlands Protection Act (General Laws, Chapter 131, Section 40).

Description of Project: _____

C. The location where the activity is proposed is:

Street Address: _____

Assessor's Parcel ID Number: _____

D. Please request a copy of the Notice of Intent to Debbie Emberley, Administrative Assistant via email or telephone. In your request, please provide the address of the project email: demberley@plymouth-ma.gov phone: 508.322.3322

The Notice of Intent may be examined at the Plymouth Conservation Office, 26 Court St., 3rd Floor, Mon Wed Thu 7:30 AM to 4 PM, Tue 7:30 to 6:30 PM and Fri 7:30 to Noon, 508-747-1620, x10139.

(Copy fees: \$.20/page for 8 1/2 x 11; \$1.00/page for 11 x17 and \$5.00/page for larger sizes)

E. You will be mailed information regarding the date, time and place of the public hearing from the Plymouth Conservation Commission.

NOTE: Notice of the scheduled Public Hearing, including date, time and place:

- 1) Will be published at least five (5) days in advance in the Old Colony Memorial Newspaper (on Thursday of each week).
- 2) Meeting will be posted on the Town's website not less than forty-eight (48) hours in advance of the public hearing www.plymouth-ma.gov

Rev. April 2021



Massachusetts Department of Environmental Protection

Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

A. General Information (continued)

6. General Project Description:

7a. Project Type Checklist: (Limited Project Types see Section A. 7b.)

1. <input type="checkbox"/> Single Family Home	2. <input type="checkbox"/> Residential Subdivision
3. <input type="checkbox"/> Commercial/Industrial	4. <input type="checkbox"/> Dock/Pier
5. <input type="checkbox"/> Utilities	6. <input type="checkbox"/> Coastal engineering Structure
7. <input type="checkbox"/> Agriculture (e.g., cranberries, forestry)	8. <input type="checkbox"/> Transportation
9. <input type="checkbox"/> Other	

7b. Is any portion of the proposed activity eligible to be treated as a limited project (including Ecological Restoration Limited Project) subject to 310 CMR 10.24 (coastal) or 310 CMR 10.53 (inland)?

1. Yes No If yes, describe which limited project applies to this project. (See 310 CMR 10.24 and 10.53 for a complete list and description of limited project types)

2. Limited Project Type

If the proposed activity is eligible to be treated as an Ecological Restoration Limited Project (310 CMR 10.24(8), 310 CMR 10.53(4)), complete and attach Appendix A: Ecological Restoration Limited Project Checklist and Signed Certification.

8. Property recorded at the Registry of Deeds for:

a. County

b. Certificate # (if registered land)

c. Book

d. Page Number

B. Buffer Zone & Resource Area Impacts (temporary & permanent)

- Buffer Zone Only – Check if the project is located only in the Buffer Zone of a Bordering Vegetated Wetland, Inland Bank, or Coastal Resource Area.
- Inland Resource Areas (see 310 CMR 10.54-10.58; if not applicable, go to Section B.3, Coastal Resource Areas).

Check all that apply below. Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.



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Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

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B. Buffer Zone & Resource Area Impacts (temporary & permanent) (cont'd)

For all projects affecting other Resource Areas, please attach a narrative explaining how the resource area was delineated.

<u>Resource Area</u>	<u>Size of Proposed Alteration</u>	<u>Proposed Replacement (if any)</u>
a. <input type="checkbox"/> Bank	1. linear feet	2. linear feet
b. <input type="checkbox"/> Bordering Vegetated Wetland	1. square feet	2. square feet
c. <input type="checkbox"/> Land Under Waterbodies and Waterways	1. square feet 3. cubic yards dredged	2. square feet
 <u>Resource Area</u>	 <u>Size of Proposed Alteration</u>	 <u>Proposed Replacement (if any)</u>
d. <input type="checkbox"/> Bordering Land Subject to Flooding	1. square feet	2. square feet
e. <input type="checkbox"/> Isolated Land Subject to Flooding	3. cubic feet of flood storage lost 1. square feet	4. cubic feet replaced 2. cubic feet of flood storage lost
f. <input type="checkbox"/> Riverfront Area	1. Name of Waterway (if available) - specify coastal or inland	3. cubic feet replaced
2. Width of Riverfront Area (check one):		
<input type="checkbox"/> 25 ft. - Designated Densely Developed Areas only		
<input type="checkbox"/> 100 ft. - New agricultural projects only		
<input type="checkbox"/> 200 ft. - All other projects		
3. Total area of Riverfront Area on the site of the proposed project:	square feet	
4. Proposed alteration of the Riverfront Area:		
a. total square feet	b. square feet within 100 ft.	c. square feet between 100 ft. and 200 ft.
5. Has an alternatives analysis been done and is it attached to this NOI?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Was the lot where the activity is proposed created prior to August 1, 1996?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. <input type="checkbox"/> Coastal Resource Areas: (See 310 CMR 10.25-10.35)		

Note: for coastal riverfront areas, please complete **Section B.2.f.** above.



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Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

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B. Buffer Zone & Resource Area Impacts (temporary & permanent) (cont'd)

Check all that apply below. Attach narrative and supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.

Online Users:
Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

<u>Resource Area</u>	<u>Size of Proposed Alteration</u>	<u>Proposed Replacement (if any)</u>
a. <input type="checkbox"/> Designated Port Areas	Indicate size under Land Under the Ocean, below	
b. <input type="checkbox"/> Land Under the Ocean	1. square feet	2. cubic yards dredged
c. <input type="checkbox"/> Barrier Beach	Indicate size under Coastal Beaches and/or Coastal Dunes below	
d. <input type="checkbox"/> Coastal Beaches	1. square feet	2. cubic yards beach nourishment
e. <input type="checkbox"/> Coastal Dunes	1. square feet	2. cubic yards dune nourishment
<u>Size of Proposed Alteration</u>		
f. <input type="checkbox"/> Coastal Banks	1. linear feet	
g. <input type="checkbox"/> Rocky Intertidal Shores	1. square feet	
h. <input type="checkbox"/> Salt Marshes	1. square feet	2. sq ft restoration, rehab., creation
i. <input type="checkbox"/> Land Under Salt Ponds	1. square feet	
j. <input type="checkbox"/> Land Containing Shellfish	2. cubic yards dredged	
k. <input type="checkbox"/> Fish Runs	1. square feet	
Indicate size under Coastal Banks, inland Bank, Land Under the Ocean, and/or inland Land Under Waterbodies and Waterways, above		
	1. cubic yards dredged	
l. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	1. square feet	
4. <input type="checkbox"/> Restoration/Enhancement	If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.2.b or B.3.h above, please enter the additional amount here.	
a. square feet of BVW	b. square feet of Salt Marsh	
5. <input type="checkbox"/> Project Involves Stream Crossings		
a. number of new stream crossings	b. number of replacement stream crossings	



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WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

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C. Other Applicable Standards and Requirements

This is a proposal for an Ecological Restoration Limited Project. Skip Section C and complete Appendix A: Ecological Restoration Limited Project Checklists – Required Actions (310 CMR 10.11).

Streamlined Massachusetts Endangered Species Act/Wetlands Protection Act Review

1. Is any portion of the proposed project located in **Estimated Habitat of Rare Wildlife** as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetland Wildlife published by the Natural Heritage and Endangered Species Program (NHESP)? To view habitat maps, see the *Massachusetts Natural Heritage Atlas* or go to http://maps.massgis.state.ma.us/PRI_EST_HAB/viewer.htm.

a. Yes No

If yes, include proof of mailing or hand delivery of NOI to:

Natural Heritage and Endangered Species Program
Division of Fisheries and Wildlife
1 Rabbit Hill Road
Westborough, MA 01581

b. Date of map

If yes, the project is also subject to Massachusetts Endangered Species Act (MESA) review (321 CMR 10.18). To qualify for a streamlined, 30-day, MESA/Wetlands Protection Act review, please complete Section C.1.c, and include requested materials with this Notice of Intent (NOI); OR complete Section C.2.f, if applicable. *If MESA supplemental information is not included with the NOI, by completing Section 1 of this form, the NHESP will require a separate MESA filing which may take up to 90 days to review (unless noted exceptions in Section 2 apply, see below).*

c. Submit Supplemental Information for Endangered Species Review*

1. Percentage/acreage of property to be altered:

(a) within wetland Resource Area _____ percentage/acreage

(b) outside Resource Area _____ percentage/acreage

2. Assessor's Map or right-of-way plan of site

2. Project plans for entire project site, including wetland resource areas and areas outside of wetlands jurisdiction, showing existing and proposed conditions, existing and proposed tree/vegetation clearing line, and clearly demarcated limits of work **

(a) Project description (including description of impacts outside of wetland resource area & buffer zone)

(b) Photographs representative of the site

* Some projects **not** in Estimated Habitat may be located in Priority Habitat, and require NHESP review (see <https://www.mass.gov/ma-endangered-species-act-mesa-regulatory-review>).

Priority Habitat includes habitat for state-listed plants and strictly upland species not protected by the Wetlands Protection Act.

** MESA projects may not be segmented (321 CMR 10.16). The applicant must disclose full development plans even if such plans are not required as part of the Notice of Intent process.



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Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

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C. Other Applicable Standards and Requirements (cont'd)

(c) MESA filing fee (fee information available at <https://www.mass.gov/how-to/how-to-file-for-a-mesa-project-review>).

Make check payable to "Commonwealth of Massachusetts - NHESP" and **mail to NHESP** at above address

Projects altering 10 or more acres of land, also submit:

(d) Vegetation cover type map of site

(e) Project plans showing Priority & Estimated Habitat boundaries

(f) OR Check One of the Following

1. Project is exempt from MESA review.

Attach applicant letter indicating which MESA exemption applies. (See 321 CMR 10.14, <https://www.mass.gov/service-details/exemptions-from-review-for-projectsactivities-in-priority-habitat>; the NOI must still be sent to NHESP if the project is within estimated habitat pursuant to 310 CMR 10.37 and 10.59.)

2. Separate MESA review ongoing.

a. NHESP Tracking #

b. Date submitted to NHESP

3. Separate MESA review completed.

Include copy of NHESP "no Take" determination or valid Conservation & Management Permit with approved plan.

3. For coastal projects only, is any portion of the proposed project located below the mean high water line or in a fish run?

a. Not applicable – project is in inland resource area only b. Yes No

If yes, include proof of mailing, hand delivery, or electronic delivery of NOI to either:

South Shore - Bourne to Rhode Island border, and
the Cape & Islands:

North Shore - Plymouth to New Hampshire border:

Division of Marine Fisheries -
Southeast Marine Fisheries Station
Attn: Environmental Reviewer
836 South Rodney French Blvd.
New Bedford, MA 02744
Email: dmf.envreview-south@mass.gov

Division of Marine Fisheries -
North Shore Office
Attn: Environmental Reviewer
30 Emerson Avenue
Gloucester, MA 01930
Email: dmf.envreview-north@mass.gov

Also if yes, the project may require a Chapter 91 license. For coastal towns in the Northeast Region, please contact MassDEP's Boston Office. For coastal towns in the Southeast Region, please contact MassDEP's Southeast Regional Office.

c. Is this an aquaculture project?

d. Yes No

If yes, include a copy of the Division of Marine Fisheries Certification Letter (M.G.L. c. 130, § 57).



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C. Other Applicable Standards and Requirements (cont'd)

4. Is any portion of the proposed project within an Area of Critical Environmental Concern (ACEC)?

a. Yes No If yes, provide name of ACEC (see instructions to WPA Form 3 or MassDEP Website for ACEC locations). **Note:** electronic filers click on Website.

b. ACEC

5. Is any portion of the proposed project within an area designated as an Outstanding Resource Water (ORW) as designated in the Massachusetts Surface Water Quality Standards, 314 CMR 4.00?

a. Yes No

6. Is any portion of the site subject to a Wetlands Restriction Order under the Inland Wetlands Restriction Act (M.G.L. c. 131, § 40A) or the Coastal Wetlands Restriction Act (M.G.L. c. 130, § 105)?

a. Yes No

7. Is this project subject to provisions of the MassDEP Stormwater Management Standards?

a. Yes. Attach a copy of the Stormwater Report as required by the Stormwater Management Standards per 310 CMR 10.05(6)(k)-(q) and check if:

1. Applying for Low Impact Development (LID) site design credits (as described in Stormwater Management Handbook Vol. 2, Chapter 3)
2. A portion of the site constitutes redevelopment
3. Proprietary BMPs are included in the Stormwater Management System.

b. No. Check why the project is exempt:

1. Single-family house
2. Emergency road repair
3. Small Residential Subdivision (less than or equal to 4 single-family houses or less than or equal to 4 units in multi-family housing project) with no discharge to Critical Areas.

D. Additional Information

This is a proposal for an Ecological Restoration Limited Project. Skip Section D and complete Appendix A: Ecological Restoration Notice of Intent – Minimum Required Documents (310 CMR 10.12).

Applicants must include the following with this Notice of Intent (NOI). See instructions for details.

Online Users: Attach the document transaction number (provided on your receipt page) for any of the following information you submit to the Department.

1. USGS or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation Commission and the Department to locate the site. (Electronic filers may omit this item.)
2. Plans identifying the location of proposed activities (including activities proposed to serve as a Bordering Vegetated Wetland [BVW] replication area or other mitigating measure) relative to the boundaries of each affected resource area.



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D. Additional Information (cont'd)

3. Identify the method for BVW and other resource area boundary delineations (MassDEP BVW Field Data Form(s), Determination of Applicability, Order of Resource Area Delineation, etc.), and attach documentation of the methodology.
4. List the titles and dates for all plans and other materials submitted with this NOI.

a. Plan Title

b. Prepared By

c. Signed and Stamped by

d. Final Revision Date

e. Scale

f. Additional Plan or Document Title

g. Date

5. If there is more than one property owner, please attach a list of these property owners not listed on this form.
6. Attach proof of mailing for Natural Heritage and Endangered Species Program, if needed.
7. Attach proof of mailing for Massachusetts Division of Marine Fisheries, if needed.
8. Attach NOI Wetland Fee Transmittal Form
9. Attach Stormwater Report, if needed.

E. Fees

1. Fee Exempt: No filing fee shall be assessed for projects of any city, town, county, or district of the Commonwealth, federally recognized Indian tribe housing authority, municipal housing authority, or the Massachusetts Bay Transportation Authority.

Applicants must submit the following information (in addition to pages 1 and 2 of the NOI Wetland Fee Transmittal Form) to confirm fee payment:

2. Municipal Check Number

3. Check date

4. State Check Number

5. Check date

6. Payor name on check: First Name

7. Payor name on check: Last Name



Massachusetts Department of Environmental Protection

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WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

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F. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Notice of Intent and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will place notification of this Notice in a local newspaper at the expense of the applicant in accordance with the wetlands regulations, 310 CMR 10.05(5)(a).

I further certify under penalties of perjury that all abutters were notified of this application, pursuant to the requirements of M.G.L. c. 131, § 40. Notice must be made by Certificate of Mailing or in writing by hand delivery or certified mail (return receipt requested) to all abutters within 100 feet of the property line of the project location.

1. Signature of Applicant

2. Date

3. Signature of Property Owner (if different)

4. Date

5. Signature of Representative (if any)

6. Date

For Conservation Commission:

Two copies of the completed Notice of Intent (Form 3), including supporting plans and documents, two copies of the NOI Wetland Fee Transmittal Form, and the city/town fee payment, to the Conservation Commission by certified mail or hand delivery.

For MassDEP:

One copy of the completed Notice of Intent (Form 3), including supporting plans and documents, one copy of the NOI Wetland Fee Transmittal Form, and a **copy** of the state fee payment to the MassDEP Regional Office (see Instructions) by certified mail or hand delivery.

Other:

If the applicant has checked the “yes” box in any part of Section C, Item 3, above, refer to that section and the Instructions for additional submittal requirements.

The original and copies must be sent simultaneously. Failure by the applicant to send copies in a timely manner may result in dismissal of the Notice of Intent.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
NOI Wetland Fee Transmittal Form
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Applicant Information

1. Location of Project:

a. Street Address _____ b. City/Town _____

c. Check number _____ d. Fee amount _____

2. Applicant Mailing Address:

a. First Name _____ b. Last Name _____

c. Organization _____

d. Mailing Address _____

e. City/Town _____ f. State _____ g. Zip Code _____

h. Phone Number _____ i. Fax Number _____ j. Email Address _____

3. Property Owner (if different):

a. First Name _____ b. Last Name _____

c. Organization _____

d. Mailing Address _____

e. City/Town _____ f. State _____ g. Zip Code _____

h. Phone Number _____ i. Fax Number _____ j. Email Address _____

B. Fees

Fee should be calculated using the following process & worksheet. **Please see Instructions before filling out worksheet.**

Step 1/Type of Activity: Describe each type of activity that will occur in wetland resource area and buffer zone.

Step 2/Number of Activities: Identify the number of each type of activity.

Step 3/Individual Activity Fee: Identify each activity fee from the six project categories listed in the instructions.

Step 4/Subtotal Activity Fee: Multiply the number of activities (identified in Step 2) times the fee per category (identified in Step 3) to reach a subtotal fee amount. Note: If any of these activities are in a Riverfront Area in addition to another Resource Area or the Buffer Zone, the fee per activity should be multiplied by 1.5 and then added to the subtotal amount.

Step 5/Total Project Fee: Determine the total project fee by adding the subtotal amounts from Step 4.

Step 6/Fee Payments: To calculate the state share of the fee, divide the total fee in half and subtract \$12.50. To calculate the city/town share of the fee, divide the total fee in half and add \$12.50.

To calculate filing fees, refer to the category fee list and examples in the instructions for filling out WPA Form 3 (Notice of Intent).



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B. Fees (continued)

Step 5/Total Project Fee:

Step 6/Fee Payments:

Total Project Fee:	<hr/>
State share of filing Fee:	<hr/> a. Total Fee from Step 5
City/Town share of filing Fee:	<hr/> b. 1/2 Total Fee less \$12.50

C. Submittal Requirements

a.) Complete pages 1 and 2 and send with a check or money order for the state share of the fee, payable to the Commonwealth of Massachusetts.

Department of Environmental Protection
Box 4062
Boston, MA 02211

b.) **To the Conservation Commission:** Send the Notice of Intent or Abbreviated Notice of Intent; a **copy** of this form; and the city/town fee payment.

To MassDEP Regional Office (see Instructions): Send a copy of the Notice of Intent or Abbreviated Notice of Intent; a **copy** of this form; and a **copy** of the state fee payment. (E-filers of Notices of Intent may submit these electronically.)