



FILING A NOTICE OF INTENT (NOI)- full and abbreviated
NORWELL CONSERVATION COMMISSION

CHECKLIST: Please check off all items applicable to your project, sign and return to the Norwell Conservation Commission with the completed Notice of Intent.

Submit to DEP/Southeast Regional Office (20 Riverside Drive / Lakeville, MA 02347):

- _____ a. Notice of Intent (or abbreviated NOI)* (1 copy) **Outdated forms will not be accepted.**
 Please check the **Norwell Website** for the latest revision with local regulation components:
<https://www.townofnorwell.net/conservation-commission/pages/conservation-forms-and-applications>
- _____ b. Plans (1 copy)
- _____ c. Locus map identifying location of the property (1 copy)
- _____ d. Mail appropriate filing fee to DEP
 (Mail to: Commonwealth of Massachusetts, DEP, Box 4062, Boston, MA 02211), along with Fee Transmittal Form. Send a copy of these documents to DEP Lakeville with the application.

Submit to Norwell Conservation Commission:

- _____ a. WPA Form 3 - Notice of Intent * (2 copies) **Outdated forms will not be accepted.**
- _____ b. Plans (3 24x36 and 3 11x17 copies) with a complete Site Plan Requirements Check List
- _____ c. Filing Fees payable to the Town of Norwell and copies of the filing fees to the State.
(Town share + Bylaw fee on SEPARATE checks) include Wetland Fee Category Summary on how you calculated the Norwell Bylaw fee(s).
- _____ d. *Notify abutters* according to the DEP regulations (please download abutter notification information and forms). Certified abutters list must be submitted with NOI application.
- _____ e. **Legal Ad Payment Authorization:**
 I hereby authorize: _____
 Address: _____
 Phone #: _____
 Email: _____
 to be responsible for payment of the (required) legal ad in the Patriot Ledger.
- _____ f. I have read and agree to the Norwell Conservation Commission's Waiver of 21 Day Deadline. In almost all cases, projects are heard within the 21 day time frame.
- _____ g. WPA Form 3 – Notice of Intent & Plans must also be submitted electronically to the Conservation Agent and/or Conservation Assistant (wsaunders@townofnorwell.net / mschmid@townofnorwell.net)

Please note that unless all required components are included, your application will not be considered complete.

Signature of Applicant (or Applicant's Representative)

 Date

Mailing Address where decision is to be sent:

**** PLEASE NOTE THAT, IN ADDITION TO THE ABOVE, WE NOW REQUIRE AN MLS (MUNICIPAL LIEN SIGN-OFF) BE SUBMITTED FROM THE TREASURER'S OFFICE BEFORE ISSUANCE OF YOUR PERMIT****