



Notice of Intent Filing Checklist

INFORMATION

When:	Due on regular filing deadline – See filing dates and deadlines
Where:	Town of Eastham Conservation Office 2500 State Highway, Eastham, MA 02642
Form:	http://www.eastham-ma.gov or Conservation Office
Contact:	Conservation Agent
Contact Phone:	508-240-5900
Contact Email:	Conservation@eastham-ma.gov

A NOTICE OF INTENT CAN BE FILED BY COMPLETING 6 STEPS: FILL IN FORMS, OBTAIN DOCUMENTS, WRITE/PREPARE DOCUMENTS, MAKE COPIES and MAIL.

CHECKLIST	NOTES
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<input type="checkbox"/> <p><u>STEP 1:</u> <u>Forms to Fill In</u></p> <ol style="list-style-type: none"> 1. Notice of Intent Form – WPA Form 3 2. Wetlands Fee Transmittal Form 3. Notification to Abutters Letter 	
<input type="checkbox"/> <p><u>STEP 2:</u> <u>Documents to Obtain:</u></p> <ol style="list-style-type: none"> 1. Certified Abutter List (within 100’ of property lines) ♦ 2. Site plan of property ♦ 	
<input type="checkbox"/> <p><u>STEP 3:</u> <u>Written/Prepared Documents:</u></p> <ol style="list-style-type: none"> 1. Project description (Include dimensions, square feet, types of materials or vegetation – be as detailed as possible) 2. Construction Protocol (How will the project be done? With what tools or machinery?) 3. Performance Standards Analysis (How will the project protect/enhance the wetland resource areas?) 4. Planting Plan A plan showing placement of plantings. Including the size, type and how many. If an area may be disturbed by machinery, notes about stabilization with conservation seed mix. 	

<input type="checkbox"/>	<p><u>STEP 4:</u></p> <p><u>Needed Copies:</u></p> <ol style="list-style-type: none"> 1. WPA FORM 3: 4 copies 1 for applicant, 2 for conservation offices, 1 for DEP. 2. Wetlands Fee Transmittal Form: 5 copies 1 for applicant, 2 for conservation offices, 1 for DEP in Lakeville and 1 for DEP in Boston. 3. Certified Abutters List: 4 copies 1 for applicant, 2 for conservation offices, 1 for DEP. 4. Abutter Letter: TBD + 4 copies Dependent on number of abutters. Each abutter receives one letter. Plus 4 copies: 2 copies for conservation office, 1 for DEP, and one for applicant. 5. Plans and Narratives: 10 copies (11 x 17") 8 copies for conservation office, one copy for DEP, one copy for applicant. 	
<input type="checkbox"/>	<p><u>STEP 5:</u></p> <ul style="list-style-type: none"> ➤ Upload completed NOI filing and requested material to OpenGov. ➤ Pay with Credit Card through OpenGov or with a Check payable to Town of Eastham. (See Step 6) 	
<input type="checkbox"/>	<p><u>STEP 6:</u></p> <p><u>Mailing Completed Filing: Eastham Conservation Offices</u></p> <ul style="list-style-type: none"> ➤ Click link for Bylaw fees. ➤ Click link for State Fees ➤ \$15.00 legal ad fee. ➤ 2 WPA Form 3 (1 original copy), Wetland Fee Transmittal Form, abutter letter form. ➤ 3 sets of Plans, planting plans, project narratives, construction protocol. ➤ Electronic Copy of complete filing emailed to dnr@eastham-ma.gov. <p><u>To Abutters:</u> Mail one completed abutters letter to each abutter listed on the certified abutters list. Mail via certified mail, return receipt. Do not mail until filing is accepted by Conservation Office – then mail immediately. Return all signed certified cards, PS Form 3811, to the Conservation Office.</p> <p><u>To MA DEP in Lakeville:</u> 1 paper copy of all documents. 1 electronic copy emailed to SERO_NOI@mass.gov PDF format preferred.</p>	<p>Eastham Conservation Offices 2500 State Highway Eastham, MA. 02642</p> <p>MA DEP 20 Riverside Drive Route 105 Lakeville, MA 02347</p>

To MA DEP in Boston:

1 copy of Wetlands Fee Transmittal Form, include a check for the [State fees](#) made payable to the Commonwealth of MA.

MA DEP
P.O. Box 4062
Boston, MA 02211

- **You can obtain information about your property** such as your Map and Parcel and Book and Page by visiting the assessing database: [Assessor's Database](#) link.
- **The certified abutters list can be obtained** from clicking on the following [link](#) and can be picked up at the Conservation Office or emailed after payment received of \$25.00.
- **An old site plan can be obtained** of the property by reviewing property records at the Town Hall. Be sure to check with the Conservation Agent if you can use an old site plan. The commission or agent may require a new engineered site plan, depending on the project and if the site plan for the property is very old or does not clearly or accurately show the buffer zone and resource areas.
- **Determine if your property requires Natural Heritage/Endangered species review** by locating it on their mapping system found here: [Natural Heritage Mapping](#) link. If the property does fall within this area, then a Notice of Intent complete filing would need to be send to them as well for review. They will respond with a letter of no comment or may impose conditions on the project to protect rare species.
- An Order of Conditions permit is valid for three years and may be extended for up to three years.
- On the day of the project hearing, the Conservation Commission may conduct a site visit to review project area. Trees should be flagged, and corners of proposed construction should be marked with stakes if applicable.
- The Conservation Commission may require the applicant to submit of additional information or documents for review that they deem necessary to evaluate and permit the project such as DEP field data forms, wetlands delineation methodology, stormwater management filings, etc. Sketch plans are not likely to be acceptable, the commission will require a site plan stamped by an engineer and/or land surveyor.
- The filing fee depends on the type of project. Verify the correct amount with the Conservation Agent.

LIST OF DOCUMENTS:

1. WPA FORM 3
2. Wetlands fee transmittal form
3. Notification to abutters
4. Certified abutters list
5. Project narrative
6. Construction protocol
7. Site plan of property
8. Planting plan
9. Filing fees