
Manchester Conservation Commission Instruction Checklist for Notices of Intent

REVISION DATE: 6/23/15

1. Fill out the “WPA Form 3 - Notice of Intent” and the “NOI Wetland Fee Transmittal Form.” These can be found at: <http://www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-3.html>. (Please note that the property owner MUST sign the NOI.)
2. Calculate the Manchester Wetlands Filing Fee. The fee schedule can be found at: [Manchester Fee Schedule](#).
3. In addition to the filing fees, submit \$50.00 to place the hearing notice in the Manchester Cricket (make check out to the Town of Manchester).
4. Applications must be accompanied by a narrative of the project, addressing how the project will meet the performance standards of the affected resource areas under both the Wetlands Protection Act (WPA) *and* the Manchester Wetlands By-Law. Be sure to include details of any mitigating measures such as erosion controls, wetlands plantings, etc. In addition, if you are proposing work in the 30-foot No-Disturb Zone or 50-foot No-Build Zone, you may have to submit an Alternatives Analysis per the local bylaw. Check with the Conservation Administrator.
5. Include engineered plans* that show all resource areas including the following buffer zones:
 - a. 100 foot buffer
 - b. 50 foot No-Build Zone (local bylaw)
 - c. 30-foot No-Disturbance Zone (local bylaw)
6. Obtain a certified abutter’s list from the Assessor’s Office. This includes all abutters within 300 feet of your property line. (Make a copy for submittal with your application.)
7. Fill out the [Notification to Abutters Under the Massachusetts Wetland Protection Act](#) form, including the hearing date, and make one copy for each abutter. Send the “Notification to Abutters” form certified mail or by certificates of mailing to all abutters. Keep receipts of each certified mailing and submit these with your Notice of Intent application or at the first hearing. (Be sure to include the name and address of the abutter on each receipt or certificate.)
8. After notifying abutters, complete the [Affidavit of Service](#) form and submit it with your application.
9. Make packets (and copies) as described under “Submissions” below. Note that materials **MUST BE** collated into packets including *folded* plans.
10. Create electronic copies for submittal to the Conservation Office of all forms, plans and documentation (PDFs are preferred). Electronic copies may be submitted on a CD or e-mailed to the Conservation Administrator at: bertonic@manchester.ma.us. You may also use “[DropBox](#)” for large files (contact the Administrator for more info).

*See details of plan requirements in [Appendix B](#) (Section 1.6) of the Manchester Wetlands By-Law Regulations.

eDEP Filing

Consider using DEP’s online filing system (eDEP). This allows you to file *Notice of Intent* and *Abbreviated Notice of Resource Area Delineation* applications electronically with the state.

You may print a copy of your online filing and submit it as part of your application package as outlined below. Note that you must continue to submit hard-copy packages to the Manchester Conservation Office even if you file electronically with eDEP.

Go to: www.mass.gov/dep/service/compliance/edeponlf.htm for more information.

Submissions

NOTE: Copies should be double-sided on recycled paper (at least 30% post-consumer content if possible). Do *not* include plastic covers or bindings.

Please deliver the following to the Conservation Office by 1:00 pm on the Deadline Date:

1. Two (2) Full Packages as described below, plus one additional set for MassDEP.
2. Six (6) Abbreviated Packages as described below.
3. An electronic version of the package (e-mailed, on a CD or via [DropBox](#)).
4. Three checks made out to the “Town of Manchester” for the following:
 - Town portion of State Filing Fee
 - By-Law Filing Fee
 - \$50.00 fee for the hearing notice to be placed in the Manchester Cricket

FULL Package includes:

<input type="checkbox"/> Completed and <u>signed</u> NOI Form	<input type="checkbox"/> Detailed narrative of the project and an Alternatives Analysis (if applicable)*	<input type="checkbox"/> Stormwater Report and Checklist (if applicable)*
<input type="checkbox"/> Completed NOI Wetland Fee Transmittal Form and copy of all checks	<input type="checkbox"/> Any other supporting information to help describe the project*	<input type="checkbox"/> Receipts of certified mailing or certificates of mailing (due by first hearing)
<input type="checkbox"/> Full size plans, stamped and signed by a Professional Engineer or Land Surveyor*	<input type="checkbox"/> Certified abutters list from the Assessor’s office	<input type="checkbox"/> Fees: <ol style="list-style-type: none">1. Town portion of WPA fee2. Town by-law filing fee3. Check to town for hearing notice
<input type="checkbox"/> Affidavit of Service for abutter notification	<input type="checkbox"/> Wetland delineation forms (if applicable)*	<input type="checkbox"/> Stormwater Calculations (if applicable)

Abbreviated Package should include:

*All of the asterisked items shown under “FULL Package” above.

MassDEP Submittal

Mail a Full Package to Mass DEP Northeast Regional Office:

MassDEP Northeast Regional Office
205B Lowell Street
Wilmington, Massachusetts 01887

Mail the completed “NOI Wetland Fee Transmittal Form” and check to:

Commonwealth of Massachusetts
Department of Environmental Protection, Box 4062
Boston, MA 02211

Please direct any questions to:

Chris Bertoni, Manchester Conservation Administrator
bertonic@manchester.ma.us or 978-526-4397

**PLEASE ENSURE THAT ALL ITEMS ARE INCLUDED.
INCOMPLETE APPLICATIONS MAY DELAY YOUR HEARING DATE!**