

SUBMISSION INSTRUCTIONS FOR NOTICE OF INTENT

1. When submitting a Notice of Intent (NOI), please read the project category sheet carefully to determine which category your particular project falls into (1-5). Attached to your NOI Form is a fee calculation sheet which must be filled out along with a Fee Transmittal Form.

****When filing a NOI, there is Town filing fee which is in addition to the fee required under the MA Wetlands Protection Act. Please refer to the **Wareham Conservation Commission Filing Fees** page for the specific fee based on the category of your project.**

2. When the NOI application is completed, submit the original and four copies (5 total) to the Wareham Conservation Office along with five (5) project plans and a signed affidavit stating all abutters have been notified. You must notify abutters within 100 feet of the property boundaries through the mail, Certified Return Receipt. Notifications must be mailed on or before the date of submitting the NOI. The abutter notification forms are included in the NOI package. The submitted plans must be prepared and stamped by a professional engineer or land surveyor registered in the Commonwealth of Massachusetts. D.E.P. requires one (1) copy of the NOI and one (1) plan. D.E.P. is located at 20 Riverside Drive, Lakeville, MA 02347.

**** A copy of your application, plan, and any other supporting information must be sent **VIA EMAIL** to DEP, Southeast Region at SERO_NOI@mass.gov (there is an underscore between SERO and NOI) and to dpichette@wareham.ma.us with a subject line showing "Wareham-NOI-Street Address-Applicants Name". The Conservation Office must receive an electronic copy of the application information to be able to distribute it electronically.**

3. The Commission cannot process your NOI without making an on-site inspection. All aspects of the proposed construction must be completely staked and identified, i.e., all building corners, septic and leaching field corners, and walls and fences must be marked along their entire length. We will also need to know the area in which construction activity will take place. For instance, the building you propose may only come within 50 feet of the marsh, but we want to know how much closer the construction vehicles/activity will come.
4. Once the Commission receives the NOI and two (2) checks (one check for the NOI filing fee made out to the Town of Wareham (Town's share of State NOI fee + local NOI filing fee), and one check made out to Wareham Week in the amount of **\$50.00** to cover the cost of the legal ad), the Commission will schedule your application for a public hearing. (The Commission meets the first and third Wednesday of each month at 7:00 P.M.).

5. When the date of your hearing has been determined, the secretary will send a Notice of Public Hearing to you Certified Return Receipt. Your hearing ad will be published in the *Wareham Week* one week prior to your hearing date.
6. You or your representative should make every effort to attend the public hearing in light of possible questions about the project.
7. After the hearing is closed, an “Order of Conditions” will be sent to you or your representative Certified Return Receipt. (You will receive the original. One (1) copy – the original, must be recorded at the Registry of Deeds [see Step 8]; and a copy must be kept on the project site at all times).
8. Once the “Order of Conditions” is issued, there is a ten (10) business day appeal period during which time the project is not allowed to begin. Once the ten day appeal period has elapsed and the “Order of Conditions” has been recorded at the Registry of Deeds in Plymouth, MA, the project may begin.
9. Your “Order of Conditions” must be registered at the Registry of Deeds, Plymouth County, Plymouth, MA. The Registry will at this time give you a receipt that the Order has been registered. Please return this receipt in person or by mail to the Conservation Office. The Registry will return to you at a later date, the original “Order of Conditions” with the book and page numbers.
10. You must notify the Conservation Administrator of the proposed project start date in writing, at least three (3) days prior to the commencement of the project. Please include the D.E.P. file number in the letter.
11. Once the project has been completed, according to the “Order of Conditions”, the applicant shall submit a request for a “Certificate of Compliance” along with an “As-Built Plan” prepared by a professional engineer or land surveyor registered in the Commonwealth of Massachusetts showing deviations from the original plans submitted, if any, and showing that the site has been developed according to the requirements of the “Order of Conditions”.
12. The Commission will verify completion of the project through a site inspection and then ratify the “Certificate of Compliance” at the next scheduled Commission meeting.
13. Your “Certificate of Compliance” must also be registered at the Plymouth Registry of Deeds and the receipt must be returned to the Commission secretary.
14. Please do not hesitate to call the Wareham Conservation Office, Monday through Thursday, 8:30 A.M. to 6:00 P.M. at 508-291-3100 ext. 6505 to answer any questions you may have to clarify this filing procedure. We look forward to assisting you.

Massachusetts Department of Environmental Protection
Massachusetts Wetlands Protection Act

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

A. The name of the applicant is _____.

B. The applicant has filed a Notice of Intent with the Conservation Commission for the municipality of Wareham, seeking permission to remove, fill, dredge, or alter an area subject to protection under the Wetlands Protection Act (General Laws Chapter 131, Section 40).

C. The address of the lot where the activity is proposed is _____.

D. Copies of the Notice of Intent may be examined at the Wareham Conservation Office, Memorial Town Hall, 54 Marion Road, Wareham, MA 02571 between the hours of 8:30 A.M. and 5:30 P.M., Monday through Thursday.

For more information, please call 508-291-3100, ext. 6505.

Check one: This is the Applicant ☐. Representative ☐. Other (please specify) ☐.

E. Copies of the Notice of Intent may be obtained from either (check one) the Applicant ☐ or the Applicant's Representative ☐ by calling this telephone number: _____ between the hours of _____ and _____ on the following days of the week: _____.

F. Information regarding the date, time, and place of the public hearing may be obtained from the Wareham Conservation Office, Memorial Town Hall, 54 Marion Road, Wareham, MA 02571 between the hours of 8:30 A.M. to 5:30 P.M., Monday through Thursday. For more information, please call 508-291-3100, ext. 6505.

Check one: This is the Applicant ☐. Representative ☐. Other (please specify) ☐.

NOTE: Notice of the public hearing, including its date, time, and place, will be published at least five days in advance in the *Wareham Week*.

NOTE: Notice of the public hearing, including its date, time, and place, will be posted in the city or Town Hall not less than 48 hours in advance.

NOTE: You may also contact your local Conservation Commission or the nearest Department of Environmental Protection Regional Office for more information about this application or the Wetlands Protection Act. To contact DEP, call:

Central Region: 508-792-7650
Southeast Region: 508-946-2800

Northeast Region: 617-935-2160
Western Region: 413-784-1100