



## Notice of Intent

### Application Check List Form

Each Notice of Intent application packet must consist of one of each of the following documents:

- The Notice of Intent form from the DEP website @ <http://www.mass.gov/dep/water/approvals/wwforms.htm#noi>
- Any plans relating to the proposed project - include identification of resource areas on the property in relation to project location
- A certified abutters list from the Assessors office\*\*
- A completed Notification to Abutters form
- A Fee Transmittal Form (2 pages)
- A copy of each of the 3 checks submitted for state & local filing fees

\*\*Abutters labels must be included when filing your application.

**Please do not make copies of labels for each application packet.**

Please allow at least one week for processing of Abutters list from the Assessor's Office.

Three (3) copies of the Notice of Intent application packet, as well as payment of the required state and local filing fees, must be submitted to the Town Engineer within **21 days** of the scheduled Conservation Commission hearing date.

Two (2) copies of the Notice of Intent application packet must be mailed to Mass DEP-CERO at the address below when you file your application with the Town Engineer. Do not include money for fees. Sending by certified mail is recommended.

**Mass DEP-CERO  
627 Main Street  
Worcester, MA 01608**

The completed Fee Transmittal Form (2 pages) must be sent to DEP at the address below, along with 1 check for the State filing fee made payable the Commonwealth of Massachusetts, and a copy of the State and local filing fee checks.

**DEP  
PO Box 4062  
Boston, MA 02211**