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Conservation Commission
Notice of Intent (NOI) Application Coversheet/Checklist

| | |
|-------------|--|
| Date | |
|-------------|--|

Fill in all white cells completely

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|--|--|--|---|
| Parcel Address Sec/Block/Lot Book & Page | | Applicant name Address Email Phone | |
| Owner name Address Email Phone | | Representative Address Email Phone | |
| Legal Ad Payor | Please identify which party will pay for the Legal Ad. | | |
| Wetland type | | sf/cf affected | Relevant Perf. Stds 310 CMR 10.____ |
| Wetland type | | sf/cf affected | Relevant Perf. Stds 310 CMR 10.____ |
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Components of a Complete NOI Application

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|---|--|
| State NOI Application Form 3 | <input type="checkbox"/> NOI (DEP Form 3) |
| Fees | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| <ul style="list-style-type: none"> • Fee Transmittal form • City portion of state filing fee: \$ _____ • City's separate filing fee: \$ <u>50</u> | |
| Engineered Plans (11x 17 if legible) with Existing and Proposed Conditions for: <ul style="list-style-type: none"> • Lot lines, owner info • All wetland lines • Topography and datum • North arrow • All structures and hardscape • Stormwater mgt. features • Tree sizes and species • Lawn line • Limit-of-Work line • Erosion controls • Snow storage areas • Exterior lighting | Title(s): Date: Stamped by: |
| Abutters <ul style="list-style-type: none"> • Certified abutters list (within 100') • Newton's Abutter notification form • Affidavit & proof | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Due prior to hearing |
| Other Attachments | |
| • Project Narrative | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Locus map | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Wetland delineation (backup material) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Proof that all performance standards will be met | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| • Planting Plan | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| • Floodplain analysis | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| • Stormwater analysis | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| • Riverfront Area Alternatives Analysis | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| • Restoration or mitigation summary | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| • Phasing/Sequencing plan, O&M plan, etc. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |

Notice of Intent (NOI) Wetland Permit Process

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|--|---|
| 1. | Get a certified list of all abutters within 100' of property lines from the Newton Assessor's Office. |
| 2. | <p>Submit applications by noon of the Tuesday deadline (16 days before the desired hearing) to:</p> <p>a. <u>Newton Conservation Commission</u>:</p> <ul style="list-style-type: none"> • Complete NOI or RDA application packet via <u>electronic</u> submission through NewGov. For NOIs use the application checklist to ensure completeness. <ul style="list-style-type: none"> • Application coversheet, state forms, narrative, photocopies of checks, ALL attachments • Plans (11"x17" format, if legible) stamped by engineer if any aspect of the project requires engineering. • Application fees via mail to <u>Newton Conservation Office, 1000 Commonwealth Ave., Newton, MA 02459.</u> For NOIs use the application checklist to ensure completeness. <ul style="list-style-type: none"> • Check to City of Newton for city portion of the state filing fee • \$50 check to City of Newton for city filing fee <p>b. <u>Mass DEP Northeast Regional Office</u>: Wetlands Division, 150 Presidential Way, Woburn, MA 01801 (1 paper copy)</p> <ul style="list-style-type: none"> • Complete NOI or RDA application packet (hard copy) AND Photocopy of the two state filing fee checks <p>c. <u>DEP Lock Box</u>: Box 4062, Boston MA 02211</p> <ul style="list-style-type: none"> • Check to Commonwealth of Mass. for state portion of the state fee AND Fee transmittal form |
| <i>The Conservation Agent will determine application completeness and assign a public hearing/meeting date and time.</i> | |
| 3. | Once you have the date and time of the hearing, using the City's " Notification to Abutters Form ", notify all abutters within 100' of the property line via certified mail, certificate of mailing, or hand delivery with signatures. |
| <i>The Conservation Agent will place a legal ad in the Boston Herald and the Applicant will receive an email with instructions to pay.</i> | |
| 4. | Stake the project. 2 weeks in advance of the public hearing, stake all proposed structures, erosion control barriers, stormwater systems, etc. within Con Com jurisdiction. |
| <i>The Conservation Agent will perform a site visit before the public hearing to confirm existing conditions and proposed work. If you wish to be informed of the time of the visit, please contact the Con Com office.</i> | |
| <i>One week prior to the meeting, when the agenda is posted, the Conservation Agent will send all Applicants detailed Conservation staff notes and recommendations (from the Conservation Commission's detailed agenda).</i> | |
| 5. | Applicants may submit revised materials (via NewGov) by the Tuesday prior to the meeting (to be reviewed and discussed at the meeting) or may request a continuation to a future Conservation Commission meeting. |
| 6. | <p>Attend the public hearing/meeting. The applicant or representative is expected to provide proof of abutter notification, briefly present the project, and answer any questions about possible impacts on wetlands. At the end of the hearing, the Con Com will either:</p> <ul style="list-style-type: none"> • Issue an Order of Conditions (OOC) approving or denying the project, or • Approve a continuation of the public hearing, to allow time for additional information to be provided. |
| 7. | Receive and read the decision and understand the conditions. Contact the Con Com if you have any questions. Some conditions are temporary (such as maintaining erosion controls), and some are perpetual (such maintaining restoration planting areas or limiting the use of fertilizers and outdoor lighting). |
| 8. | Wait-out the 10-Day appeal period. A decision of the Con Com can be appealed to MassDEP by any abutter, applicant, or 10-citizen group within 10 business days of the decision. |
| 9. | Record the Order at the Registry of Deeds. Provide proof of recording to the Conservation office. |
| 10. | Install MassDEP file number sign and erosion controls. |
| 11. | Schedule and attend a pre-construction site visit. Contact the Conservation office to schedule the site visit. |
| 12. | Execute the project. The project must be completed within 3 years, unless an extension of the permit is issued. |
| 13. | Request a Certificate of Compliance (COC) via NewGov. Once the project is complete and all conditions have been satisfied, request a COC from the Conservation office by submitting: (1) DEP Form 8a , (2) a stamped as-built plan , and (3) a letter from the engineer stating that everything is in substantial compliance with the approved plans and OOC. |
| <i>The Con Com will perform a site visit to ensure compliance, and will issue a COC if appropriate.</i> | |
| 14. | Record the Certificate of Compliance (COC) at the Registry of Deeds to remove the cloud from the title. Provide proof of recording to the Conservation office. |