Conservation Permit Submittal Checklist for

Massachusetts DEP WPA Form 3 Notice of Intent (NOI)

**\*\*\***If your project is located in a **flood zonE** you must **APPLY** for a **FLOODPLAIN PERMIT** through the Building Department Prior to Submitting your Conservation Permit**\*\*\***

Complete Application, supporting documentation and filing fees are due to the Conservation Office by **12:00 p.m. 2 weeks** prior to the public hearing. Public hearings are held on 1st & 3rd Wednesday each month (See Website for Meeting Dates & Deadlines, under the Documents, Forms and Fees tab)

Read Permit Request Instructions **Mass DEP WPA Form 3 Notice of Intent (NOI)**

A brief narrative describing the project and how it meets the Performance Standards of the MA Wetlands Protection Act and Regulations as well as the Town of Marshfield Chapters 294 & 505.

☐ Any engineering drawings submitted need to be signed & sealed by a Professional Engineer, Registered in MA.

A site plan stamped & signed by a Registered Land Surveyor (R.L.S.), unless exempted by the Commission. All site plans should have the following:

Existing & proposed conditions

Delineated wetlands with the date of the delineation and the delineation source

The delineated wetland buffer zone resource area setbacks (25, 50, 75, & 100 foot)

Contour elevations utilizing NAVD88 datum

Impervious table

☐ Erosion control measures

Any Resources Areas applicable as defined in Chapter 505, Article 3

Add riverfront 200 foot setback ***(If Applicable)***

Add mean high water & mean low water ***(If Applicable)***

☐ Access Plan ***(If Applicable)***

☐ Storm Water Management Plan ***(If Applicable)***

USGS Quadrangle or equivalent locus map showing location of project site

Current FEMA FIRM Flood Zones

Current Natural Heritage and Endangered Species Program Estimated or Priority Habitat Map

BVW Delineation Sheets **(*If Applicable)***

Copy of the certified abutters list (From the Assessor’s Office for a $25.00 fee)

Checks made out to:

**Gatehouse Media** for $24.05 for Legal Ad in Marshfield Mariner

**Town of Marshfield** for filling fee (see the website for current fees)

**Copy** of check sent Commonwealth of Massachusetts (see NOI Wetland Fee Transmittal Form)

Proof of delivery of the abutters notices at least 7 days prior to the intended hearing date. (see submittal policy)

Signatures:

Application may be signed by property owner or applicant’s representative provided a signed letter of consent authorizing representation on the property owner behalf will be acceptable in lieu of a signature on the application.   
 Submittal Policy (see page 3)

Access Authorization form *original signature, owner only* (see page 4)

Submit 8 full sets of paper copies of the completed package and a DIGITAL Version on electronic media or via email to [lanoja@townofmarshfield.org](mailto:lanoja@townofmarshfield.org)

**Mail one Complete COPY Of your submittal Package to:**

MA DEP Southeast Regional Office

Wetlands and Waterways

20 Riverside Drive

Lakeville, MA 02347

**Send check for fees & “Transmittal Form” to:**

MA DEP

PO Box 4062

Boston, MA 022

Submittal Policy

Eight (8) full sets and One (1) digital of filings/applications must be complete and submitted to the Conservation Commission office by noon no later than two weeks prior to the requested public hearing to facilitate the placement of the legal ad and to allow for timely review by the Commission in advance of the hearing. The Commission staff will review applications at the time of submittal for administrative completeness and may reject incomplete applications. All documents, including plans must be 8-1/2” x 11” in size or folded to that dimension. Rolled plans will **not** be accepted. Filings containing numerous sheets of plans may be rolled at the discretion of the Commission staff.

Applicants must provide proof of abutter notification in the form of certified returned receipts (green cards) or postmarked certified mail receipts (white slips) to the Conservation office no later than the Friday prior to the hearing date.

Requests for additional information may be made by the Commission or its agent. Such requests, if not made at the public hearing, will be communicated in writing to the applicant or their representative listed on the application as promptly as possible. Additional information submitted to fulfill the aforementioned request(s) must be received by the Commission by 12:00 pm on the Wednesday prior to the next scheduled continued hearing to allow for review by the Commission and staff. Additional information submitted after this deadline may not be reviewed prior to the continued hearing, which may result in a continuance to the next available meeting.

Please note that all additional information submitted to the Conservation Commission for project subject to the jurisdiction of the Massachusetts Wetlands Protection Act must also be sent to the DEP -Southeast Regional Office in Lakeville.

The Commission is committed to a thorough and timely review of each project and will make every effort to ensure that the hearing process is completed with due diligence. We seek the cooperation of applicants and their professional consultants in achieving our goal.

CONSERVATION COMMISSION & STAFF

SITE ACCESS AUTHORIZATION

LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Here after referred to as the property)

I (We) hereby authorize the individual members of the Conservation Commission and its staff to enter upon the property for the purpose of gathering information prior to issuing a Determination of Applicability, Order of Conditions and for the purpose of enforcing the Order of Conditions prior to the issuance of a Certificate of Compliance.

TIME FRAME: FROM DATE BELOW TO DATE OF ISSUANCE OF CERTIFICATE OF COMPLIANCE

OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_