



TOWN OF WARE  
Conservation Commission

126 Main Street, Ware, Massachusetts 01082  
t. 413.967.9648

## NOTICE OF INTENT - APPLICATION GUIDELINE

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Property Owners Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Representative \_\_\_\_\_ Phone Number \_\_\_\_\_

Project Location \_\_\_\_\_ Assessors ID \_\_\_\_\_

Date NOI Mailed to DEP \_\_\_\_\_ Date NOI Mailed to NHESP \_\_\_\_\_

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This is a guideline of items to be submitted to the Ware Conservation Commission at the time of filing the Notice of Intent Application. Please submit **7** copies of everything including a CD of the scanned items in PDF format to the Ware Conservation Commission.

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### Prepare:

- Complete most recent DEP WPA Form 3 (Notice of Intent Application)
  - Plans and Calculations - Clearly describing the location, nature of the work including all necessary stormwater documents if applicable
  - Copy of the town's portion of the fee - payable to: Town of Ware
  - Copy of state's portion of the fee – payable to: Commonwealth of MA
  - Copy of the Certified Abutters List obtained from the Assessor's Office
  - Copy of the completed Abutter's Certification Form
  - Assessors Card and Assessors GIS Map identifying the locus and with a scale
  - An 8.5 x 11 copy of the most recent Natural Heritage Map identifying the locus and with a scale
  - An 8.5 x 11 copy of the FIRM Map identifying the locus and with a scale
  - An 8.5 x 11 color section of the USGS Quadrangle (topo) identifying the locus and with a scale
  - Confirmation that a copy of the NOI was sent to NHESP, if applicable
  - CD of application and supporting documents scanned in PDF format
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### Submit:

- Mail **1** copy of items above to: DEP Western Region, 427 Dwight Street, Springfield, MA 01103
  - Mail **ONLY** the "NOI Wetland Fee Transmittal Form" (2 pgs.) with the State check to: DEP, Box 4062, Boston, MA 02211 (But be sure to include a copy in the packet for DEP Springfield and Town)
  - Submit **7** copies of items above to the Ware Conservation Department
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### After Submission to Conservation Department:

- Submit a legal ad to the local newspaper – Ware River News – confirm with the Conservation Department of meeting date. Legal ad should be published 2 weeks prior to meeting date.
  - Mail Notices to Abutters via Certificate of Mailing
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### At the Public Hearing:

- Bring Proof of legal ad to the scheduled public hearing meeting