



TOWN OF WARE

Conservation Commission

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648

NOTICE OF INTENT - APPLICATION GUIDELINE

Property Owners Name _____ Phone Number _____

Representative _____ Phone Number _____

Project Location _____ Assessors ID _____

Date NOI Mailed to DEP _____ Date NOI Mailed to NHESP _____

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 electronic copies in PDF formatting to the Ware Conservation Commission.

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
 - ☐ Electronic files of application and supporting documents scanned in PDF format
-

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
-

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
-

At the Public Hearing:

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

LEGAL AD INFORMATION

Below are samples of legal ads for RDAs and NOIs. Please replace the underlined information below with information related to your filing (i.e. meeting date, type of filing, name of applicant, brief description of project work, and location of project).

The contact at Turley for legal ads may be reached at **notices@turley.com**. Please contact Jamie directly for deadlines; especially around holidays. The legal ad should run **two weeks** before the Conservation meeting. Meetings are normally the second Wednesday. Please confirm with Conservation Admin for publication date.

CONFIRM WITH THE DEPARTMENT PRIOR TO PLACING LEGAL AD FOR MEETING DATE!

Legal Notice Template for RDA:

LEGAL NOTICE

The Ware Conservation Commission will hold a public hearing on Wednesday, September 11, 2019, at 6:30 PM pursuant to the Wetlands Protection Act, M.G.L. 131 c40. The hearing will include consideration of a Request for Determination of Applicability (RDA) by Joe Smith, for construction of a UV disinfection treatment system at the existing Ware Disinfection Facility at 735 Belchertown Road. Said hearing will be held in the Selectmen's Meeting Room, Town Hall, 126 Main Street, Ware, MA 01082. To view application and related plans, contact the Conservation office at 413.967.9648.

Pursuant to MGL Chapter 4, Section 13, a copy of this legal notice can be found on the Massachusetts Newspaper Publishers Association's (MNPA) website: <http://masspublicnotices.org>.

Legal Notice Template for NOI:

LEGAL NOTICE

The Ware Conservation Commission will hold a public hearing on Wednesday, September 11, 2019, at 6:30 PM pursuant to the Wetlands Protection Act, M.G.L. 131 c40. The hearing will include consideration of a Notice of Intent (NOI) by Joe Smith, for construction of a UV disinfection treatment system at the existing Ware Disinfection Facility at 735 Belchertown Road. Said hearing will be held in the Selectmen's Meeting Room, Town Hall, 126 Main Street, Ware, MA 01082. To view application and related plans, contact the Conservation office at 413.967.9648.

Pursuant to MGL Chapter 4, Section 13, a copy of this legal notice can be found on the Massachusetts Newspaper Publishers Association's (MNPA) website: <http://masspublicnotices.org>.



TOWN OF WARE

Conservation Commission

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648

CONSERVATION PLAN REQUIREMENTS

When submitting plans to the Conservation Department, all plans must be prepared by a MA Licensed Professional Land Surveyor or a MA Licensed Professional Engineer and include, at a minimum, the following:

- ✓ Comprehensive narrative explaining the proposed work, including how the project meets Performance Standards as outlined in the WPA
- ✓ Title Block
- ✓ North Arrow
- ✓ Scaled at 1:20 and Not Greater than 1:40
- ✓ Topography with 2-foot Contours
- ✓ Property Boundaries
- ✓ Footprint of all Structures and Improvements in Buffer Zone for Project Area
- ✓ Existing and Proposed Conditions
- ✓ Resource Area Boundaries with Flag Numbers
- ✓ 100-foot Buffer Zone
- ✓ 200-foot River Front Area, if applicable
- ✓ 100-Year Flood Plaine Elevations, if applicable
- ✓ Wetland Replication Area(s) Locations with Existing and Proposed Cross Sections, Including Square Footages of Each Area
- ✓ Plans Must Provide Sufficient Details to Allow the Commission to Make an Informed Decision. See 310 CMR 10.05(4)(h).
- ✓ NO HAND DRAWN plans will be accepted.

The list above is not comprehensive and additional project specific details may be required. When submitting plans, please submit **2** sets to scale (example 18"x24" or 24"x36") and **1** Ledger Size (11"x17").



TOWN OF WARE

Conservation Commission

126 Main Street, Ware, Massachusetts 01082

t. 413.967.9648 x180

Environmental Consultants & Engineering Firms

This list is provided as a courtesy from the Department. The Town of Ware is neither affiliated with any of the below companies, nor do we make any endorsements or guarantees regarding their suitability. Updated Sept 2021.

BSC Group

33 Waldo Street, #5
Worcester, MA 01608
508-792-4500

Cold Springs Environmental Consultants

350 Old Enfield Road
Belchertown, MA 01007
413-323-5957

Environmental Planning Associates

12 Ridge Road
South Deerfield, MA 01373
413-665-7903

Fuss & O'Neill

1550 Main Street, Suite 400
Springfield, MA 01103
413-452-0445

Graves Engineering

100 Grove Street
Worcester, MA 01605
508-856-321

GZA GeoEnvironmental, Inc

1350 Main Street, #1400
Springfield, MA 01103
413-726-2100

Haines Hydrogeologic Consulting

141 Old Enfield Road
Belchertown, MA 01007
413-323-7156

Heritage Surveys, Inc

241 College Highway & Clark Street, PO Box 1
Southampton, MA 01073
413-527-3600

Huntley Associates

30 Industrial Drive East
Northampton, MA 01060
413-584-7444

Jalbert Engineering, Inc

54 Main Street
Sturbridge, MA 01566
508-347-5136

McClure Engineering

119 Worcester Road
Charlton, MA 01507
508-248-2005

New England Environmental, Inc

9 Research Drive
Amherst, MA 01002
413-256-0202

Oxbow Associates

409 Massachusetts Ave., Suite 201, PO Box 971
Acton, MA 01720
978-929-9058

Sherman & Frydryk

3 Converse Street
Palmer, MA 01069
413-283-6210

Tighe & Bond

53 Southampton Road
Westfield, MA 01085
413-562-1600

VHB / Vanasse Hangen Brustlin, Inc.

1 Federal Street, BLDG 103B
Springfield, MA 01105
413-747-7113



BRP WPA Form 3 - Notice of Intent

Instructions and Supporting Materials

Instructions for Completing Application WPA Form 3 – Notice of Intent

Please read these instructions for assistance in completing the Notice of Intent application form (WPA Form 3). These instructions cover certain items on the Notice of Intent form that are not self-explanatory.

Purpose of the Notice of Intent (NOI)

To protect the Commonwealth's wetland resources, the Massachusetts Wetlands Protection Act (General Law Chapter 131, Section 40) prohibits the removal, dredging, filling, or altering of wetlands without a permit. To obtain a permit (called an Order of Conditions), a project proponent must submit an application to the Conservation Commission and the Department of Environmental Protection (the Department). The Notice of Intent application provides the Conservation Commission and the Department with a complete and accurate description of the:

- **Site:** including the type and boundaries of resource areas under the Wetlands Protection Act, and
- **Proposed work:** including all measures and designs proposed to meet the performance standards described in the Wetlands Protection Act Regulations, 310 Code of Massachusetts Regulations (CMR) 10.00, for each applicable resource area.

The applicant is responsible for providing the information required for the review of this application to the permit issuing authority (Conservation Commission or the Department). The submittal of a complete and accurate description of the site and project will minimize requests for additional information by the issuing authority that may result in an unnecessary delay in the issuance of an Order of Conditions.

To complete this form, the applicant should refer to the wetlands regulations (310 CMR 10.00), which can be obtained from the Department's web site: <https://www.mass.gov/regulations/310-CMR-1000-wetlands-protection-act-regulations>. Regulations are available for viewing at public libraries and county law libraries across the state, as well as at the Department's Regional Service Centers (see <https://www.mass.gov/service-details/massdep-regional-offices-by-community> for locations of regional offices and the communities they serve). Regulations also are available for sale from the State House Bookstore in Boston (617-727-2834) and State House Bookstore West in Springfield (413-784-1378).

Requirements for Professional Services

The issuing authority may require that supporting plans and calculations be prepared and stamped by a registered professional engineer (PE) when, in its judgment, the complexity of the proposed work warrants this certification. Examples of information likely to require certification by a PE include: hydraulic and hydrologic calculations; critical elevations and inverts; and drawings for water control structures such as head walls, dams, and retention areas.

The issuing authority also may require that supporting materials be prepared by other professionals including, but not limited to, a registered architect, registered landscape architect, registered land surveyor, registered sanitarian, biologist, environmental scientist, geologist, or hydrologist when the complexity of the proposed work warrants specialized expertise.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Wetlands & Waterways
BRP WPA Form 3 - Notice of Intent
Instructions and Supporting Materials

Completing WPA Form 3

Leave the shaded box located at the upper right hand corner of page 1 of NOI blank. This box contains the words: “MassDEP File Number” and “Document Transaction Number”. The MassDEP File Number for this project will be issued to the Conservation Commission by the Department’s regional office. Once issued, all subsequent correspondence on the project should reference the MassDEP file number.

Instructions to Section A: General Information

Item 1. Project Location. The map or plat, parcel, and lot numbers must be included if the lot subject to the NOI does not contain a residence, school, or commercial or industrial establishment, or if the lot is being subdivided.

Electronic filers must click on the button next to Item 1 and use to the GIS locator to identify the project site.

Item 3. Property Owner. If there is more than one property owner, a list of additional property owners should be attached to the Notice of Intent.

Item 5. Total Wetlands Protection Act Fee Paid. Instructions regarding calculations of fees are explained in Section E, below.

Item 6. General Project Description. The applicant should provide a brief description of the project. Describe, and show on accompanying maps and plans, both existing and proposed site conditions, including temporary construction impacts, replication areas, and/or other mitigation measures. Attach maps, plans, and other documents identifying proposed activities and their location relative to the boundaries of each wetland resource area and Buffer Zone (if applicable).

Item 8. Property Recorded at the Registry of Deeds. For Multiple Parcels, additional book and page numbers should be attached to the Notice of Intent.

Instructions to Section B: Buffer Zone and Resource Area Impacts

To determine the size and location of any impacts that a proposed project may have on each wetland resource area, first determine the resource area boundaries.

Item 1. Buffer Zone Only. The **boundary of the buffer zone** is determined by measuring 100 feet horizontally from the outer (landward) boundaries of bordering vegetated wetland, inland or coastal bank, coastal or barrier beach, rocky intertidal shore, salt marsh, and/or coastal dune. See Instructions in Section B, below, to determine the outer boundaries of these resource areas. If you check the Buffer Zone Only box in this section (indicating that the project is entirely in the Buffer Zone), skip the remainder of Section B of the Notice of Intent (Buffer Zone and Resource Area Impacts), and go directly to Section C of the Notice of Intent.

Item 2. The **boundaries of inland resource areas** in Items 2a through f can be determined by reference to the wetlands regulations, subsection (2), “Definitions, Critical Characteristics, and Boundaries,” for each resource area covered under 310 CMR 10.54 - 10.58. The Riverfront Area, listed in Item 1f, also can be a coastal resource area. The width of the Riverfront Area is described in 310 CMR 10.58(2)(a)3, and the methods for determining the Mean Annual High-Water Line (which is the inner boundary) are found in 310 CMR 10.58(2)(a)2 and 10.58(2)(c).

Item 3. The **boundaries of coastal resource areas** (in Items 3a-k) can be determined by reference to 310 CMR 10.25 – 10.35, and to the definitions found in 310 CMR 10.04 and 10.23, and M.G.L. c. 131, § 40. Land Subject to Coastal Storm Flowage is defined in the Wetlands Protection Act (M.G.L. c. 131, § 40); there are no performance standards pertaining to this resource area.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Wetlands & Waterways
BRP WPA Form 3 - Notice of Intent
Instructions and Supporting Materials

Once you have identified the resource areas and located the components of the proposed project in each such area, you must indicate on the Notice of Intent the size of the proposed alterations (and proposed replacement areas) in each resource area. **Replacement area standards**, if any, are included in the performance standards for each resource area, discussed in the paragraph below. See also the Department's "Massachusetts Inland Wetland Replication Guidelines", March 2002 (available on MassDEP website at: <https://www.mass.gov/files/documents/2016/08/xf/replicat.pdf>).

You must also attach to the Notice of Intent a narrative and any supporting documentation describing how the project will meet all **performance standards** for each of the resource areas altered, including standards requiring consideration of alternative project design or location. The wetland regulations describe the type and extent of work that may be permitted in resource areas, called performance standards. Proposed work must meet these standards.

- **Performance standards for inland resource areas**, including the Riverfront Area (which can be either inland or coastal) are described in the Wetland regulations, subsection 3: "General Performance Standards" for each resource area covered under 310 CMR 10.54 - 58. Among other performance standards, an **alternatives analysis** is required for all projects involving bordering vegetated wetlands as well as those in the Riverfront Areas. Detailed requirements for the evaluation of alternatives to proposed work in Riverfront Areas and bordering vegetated wetlands are described at 310 CMR 10.58(4) and 310 CMR 10.55(4), respectively.
- **Performance standards for coastal resource areas** (excluding Riverfront Area) are described in various subsections within 310 CMR 10.25 – 10.35.
- **Limited Projects** are categories of activities specified in the regulations at 310 CMR 10.24(7) and 10.53(3) – (6), which can proceed at the discretion of the issuing authority without fully meeting the resource area performance standards. **Performance standards for limited projects** are described in the regulations at 310 CMR 10.24(7) and 10.53(3)-(6). An **alternatives analysis** performance standard is required for most limited projects.

Instructions to Section C. Other Applicable Standards and Requirements

Item 1. Rare Wetland Wildlife Habitat. Except for Designated Port Areas, no work (including work in the Buffer Zone) may be permitted in any resource area subject to the Act that would have adverse effects on the habitat of rare, "state-listed" vertebrate or invertebrate animal species.

The most recent Estimated Habitat Map of State-Listed Rare Wetland Wildlife is published by the Natural Heritage and Endangered Species Program (NHESP). See: http://maps.massgis.state.ma.us/PRI_EST_HAB/viewer.htm or the *Massachusetts Natural Heritage Atlas*.

If any portion of the proposed project is located in Estimated Habitat of Rare Wildlife as indicated on NHESP maps, the project is subject to the endangered species protection provisions of the Massachusetts Wetlands Protection Act Regulations (310 CMR 10.37, 10.58(4)(b), & 10.59). Projects located within Estimated Habitat are also subject to Massachusetts Endangered Species Act (MESA) review (321 CMR 10.18; for exemptions see 321 CMR 10.14). If any portion of the proposed project is located within Estimated Habitat, the applicant must send the Natural Heritage Program, at the following address, a copy of the Notice of Intent by certified mail or priority mail (or otherwise sent in a manner that guarantees delivery within two days), no later than the date of the filing of the Notice of Intent with the Conservation Commission and the Department.

Evidence of mailing to the Natural Heritage Program (such as Certified Mail Receipt or Certificate of Mailing for Priority Mail) must be submitted to the Conservation Commission and the Department's Regional Office along with the Notice of Intent.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Wetlands & Waterways
BRP WPA Form 3 - Notice of Intent
Instructions and Supporting Materials

Natural Heritage and Endangered Species Program
Division of Fisheries and Wildlife
1 Rabbit Hill Road
Westborough, MA 01581-3336
508.792.7270

To qualify for a streamlined, 30-day, MESA/Wetlands Protection Act review, please complete the portion of Section D in the NOI entitled: Streamlined Massachusetts Endangered Species Act/Wetlands protection Act Review. **If MESA supplemental information is not included with the NOI, the NHESP will require a separate MESA filing which may take up to 90 days to review.**

Item 2. Coastal Projects. The **mean high water line** in coastal areas is described in the regulatory definitions at 310 CMR 10.23. The definition of **anadromous/catadromous “fish runs”** is found at 310 CMR 10.35(2). If the proposed work is located in either such area, the applicant must send the Massachusetts Division of Marine Fisheries (South Shore (Cohasset to Rhode Island, and the Cape & Islands): Division of Marine Fisheries - Southeast Marine Fisheries Station, Attn: Environmental Reviewer, 836 South Rodney French Blvd., New Bedford, MA 02744 or North Shore (Hull to New Hampshire): Division of Marine Fisheries - North Shore Office, Attn: Environmental Reviewer, 30 Emerson Avenue, Gloucester, MA 01930) a copy of the Notice of Intent by certified mail or priority mail (or otherwise sent in a manner that guarantees delivery within two days) no later than the date of the filing of the Notice of Intent with the Conservation Commission and the Department. Evidence of mailing to the Division of Marine Fisheries (such as certified mail receipt or certificate of mailing for priority mail) must be submitted to the Conservation Commission and the Department's Regional Office along with the Notice of Intent.

Item 3. Areas of Critical Environmental Concern. If the project is proposed in one of the communities listed in the last page of these Instructions (also listed at the Department's web site: <https://www.mass.gov/files/documents/2016/08/xo/aceclist.pdf>) the project may be located in an Area of Critical Environmental Concern (ACEC). To confirm whether the project location is in an ACEC, contact the Conservation Commission or the MA Department of Conservation & Recreation (formerly the Department of Environmental Management) ACEC Program at:

251 Causeway St., Suite 600
Boston, MA 02114
617.626.1394

The ACEC Program also may be contacted for additional information or to verify new ACEC designations.

Item 5. Restriction Orders. If any portion of the proposed project is located on a site subject to a Wetlands Restriction Order under the Inland Wetlands Restriction Act (M.G.L. c. 131 § 40A) or Coastal Wetlands Restriction Act (M.G.L. c. 130 § 105), attach a copy of the order to the Notice of Intent. To determine if a Wetlands Restriction Order exists for the site, contact the Conservation Commission or the Department's Regional Office (see <https://www.mass.gov/service-details/massdep-regional-offices-by-community>).

Item 6. Stormwater Management. According to MassDEP's Stormwater Regulations (January 2008), certain projects require stormwater management measures. To determine if a project requires stormwater management, consult the Wetland Regulations at 310 CMR 10.05(6) and the Department publications: *Massachusetts Stormwater Management Handbook: Volumes 1, 2, 3*. These documents are available for purchase from the State House Bookstore (617/727-2834) and State House Bookstore West (413/784-1378) and also may be obtained from MassDEP's web site: <https://www.mass.gov/guides/massachusetts-stormwater-handbook-and-stormwater-standards>.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Wetlands & Waterways
BRP WPA Form 3 - Notice of Intent
Instructions and Supporting Materials

If stormwater management is required, applicants are required to submit a Stormwater Report with the Notice of Intent to provide stormwater management information for Conservation Commission review consistent with the wetland regulations, 310 CMR 10.05(6)(k)-(q). The Department requires engineers to also complete the Stormwater Report Checklist and Certification to certify that the project conforms to the Stormwater Regulations and meets acceptable engineering standards. For recharge wells, check the Underground Injection Control (UIC) requirements to see if UIC regulation is required at <https://www.mass.gov/service-details/underground-injection-control-uic-application-forms>.

Instructions to Section D: Additional Information

All information listed in Section D of the Notice of Intent must be provided along with the Notice of Intent when it is filed with the conservation commission and the Department.

Item 2. Plans should be of adequate size, scale, and detail to completely and accurately describe the site, resource area boundaries, and proposed work. The following guidelines are provided to encourage uniformity:

Sheet Size

- Maximum 24" x 36"
- If more than one sheet is required to describe the proposed work, provide an additional sheet indexing all other sheets and showing a general composite of all work proposed within the Buffer Zone and areas subject to protection under the Act.

Scale

- Not more than 1" = 50'
- If plans are reduced, display graphical scales.

Title Block

- Included on all plans
- Located at the lower right hand corner, oriented to be read from the bottom when bound at the left margin
- Include original date plus additional space to reference the title and dates of revised plans.

Item 3. Resource Area Delineation Methodology: Attach documentation of the methodology used to delineate the Bordering Vegetated Wetlands (BVW) boundary (e.g. BVW Field Data Form, Final Order of Resource Area Delineation or other delineation method) as well as methods used to delineate any other resource areas proposed for alteration.

Instructions to Section E: Fees

A wetland application filing fee must accompany the Notice of Intent. The fee is based on the category of the proposed activity (described in 310 CMR 10.03(7)) and the resource area to be impacted by the activity. To calculate the filing fee of the NOI Wetland Fee Transmittal Form from the instructions below.

In summary, the total filing fee for a Notice of Intent that involves more than one activity is determined by adding the fees for each proposed activity. When work is proposed in the Riverfront Area, as well as another resource area or their Buffer Zones, add 50% to the fee for each activity in the Riverfront Area. For activities exclusively within the Riverfront Area, and not within other resource areas or their Buffer Zones, the fee is determined by



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Wetlands & Waterways
BRP WPA Form 3 - Notice of Intent
Instructions and Supporting Materials

adding the amounts for each proposed activity. The city/town share of the fee is the first \$25, plus half of the remaining total fee. The state share is half the total fee in excess of \$25.

Complete pages 1 and 2 of the NOI Wetland Fee Transmittal Form (attached to the NOI) and send them, along with a check for the state share of the filing fee, payable to *the Commonwealth of Massachusetts*, to MassDEP, Box 4062, Boston, MA 02211. Review of the Notice of Intent cannot begin until the fee is received.

Include check number and payor name information on the Notice of Intent to expedite fee payment confirmation.

No filing fee shall be assessed for projects of any city, town, county, or district of the Commonwealth, federally recognized Indian tribe housing authority, municipal housing authority, or the Massachusetts Bay Transportation Authority.

In addition, a notice of the application must be placed in a local newspaper, and published at least five days prior to the hearing, at the applicant's expense. Contact the Conservation Commission for the municipality where the project is located regarding the procedure for public newspaper notice.

Instructions for Completing the NOI Wetland Fee Transmittal Form

The wetland filing fee should be calculated using the following steps based on a hypothetical project involving two driveway crossings through a Riverfront Area and Bordering Vegetated Wetland and six single family houses in Riverfront Area only.

Step 1/Type of Activity: Review plans and narrative to identify each activity in wetland resource areas and their applicable Buffer Zones. Example: driveway crossing and construction of a single family house.

Step 2/Number of Activities: Determine the number of each activity associated with the project. Example: driveway crossings and 6 single family homes.

Step 3/Individual Activity Fee: List the fee amount for each category of activity (see Category Activities and Fee, below) Example: Driveway crossing is a Category 2(f.) activity and is \$500 each. Construction of a single family house is a Category 2(a.) activity and is \$500 each.

Step 4/Subtotal Activity Fee: Determine the subtotal fee for each type of activity by multiplying the fee for the activity (Step 3) by the number of activities (Step 2). If the activity is within the Riverfront Area as well as another resource area or its Buffer Zone, add 50% to total fee (e.g., multiply the fee by 1.5). If the activity is located in a Riverfront Area only, apply the fee amount for the category without the additional 50%. Example: 2 (driveway crossings in BVW) x \$500 x 1.5 (for riverfront area) = \$1,500; 6 (single family homes) x \$500 = \$3,000.

Step 5/Total Project Fee: Add all the subtotals identified in Step 4 to determine the total fee. Example: \$1,500 + \$3,000 = \$4,500.

Step 6/Fee Payments: The state share of the fee is 50% of any filing fee in excess of \$25 (i.e., the state share can be determined by dividing the total fee in half and subtracting \$12.50); the remaining portion of the fee shall be made to the city or town (i.e., the City/Town share can be determined by dividing the total fee in half and adding \$12.50). Example: City/Town share: \$2,262.50; state share: \$2,237.50.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Wetlands & Waterways

BRP WPA Form 3 - Notice of Intent

Instructions and Supporting Materials

Category Activities and Fees

Category 1 (Fee for each activity is **\$110**):

- a.) work on single family lot; addition, pool, etc.;
- b.) site work without a house;
- c.) control vegetation;
- d.) resource improvement;
- e.) work on septic system separate from house;
- f.) monitoring well activities minus roadway;
- g.) new agricultural or aquaculture projects.

Category 2 (Fee for each activity is **\$500**):

- a.) construction of single family house;
- b.) parking lot;
- c.) beach nourishment;
- d.) coastal limited projects;
- e.) inland limited projects minus road crossings and agriculture;
- f.) each crossing for driveway to single family house;
- g.) each project source (storm drain) discharge;
- h.) control vegetation in development;
- i.) water level variations;
- j.) any other activity not in Category 1, 3, 4, 5 or 6;
- k.) water supply exploration.

Category 3 (Fee for each activity is **\$1,050**):

- a.) site preparation (for development) beyond Notice of Intent scope;
- b.) each building (for development) including site;
- c.) road construction not crossing or driveway;
- d.) hazardous cleanup;
- e.) water supply development.

Category 4 (Fee for each activity is **\$1,450**):

- a.) each crossing for development or commercial road;
- b.) dam, sluiceway, tidegate (safety) work;
- c.) landfills operation/closures;
- d.) sand and gravel operations;
- e.) railroad line construction;
- f.) bridge;
- g.) hazardous waste alterations to resource areas;
- h.) dredging;
- i.) package treatment plant and discharge;
- j.) airport tree clearing;
- k.) oil and/or hazardous material release response actions.

Category 5 (Fee is **\$4 per linear foot**; total fee not less than \$100 or more than \$2,000):

- a.) work on docks, piers, revetments, dikes, etc. (coastal or inland).

Category 6 (Fee is **\$2 per linear foot for each resource area**): **For each resource area delineation, the fee shall not exceed \$200 for activities associated with a single family house or \$2,000 for all other activities).**



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Wetlands & Waterways

BRP WPA Form 3 - Notice of Intent

Instructions and Supporting Materials

Instructions to Section F: Signatures and Submittal Requirements

Signatures and Submittal Requirements. Follow the filing instructions in Section F of the Notice of Intent. For additional filing requirements, see Section D of these instructions, above. The original Notice of Intent and a copy must be sent, by certified mail or hand delivery, to the Conservation Commission. At the same time the original Notice of Intent is submitted to the commission, one copy of the Notice of Intent must be sent to the appropriate MassDEP Regional Office (see <https://www.mass.gov/service-details/massdep-regional-offices-by-community>) by certified mail or hand delivery. Failure by the applicant to send the copies in a timely manner may result in dismissal of the Notice of Intent application.

Mail transmittal forms and MassDEP payments, payable to:

Commonwealth of Massachusetts
Department of Environmental Protection
Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Wetlands & Waterways

BRP WPA Form 3 - Notice of Intent

Instructions and Supporting Materials

TOWNS WITH ACECs WITHIN THEIR BOUNDARIES

Town	ACEC NAME	Town	ACEC NAME
Ashby	Squannassit	Lunenburg	Squannassit
Ayer	Petapawag and Squannassit	Lynn	Rumney Marshes
Barnstable	Sandy Neck/Barnstable Harbor	Mansfield	Canoe River Aquifer
Bolton	Central Nashua River Valley	Mashpee	Waquoit Bay
Boston	Rumney Marshes	Melrose	Golden Hills
	Fowl Meadow and Ponkapoag Bog	Milton	Fowl Meadow and Ponkapoag Bog
	Neponset River Estuary		Neponset River Estuary
Bourne	Pocasset River	Mt Washington	Karner Brook Watershed,
	Herring River Watershed		Schenob Brook
	Bourne Back River	Newbury	Parker River/Essex Bay
Braintree	Cranberry Brook Watershed	Norton	Hockomock Swamp
Brewster	Pleasant Bay, Inner Cape Cod Bay		Canoe River Aquifer
Bridgewater	Hockomock Swamp		Three Mile River
Canton	Fowl Meadow and Ponkapoag Bog	Norwood	Fowl Meadow and Ponkapoag Bog
Chatham	Pleasant Bay	Orleans	Inner Cape Cod Bay, Pleasant Bay
Cohasset	Weir River	Pepperell	Petapawag and Squannassit
Dalton	Hinsdale Flats Watershed	Peru	Hinsdale Flats Watershed
Dedham	Fowl Meadow and Ponkapoag Bog	Plymouth	Herring River Watershed,
Dighton	Three Mile River		Ellisville Harbor
Dunstable	Petapawag	Quincy	Neponset River Estuary
Eastham	Inner Cape Cod Bay	Randolph	Fowl Meadow and Ponkapoag Bog
	Wellfleet Harbor	Raynham	Hockomock Swamp
Easton	Canoe River Aquifer	Revere	Rumney Marshes
	Hockomock Swamp	Rowley	Parker River/Essex Bay
Egremont	Karner Brook Watershed	Sandwich	Sandy Neck/Barnstable Harbor
Essex	Parker River/Essex Bay	Saugus	Rumney Marshes, Golden Hills
Falmouth	Waquoit Bay	Sharon	Canoe River Aquifer
Foxborough	Canoe River Aquifer		Fowl Meadow and Ponkapoag Bog
Gloucester	Parker River/Essex Bay	Sheffield	Schenob Brook
Groton	Petapawag and Squannassit	Shirley	Squannassit
Grafton	Miscoe-Warren-Whitehall Watersheds	Stockbridge	Kampoosa Bog Drainage Basin
Harvard	Central Nashua River Valley	Taunton	Hockomock Swamp, Canoe River Aquifer,
	Squannassit		Three Mile River
Harwich	Pleasant Bay	Townsend	Squannassit
Hingham	Weir River, Weymouth Back River	Truro	Wellfleet Harbor
Hinsdale	Hinsdale Flats Watershed	Tyngsborough	Petapawag
Holbrook	Cranberry Brook Watershed	Upton	Miscoe-Warren-Whitehall Watersheds
Hopkinton	Westborough Cedar Swamp	Wakefield	Golden Hills
	Miscoe-Warren-Whitehall Watersheds	Washington	Hinsdale Flats Watershed
Hull	Weir River	Wellfleet	Wellfleet Harbor
Ipswich	Parker River/Essex Bay	W Bridgewater	Hockomock Swamp
Lancaster	Central Nashua River Valley	Westborough	Westborough Cedar Swamp
	Squannassit	Westwood	Fowl Meadow and Ponkapoag Bog
Lee	Kampoosa Bog Drainage Basin	Weymouth	Weymouth Back River
Leominster	Central Nashua River Valley	Winthrop	Rumney Marshes



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Note:
Before completing this form consult your local Conservation Commission regarding any municipal bylaw or ordinance.

A. General Information

1. Project Location (Note: electronic filers will click on button to locate project site):

a. Street Address

b. City/Town

c. Zip Code

Latitude and Longitude:

d. Latitude

e. Longitude

f. Assessors Map/Plat Number

g. Parcel /Lot Number

2. Applicant:

a. First Name

b. Last Name

c. Organization

d. Street Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

i. Fax Number

j. Email Address

3. Property owner (required if different from applicant): ☐ Check if more than one owner

a. First Name

b. Last Name

c. Organization

d. Street Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

i. Fax Number

j. Email address

4. Representative (if any):

a. First Name

b. Last Name

c. Company

d. Street Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

i. Fax Number

j. Email address

5. Total WPA Fee Paid (from NOI Wetland Fee Transmittal Form):

a. Total Fee Paid

b. State Fee Paid

c. City/Town Fee Paid



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

A. General Information (continued)

6. General Project Description:

7a. Project Type Checklist: (Limited Project Types see Section A. 7b.)

- | | |
|---|---|
| 1. <input type="checkbox"/> Single Family Home | 2. <input type="checkbox"/> Residential Subdivision |
| 3. <input type="checkbox"/> Commercial/Industrial | 4. <input type="checkbox"/> Dock/Pier |
| 5. <input type="checkbox"/> Utilities | 6. <input type="checkbox"/> Coastal engineering Structure |
| 7. <input type="checkbox"/> Agriculture (e.g., cranberries, forestry) | 8. <input type="checkbox"/> Transportation |
| 9. <input type="checkbox"/> Other | |

7b. Is any portion of the proposed activity eligible to be treated as a limited project (including Ecological Restoration Limited Project) subject to 310 CMR 10.24 (coastal) or 310 CMR 10.53 (inland)?

1. ☐ Yes ☐ No If yes, describe which limited project applies to this project. (See 310 CMR 10.24 and 10.53 for a complete list and description of limited project types)

2. Limited Project Type

If the proposed activity is eligible to be treated as an Ecological Restoration Limited Project (310 CMR 10.24(8), 310 CMR 10.53(4)), complete and attach Appendix A: Ecological Restoration Limited Project Checklist and Signed Certification.

8. Property recorded at the Registry of Deeds for:

a. County

b. Certificate # (if registered land)

c. Book

d. Page Number

B. Buffer Zone & Resource Area Impacts (temporary & permanent)

- ☐ Buffer Zone Only – Check if the project is located only in the Buffer Zone of a Bordering Vegetated Wetland, Inland Bank, or Coastal Resource Area.
- ☐ Inland Resource Areas (see 310 CMR 10.54-10.58; if not applicable, go to Section B.3, Coastal Resource Areas).

Check all that apply below. Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

B. Buffer Zone & Resource Area Impacts (temporary & permanent) (cont'd)

For all projects affecting other Resource Areas, please attach a narrative explaining how the resource area was delineated.

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
a. <input type="checkbox"/> Bank	1. linear feet	2. linear feet
b. <input type="checkbox"/> Bordering Vegetated Wetland	1. square feet	2. square feet
c. <input type="checkbox"/> Land Under Waterbodies and Waterways	1. square feet	2. square feet
	3. cubic yards dredged	

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
d. <input type="checkbox"/> Bordering Land Subject to Flooding	1. square feet	2. square feet
	3. cubic feet of flood storage lost	4. cubic feet replaced
e. <input type="checkbox"/> Isolated Land Subject to Flooding	1. square feet	
	2. cubic feet of flood storage lost	3. cubic feet replaced
f. <input type="checkbox"/> Riverfront Area	1. Name of Waterway (if available) - specify coastal or inland	

2. Width of Riverfront Area (check one):

- ☐ 25 ft. - Designated Densely Developed Areas only
- ☐ 100 ft. - New agricultural projects only
- ☐ 200 ft. - All other projects

3. Total area of Riverfront Area on the site of the proposed project: _____ square feet

4. Proposed alteration of the Riverfront Area:

a. total square feet _____ b. square feet within 100 ft. _____ c. square feet between 100 ft. and 200 ft. _____

5. Has an alternatives analysis been done and is it attached to this NOI? ☐ Yes ☐ No

6. Was the lot where the activity is proposed created prior to August 1, 1996? ☐ Yes ☐ No

3. ☐ Coastal Resource Areas: (See 310 CMR 10.25-10.35)

Note: for coastal riverfront areas, please complete **Section B.2.f.** above.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

B. Buffer Zone & Resource Area Impacts (temporary & permanent) (cont'd)

Check all that apply below. Attach narrative and supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.

Online Users:
Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
a. <input type="checkbox"/> Designated Port Areas	Indicate size under Land Under the Ocean, below	
b. <input type="checkbox"/> Land Under the Ocean	1. square feet	
	2. cubic yards dredged	
c. <input type="checkbox"/> Barrier Beach	Indicate size under Coastal Beaches and/or Coastal Dunes below	
d. <input type="checkbox"/> Coastal Beaches	1. square feet	2. cubic yards beach nourishment
e. <input type="checkbox"/> Coastal Dunes	1. square feet	2. cubic yards dune nourishment
	Size of Proposed Alteration	Proposed Replacement (if any)
f. <input type="checkbox"/> Coastal Banks	1. linear feet	
g. <input type="checkbox"/> Rocky Intertidal Shores	1. square feet	
h. <input type="checkbox"/> Salt Marshes	1. square feet	2. sq ft restoration, rehab., creation
i. <input type="checkbox"/> Land Under Salt Ponds	1. square feet	
	2. cubic yards dredged	
j. <input type="checkbox"/> Land Containing Shellfish	1. square feet	
k. <input type="checkbox"/> Fish Runs	Indicate size under Coastal Banks, inland Bank, Land Under the Ocean, and/or inland Land Under Waterbodies and Waterways, above	
	1. cubic yards dredged	
l. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	1. square feet	
4. <input type="checkbox"/> Restoration/Enhancement	If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.2.b or B.3.h above, please enter the additional amount here.	
	a. square feet of BVW	b. square feet of Salt Marsh
5. <input type="checkbox"/> Project Involves Stream Crossings		
	a. number of new stream crossings	b. number of replacement stream crossings



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

C. Other Applicable Standards and Requirements

- This is a proposal for an Ecological Restoration Limited Project. Skip Section C and complete Appendix A: Ecological Restoration Limited Project Checklists – Required Actions (310 CMR 10.11).

Streamlined Massachusetts Endangered Species Act/Wetlands Protection Act Review

1. Is any portion of the proposed project located in **Estimated Habitat of Rare Wildlife** as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetland Wildlife published by the Natural Heritage and Endangered Species Program (NHESP)? To view habitat maps, see the *Massachusetts Natural Heritage Atlas* or go to http://maps.massgis.state.ma.us/PRI_EST_HAB/viewer.htm.

a. — Yes — No

If yes, include proof of mailing or hand delivery of NOI to:

**Natural Heritage and Endangered Species Program
Division of Fisheries and Wildlife
1 Rabbit Hill Road
Westborough, MA 01581**

b. Date of map

If yes, the project is also subject to Massachusetts Endangered Species Act (MESA) review (321 CMR 10.18). To qualify for a streamlined, 30-day, MESA/Wetlands Protection Act review, please complete Section C.1.c, and include requested materials with this Notice of Intent (NOI); *OR* complete Section C.2.f, if applicable. *If MESA supplemental information is not included with the NOI, by completing Section 1 of this form, the NHESP will require a separate MESA filing which may take up to 90 days to review (unless noted exceptions in Section 2 apply, see below).*

- c. Submit Supplemental Information for Endangered Species Review*

1. — Percentage/acreage of property to be altered:

(a) within wetland Resource Area

percentage/acreage

(b) outside Resource Area

percentage/acreage

2. — Assessor's Map or right-of-way plan of site

2. — Project plans for entire project site, including wetland resource areas and areas outside of wetlands jurisdiction, showing existing and proposed conditions, existing and proposed tree/vegetation clearing line, and clearly demarcated limits of work **

(a) — Project description (including description of impacts outside of wetland resource area & buffer zone)

(b) — Photographs representative of the site

* Some projects **not** in Estimated Habitat may be located in Priority Habitat, and require NHESP review (see <https://www.mass.gov/ma-endangered-species-act-mesa-regulatory-review>).

Priority Habitat includes habitat for state-listed plants and strictly upland species not protected by the Wetlands Protection Act.

** MESA projects may not be segmented (321 CMR 10.16). The applicant must disclose full development plans even if such plans are not required as part of the Notice of Intent process.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

C. Other Applicable Standards and Requirements (cont'd)

(c) ☐ MESA filing fee (fee information available at <https://www.mass.gov/how-to/how-to-file-for-a-mesa-project-review>).

Make check payable to "Commonwealth of Massachusetts - NHESP" and **mail to NHESP** at above address

Projects altering 10 or more acres of land, also submit:

(d) ☐ Vegetation cover type map of site

(e) ☐ Project plans showing Priority & Estimated Habitat boundaries

(f) ☐ OR Check One of the Following

1. ☐ Project is exempt from MESA review.
Attach applicant letter indicating which MESA exemption applies. (See 321 CMR 10.14, <https://www.mass.gov/service-details/exemptions-from-review-for-projectsactivities-in-priority-habitat>; the NOI must still be sent to NHESP if the project is within estimated habitat pursuant to 310 CMR 10.37 and 10.59.)

2. ☐ Separate MESA review ongoing.

a. NHESP Tracking #

b. Date submitted to NHESP

3. ☐ Separate MESA review completed.

Include copy of NHESP "no Take" determination or valid Conservation & Management Permit with approved plan.

3. For coastal projects only, is any portion of the proposed project located below the mean high water line or in a fish run?

a. ☐ Not applicable – project is in inland resource area only b. ☐ Yes ☐ No

If yes, include proof of mailing, hand delivery, or electronic delivery of NOI to either:

South Shore - Cohasset to Rhode Island border, and the Cape & Islands:

North Shore - Hull to New Hampshire border:

Division of Marine Fisheries -
Southeast Marine Fisheries Station
Attn: Environmental Reviewer
836 South Rodney French Blvd.
New Bedford, MA 02744
Email: dmf.envreview-south@mass.gov

Division of Marine Fisheries -
North Shore Office
Attn: Environmental Reviewer
30 Emerson Avenue
Gloucester, MA 01930
Email: dmf.envreview-north@mass.gov

Also if yes, the project may require a Chapter 91 license. For coastal towns in the Northeast Region, please contact MassDEP's Boston Office. For coastal towns in the Southeast Region, please contact MassDEP's Southeast Regional Office.

c. ☐ Is this an aquaculture project?

d. ☐ Yes ☐ No

If yes, include a copy of the Division of Marine Fisheries Certification Letter (M.G.L. c. 130, § 57).



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

C. Other Applicable Standards and Requirements (cont'd)

Online Users:

Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

4. Is any portion of the proposed project within an Area of Critical Environmental Concern (ACEC)?
 a. ☐ Yes ☐ No If yes, provide name of ACEC (see instructions to WPA Form 3 or MassDEP Website for ACEC locations). **Note:** electronic filers click on Website.
 b. ACEC
5. Is any portion of the proposed project within an area designated as an Outstanding Resource Water (ORW) as designated in the Massachusetts Surface Water Quality Standards, 314 CMR 4.00?
 a. ☐ Yes ☐ No
6. Is any portion of the site subject to a Wetlands Restriction Order under the Inland Wetlands Restriction Act (M.G.L. c. 131, § 40A) or the Coastal Wetlands Restriction Act (M.G.L. c. 130, § 105)?
 a. ☐ Yes ☐ No
7. Is this project subject to provisions of the MassDEP Stormwater Management Standards?
 a. ☐ Yes. Attach a copy of the Stormwater Report as required by the Stormwater Management Standards per 310 CMR 10.05(6)(k)-(q) and check if:
 1. ☐ Applying for Low Impact Development (LID) site design credits (as described in Stormwater Management Handbook Vol. 2, Chapter 3)
 2. ☐ A portion of the site constitutes redevelopment
 3. ☐ Proprietary BMPs are included in the Stormwater Management System.
- b. ☐ No. Check why the project is exempt:
 1. ☐ Single-family house
 2. ☐ Emergency road repair
 3. ☐ Small Residential Subdivision (less than or equal to 4 single-family houses or less than or equal to 4 units in multi-family housing project) with no discharge to Critical Areas.

D. Additional Information

- ☐ This is a proposal for an Ecological Restoration Limited Project. Skip Section D and complete Appendix A: Ecological Restoration Notice of Intent – Minimum Required Documents (310 CMR 10.12).

Applicants must include the following with this Notice of Intent (NOI). See instructions for details.

Online Users: Attach the document transaction number (provided on your receipt page) for any of the following information you submit to the Department.

1. ☐ USGS or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation Commission and the Department to locate the site. (Electronic filers may omit this item.)
2. ☐ Plans identifying the location of proposed activities (including activities proposed to serve as a Bordering Vegetated Wetland [BVW] replication area or other mitigating measure) relative to the boundaries of each affected resource area.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

D. Additional Information (cont'd)

3. ☐ Identify the method for BVW and other resource area boundary delineations (MassDEP BVW Field Data Form(s), Determination of Applicability, Order of Resource Area Delineation, etc.), and attach documentation of the methodology.

4. ☐ List the titles and dates for all plans and other materials submitted with this NOI.

a. Plan Title

b. Prepared By

c. Signed and Stamped by

d. Final Revision Date

e. Scale

f. Additional Plan or Document Title

g. Date

5. ☐ If there is more than one property owner, please attach a list of these property owners not listed on this form.
6. ☐ Attach proof of mailing for Natural Heritage and Endangered Species Program, if needed.
7. ☐ Attach proof of mailing for Massachusetts Division of Marine Fisheries, if needed.
8. ☐ Attach NOI Wetland Fee Transmittal Form
9. ☐ Attach Stormwater Report, if needed.

E. Fees

1. ☐ Fee Exempt: No filing fee shall be assessed for projects of any city, town, county, or district of the Commonwealth, federally recognized Indian tribe housing authority, municipal housing authority, or the Massachusetts Bay Transportation Authority.

Applicants must submit the following information (in addition to pages 1 and 2 of the NOI Wetland Fee Transmittal Form) to confirm fee payment:

2. Municipal Check Number

3. Check date

4. State Check Number

5. Check date

6. Payor name on check: First Name

7. Payor name on check: Last Name



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File Number

Document Transaction Number

City/Town

F. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Notice of Intent and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will place notification of this Notice in a local newspaper at the expense of the applicant in accordance with the wetlands regulations, 310 CMR 10.05(5)(a).

I further certify under penalties of perjury that all abutters were notified of this application, pursuant to the requirements of M.G.L. c. 131, § 40. Notice must be made by Certificate of Mailing or in writing by hand delivery or certified mail (return receipt requested) to all abutters within 100 feet of the property line of the project location.

1. Signature of Applicant

2. Date

3. Signature of Property Owner (if different)

4. Date

5. Signature of Representative (if any)

6. Date

For Conservation Commission:

Two copies of the completed Notice of Intent (Form 3), including supporting plans and documents, two copies of the NOI Wetland Fee Transmittal Form, and the city/town fee payment, to the Conservation Commission by certified mail or hand delivery.

For MassDEP:

One copy of the completed Notice of Intent (Form 3), including supporting plans and documents, one copy of the NOI Wetland Fee Transmittal Form, and a **copy** of the state fee payment to the MassDEP Regional Office (see Instructions) by certified mail or hand delivery.

Other:

If the applicant has checked the "yes" box in any part of Section C, Item 3, above, refer to that section and the Instructions for additional submittal requirements.

The original and copies must be sent simultaneously. Failure by the applicant to send copies in a timely manner may result in dismissal of the Notice of Intent.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
NOI Wetland Fee Transmittal Form
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Applicant Information

1. Location of Project:

a. Street Address _____ b. City/Town _____
c. Check number _____ d. Fee amount _____

2. Applicant Mailing Address:

a. First Name _____ b. Last Name _____
c. Organization _____
d. Mailing Address _____
e. City/Town _____ f. State _____ g. Zip Code _____
h. Phone Number _____ i. Fax Number _____ j. Email Address _____

3. Property Owner (if different):

a. First Name _____ b. Last Name _____
c. Organization _____
d. Mailing Address _____
e. City/Town _____ f. State _____ g. Zip Code _____
h. Phone Number _____ i. Fax Number _____ j. Email Address _____

B. Fees

Fee should be calculated using the following process & worksheet. ***Please see Instructions before filling out worksheet.***

Step 1/Type of Activity: Describe each type of activity that will occur in wetland resource area and buffer zone.

Step 2/Number of Activities: Identify the number of each type of activity.

Step 3/Individual Activity Fee: Identify each activity fee from the six project categories listed in the instructions.

Step 4/Subtotal Activity Fee: Multiply the number of activities (identified in Step 2) times the fee per category (identified in Step 3) to reach a subtotal fee amount. Note: If any of these activities are in a Riverfront Area in addition to another Resource Area or the Buffer Zone, the fee per activity should be multiplied by 1.5 and then added to the subtotal amount.

Step 5/Total Project Fee: Determine the total project fee by adding the subtotal amounts from Step 4.

Step 6/Fee Payments: To calculate the state share of the fee, divide the total fee in half and subtract \$12.50. To calculate the city/town share of the fee, divide the total fee in half and add \$12.50.

To calculate filing fees, refer to the category fee list and examples in the instructions for filling out WPA Form 3 (Notice of Intent).



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
NOI Wetland Fee Transmittal Form
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

B. Fees (continued)

Step 1/Type of Activity	Step 2/Number of Activities	Step 3/Individual Activity Fee	Step 4/Subtotal Activity Fee

Step 5/Total Project Fee: _____

Step 6/Fee Payments:

Total Project Fee: _____
a. Total Fee from Step 5

State share of filing Fee: _____
b. 1/2 Total Fee **less** \$12.50

City/Town share of filing Fee: _____
c. 1/2 Total Fee **plus** \$12.50

C. Submittal Requirements

- a.) Complete pages 1 and 2 and send with a check or money order for the state share of the fee, payable to the Commonwealth of Massachusetts.

Department of Environmental Protection
Box 4062
Boston, MA 02211

- b.) **To the Conservation Commission:** Send the Notice of Intent or Abbreviated Notice of Intent; a **copy** of this form; and the city/town fee payment.

To MassDEP Regional Office (see Instructions): Send a copy of the Notice of Intent or Abbreviated Notice of Intent; a **copy** of this form; and a **copy** of the state fee payment. (E-filers of Notices of Intent may submit these electronically.)



Checklist for Stormwater Report

A. Introduction

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A Stormwater Report must be submitted with the Notice of Intent permit application to document compliance with the Stormwater Management Standards. The following checklist is NOT a substitute for the Stormwater Report (which should provide more substantive and detailed information) but is offered here as a tool to help the applicant organize their Stormwater Management documentation for their Report and for the reviewer to assess this information in a consistent format. As noted in the Checklist, the Stormwater Report must contain the engineering computations and supporting information set forth in Volume 3 of the [Massachusetts Stormwater Handbook](#). The Stormwater Report must be prepared and certified by a Registered Professional Engineer (RPE) licensed in the Commonwealth.

The Stormwater Report must include:

- The Stormwater Checklist completed and stamped by a Registered Professional Engineer (see page 2) that certifies that the Stormwater Report contains all required submittals.¹ This Checklist is to be used as the cover for the completed Stormwater Report.
- Applicant/Project Name
- Project Address
- Name of Firm and Registered Professional Engineer that prepared the Report
- Long-Term Pollution Prevention Plan required by Standards 4-6
- Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan required by Standard 8²
- Operation and Maintenance Plan required by Standard 9

In addition to all plans and supporting information, the Stormwater Report must include a brief narrative describing stormwater management practices, including environmentally sensitive site design and LID techniques, along with a diagram depicting runoff through the proposed BMP treatment train. Plans are required to show existing and proposed conditions, identify all wetland resource areas, NRCS soil types, critical areas, Land Uses with Higher Potential Pollutant Loads (LUHPPL), and any areas on the site where infiltration rate is greater than 2.4 inches per hour. The Plans shall identify the drainage areas for both existing and proposed conditions at a scale that enables verification of supporting calculations.

As noted in the Checklist, the Stormwater Management Report shall document compliance with each of the Stormwater Management Standards as provided in the Massachusetts Stormwater Handbook. The soils evaluation and calculations shall be done using the methodologies set forth in Volume 3 of the Massachusetts Stormwater Handbook.

To ensure that the Stormwater Report is complete, applicants are required to fill in the Stormwater Report Checklist by checking the box to indicate that the specified information has been included in the Stormwater Report. If any of the information specified in the checklist has not been submitted, the applicant must provide an explanation. The completed Stormwater Report Checklist and Certification must be submitted with the Stormwater Report.

¹ The Stormwater Report may also include the Illicit Discharge Compliance Statement required by Standard 10. If not included in the Stormwater Report, the Illicit Discharge Compliance Statement must be submitted prior to the discharge of stormwater runoff to the post-construction best management practices.

² For some complex projects, it may not be possible to include the Construction Period Erosion and Sedimentation Control Plan in the Stormwater Report. In that event, the issuing authority has the discretion to issue an Order of Conditions that approves the project and includes a condition requiring the proponent to submit the Construction Period Erosion and Sedimentation Control Plan before commencing any land disturbance activity on the site.



Checklist for Stormwater Report

B. Stormwater Checklist and Certification

The following checklist is intended to serve as a guide for applicants as to the elements that ordinarily need to be addressed in a complete Stormwater Report. The checklist is also intended to provide conservation commissions and other reviewing authorities with a summary of the components necessary for a comprehensive Stormwater Report that addresses the ten Stormwater Standards.

Note: Because stormwater requirements vary from project to project, it is possible that a complete Stormwater Report may not include information on some of the subjects specified in the Checklist. If it is determined that a specific item does not apply to the project under review, please note that the item is not applicable (N.A.) and provide the reasons for that determination.

A complete checklist must include the Certification set forth below signed by the Registered Professional Engineer who prepared the Stormwater Report.

Registered Professional Engineer's Certification

I have reviewed the Stormwater Report, including the soil evaluation, computations, Long-term Pollution Prevention Plan, the Construction Period Erosion and Sedimentation Control Plan (if included), the Long-term Post-Construction Operation and Maintenance Plan, the Illicit Discharge Compliance Statement (if included) and the plans showing the stormwater management system, and have determined that they have been prepared in accordance with the requirements of the Stormwater Management Standards as further elaborated by the Massachusetts Stormwater Handbook. I have also determined that the information presented in the Stormwater Checklist is accurate and that the information presented in the Stormwater Report accurately reflects conditions at the site as of the date of this permit application.

Registered Professional Engineer Block and Signature

Signature and Date

Checklist

Project Type: Is the application for new development, redevelopment, or a mix of new and redevelopment?

- ☐ New development
- ☐ Redevelopment
- ☐ Mix of New Development and Redevelopment



Checklist for Stormwater Report

Checklist (continued)

LID Measures: Stormwater Standards require LID measures to be considered. Document what environmentally sensitive design and LID Techniques were considered during the planning and design of the project:

- ☐ No disturbance to any Wetland Resource Areas
- ☐ Site Design Practices (e.g. clustered development, reduced frontage setbacks)
- ☐ Reduced Impervious Area (Redevelopment Only)
- ☐ Minimizing disturbance to existing trees and shrubs
- ☐ LID Site Design Credit Requested:
 - ☐ Credit 1
 - ☐ Credit 2
 - ☐ Credit 3
- ☐ Use of "country drainage" versus curb and gutter conveyance and pipe
- ☐ Bioretention Cells (includes Rain Gardens)
- ☐ Constructed Stormwater Wetlands (includes Gravel Wetlands designs)
- ☐ Treebox Filter
- ☐ Water Quality Swale
- ☐ Grass Channel
- ☐ Green Roof
- ☐ Other (describe): _____

Standard 1: No New Untreated Discharges

- ☐ No new untreated discharges
- ☐ Outlets have been designed so there is no erosion or scour to wetlands and waters of the Commonwealth
- ☐ Supporting calculations specified in Volume 3 of the Massachusetts Stormwater Handbook included.



Checklist for Stormwater Report

Checklist (continued)

Standard 2: Peak Rate Attenuation

- ☐ Standard 2 waiver requested because the project is located in land subject to coastal storm flowage and stormwater discharge is to a wetland subject to coastal flooding.
- ☐ Evaluation provided to determine whether off-site flooding increases during the 100-year 24-hour storm.
- ☐ Calculations provided to show that post-development peak discharge rates do not exceed pre-development rates for the 2-year and 10-year 24-hour storms. If evaluation shows that off-site flooding increases during the 100-year 24-hour storm, calculations are also provided to show that post-development peak discharge rates do not exceed pre-development rates for the 100-year 24-hour storm.

Standard 3: Recharge

- ☐ Soil Analysis provided.
- ☐ Required Recharge Volume calculation provided.
- ☐ Required Recharge volume reduced through use of the LID site Design Credits.
- ☐ Sizing the infiltration, BMPs is based on the following method: Check the method used.
 - ☐ Static
 - ☐ Simple Dynamic
 - ☐ Dynamic Field¹
- ☐ Runoff from all impervious areas at the site discharging to the infiltration BMP.
- ☐ Runoff from all impervious areas at the site is *not* discharging to the infiltration BMP and calculations are provided showing that the drainage area contributing runoff to the infiltration BMPs is sufficient to generate the required recharge volume.
- ☐ Recharge BMPs have been sized to infiltrate the Required Recharge Volume.
- ☐ Recharge BMPs have been sized to infiltrate the Required Recharge Volume *only* to the maximum extent practicable for the following reason:
 - ☐ Site is comprised solely of C and D soils and/or bedrock at the land surface
 - ☐ M.G.L. c. 21E sites pursuant to 310 CMR 40.0000
 - ☐ Solid Waste Landfill pursuant to 310 CMR 19.000
 - ☐ Project is otherwise subject to Stormwater Management Standards only to the maximum extent practicable.
- ☐ Calculations showing that the infiltration BMPs will drain in 72 hours are provided.
- ☐ Property includes a M.G.L. c. 21E site or a solid waste landfill and a mounding analysis is included.

¹ 80% TSS removal is required prior to discharge to infiltration BMP if Dynamic Field method is used.



Checklist for Stormwater Report

Checklist (continued)

Standard 3: Recharge (continued)

- ☐ The infiltration BMP is used to attenuate peak flows during storms greater than or equal to the 10-year 24-hour storm and separation to seasonal high groundwater is less than 4 feet and a mounding analysis is provided.
- ☐ Documentation is provided showing that infiltration BMPs do not adversely impact nearby wetland resource areas.

Standard 4: Water Quality

The Long-Term Pollution Prevention Plan typically includes the following:

- Good housekeeping practices;
 - Provisions for storing materials and waste products inside or under cover;
 - Vehicle washing controls;
 - Requirements for routine inspections and maintenance of stormwater BMPs;
 - Spill prevention and response plans;
 - Provisions for maintenance of lawns, gardens, and other landscaped areas;
 - Requirements for storage and use of fertilizers, herbicides, and pesticides;
 - Pet waste management provisions;
 - Provisions for operation and management of septic systems;
 - Provisions for solid waste management;
 - Snow disposal and plowing plans relative to Wetland Resource Areas;
 - Winter Road Salt and/or Sand Use and Storage restrictions;
 - Street sweeping schedules;
 - Provisions for prevention of illicit discharges to the stormwater management system;
 - Documentation that Stormwater BMPs are designed to provide for shutdown and containment in the event of a spill or discharges to or near critical areas or from LUHPPL;
 - Training for staff or personnel involved with implementing Long-Term Pollution Prevention Plan;
 - List of Emergency contacts for implementing Long-Term Pollution Prevention Plan.
- ☐ A Long-Term Pollution Prevention Plan is attached to Stormwater Report and is included as an attachment to the Wetlands Notice of Intent.
 - ☐ Treatment BMPs subject to the 44% TSS removal pretreatment requirement and the one inch rule for calculating the water quality volume are included, and discharge:
 - ☐ is within the Zone II or Interim Wellhead Protection Area
 - ☐ is near or to other critical areas
 - ☐ is within soils with a rapid infiltration rate (greater than 2.4 inches per hour)
 - ☐ involves runoff from land uses with higher potential pollutant loads.
 - ☐ The Required Water Quality Volume is reduced through use of the LID site Design Credits.
 - ☐ Calculations documenting that the treatment train meets the 80% TSS removal requirement and, if applicable, the 44% TSS removal pretreatment requirement, are provided.



Checklist for Stormwater Report

Checklist (continued)

Standard 4: Water Quality (continued)

- ☐ The BMP is sized (and calculations provided) based on:
 - ☐ The ½" or 1" Water Quality Volume or
 - ☐ The equivalent flow rate associated with the Water Quality Volume and documentation is provided showing that the BMP treats the required water quality volume.
- ☐ The applicant proposes to use proprietary BMPs, and documentation supporting use of proprietary BMP and proposed TSS removal rate is provided. This documentation may be in the form of the propriety BMP checklist found in Volume 2, Chapter 4 of the Massachusetts Stormwater Handbook and submitting copies of the TARP Report, STEP Report, and/or other third party studies verifying performance of the proprietary BMPs.
- ☐ A TMDL exists that indicates a need to reduce pollutants other than TSS and documentation showing that the BMPs selected are consistent with the TMDL is provided.

Standard 5: Land Uses With Higher Potential Pollutant Loads (LUHPPLs)

- ☐ The NPDES Multi-Sector General Permit covers the land use and the Stormwater Pollution Prevention Plan (SWPPP) has been included with the Stormwater Report.
- ☐ The NPDES Multi-Sector General Permit covers the land use and the SWPPP will be submitted **prior to** the discharge of stormwater to the post-construction stormwater BMPs.
- ☐ The NPDES Multi-Sector General Permit does **not** cover the land use.
- ☐ LUHPPLs are located at the site and industry specific source control and pollution prevention measures have been proposed to reduce or eliminate the exposure of LUHPPLs to rain, snow, snow melt and runoff, and been included in the long term Pollution Prevention Plan.
- ☐ All exposure has been eliminated.
- ☐ All exposure has **not** been eliminated and all BMPs selected are on MassDEP LUHPPL list.
- ☐ The LUHPPL has the potential to generate runoff with moderate to higher concentrations of oil and grease (e.g. all parking lots with >1000 vehicle trips per day) and the treatment train includes an oil grit separator, a filtering bioretention area, a sand filter or equivalent.

Standard 6: Critical Areas

- ☐ The discharge is near or to a critical area and the treatment train includes only BMPs that MassDEP has approved for stormwater discharges to or near that particular class of critical area.
- ☐ Critical areas and BMPs are identified in the Stormwater Report.



Checklist for Stormwater Report

Checklist (continued)

Standard 7: Redevelopments and Other Projects Subject to the Standards only to the maximum extent practicable

- ☐ The project is subject to the Stormwater Management Standards only to the maximum Extent Practicable as a:
 - ☐ Limited Project
 - ☐ Small Residential Projects: 5-9 single family houses or 5-9 units in a multi-family development provided there is no discharge that may potentially affect a critical area.
 - ☐ Small Residential Projects: 2-4 single family houses or 2-4 units in a multi-family development with a discharge to a critical area
 - ☐ Marina and/or boatyard provided the hull painting, service and maintenance areas are protected from exposure to rain, snow, snow melt and runoff
 - ☐ Bike Path and/or Foot Path
 - ☐ Redevelopment Project
 - ☐ Redevelopment portion of mix of new and redevelopment.
- ☐ Certain standards are not fully met (Standard No. 1, 8, 9, and 10 must always be fully met) and an explanation of why these standards are not met is contained in the Stormwater Report.
- ☐ The project involves redevelopment and a description of all measures that have been taken to improve existing conditions is provided in the Stormwater Report. The redevelopment checklist found in Volume 2 Chapter 3 of the Massachusetts Stormwater Handbook may be used to document that the proposed stormwater management system (a) complies with Standards 2, 3 and the pretreatment and structural BMP requirements of Standards 4-6 to the maximum extent practicable and (b) improves existing conditions.

Standard 8: Construction Period Pollution Prevention and Erosion and Sedimentation Control

A Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan must include the following information:

- Narrative;
 - Construction Period Operation and Maintenance Plan;
 - Names of Persons or Entity Responsible for Plan Compliance;
 - Construction Period Pollution Prevention Measures;
 - Erosion and Sedimentation Control Plan Drawings;
 - Detail drawings and specifications for erosion control BMPs, including sizing calculations;
 - Vegetation Planning;
 - Site Development Plan;
 - Construction Sequencing Plan;
 - Sequencing of Erosion and Sedimentation Controls;
 - Operation and Maintenance of Erosion and Sedimentation Controls;
 - Inspection Schedule;
 - Maintenance Schedule;
 - Inspection and Maintenance Log Form.
- ☐ A Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan containing the information set forth above has been included in the Stormwater Report.



Checklist for Stormwater Report

Checklist (continued)

Standard 8: Construction Period Pollution Prevention and Erosion and Sedimentation Control (continued)

- ☐ The project is highly complex and information is included in the Stormwater Report that explains why it is not possible to submit the Construction Period Pollution Prevention and Erosion and Sedimentation Control Plan with the application. A Construction Period Pollution Prevention and Erosion and Sedimentation Control has **not** been included in the Stormwater Report but will be submitted **before** land disturbance begins.
- ☐ The project is **not** covered by a NPDES Construction General Permit.
- ☐ The project is covered by a NPDES Construction General Permit and a copy of the SWPPP is in the Stormwater Report.
- ☐ The project is covered by a NPDES Construction General Permit but no SWPPP been submitted. The SWPPP will be submitted BEFORE land disturbance begins.

Standard 9: Operation and Maintenance Plan

- ☐ The Post Construction Operation and Maintenance Plan is included in the Stormwater Report and includes the following information:
 - ☐ Name of the stormwater management system owners;
 - ☐ Party responsible for operation and maintenance;
 - ☐ Schedule for implementation of routine and non-routine maintenance tasks;
 - ☐ Plan showing the location of all stormwater BMPs maintenance access areas;
 - ☐ Description and delineation of public safety features;
 - ☐ Estimated operation and maintenance budget; and
 - ☐ Operation and Maintenance Log Form.
- ☐ The responsible party is **not** the owner of the parcel where the BMP is located and the Stormwater Report includes the following submissions:
 - ☐ A copy of the legal instrument (deed, homeowner's association, utility trust or other legal entity) that establishes the terms of and legal responsibility for the operation and maintenance of the project site stormwater BMPs;
 - ☐ A plan and easement deed that allows site access for the legal entity to operate and maintain BMP functions.

Standard 10: Prohibition of Illicit Discharges

- ☐ The Long-Term Pollution Prevention Plan includes measures to prevent illicit discharges;
- ☐ An Illicit Discharge Compliance Statement is attached;
- ☐ NO Illicit Discharge Compliance Statement is attached but will be submitted **prior to** the discharge of any stormwater to post-construction BMPs.



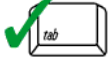
Wildlife Habitat Protection Guidance

Appendix B: Detailed Wildlife Habitat Evaluation

Part 1. Summary Sheet

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Project Name

Location

Size of Area Being Impacted

Date

Impact Areas (linear feet, square feet, or acres for each of the impact areas within the site)

Name	Waterbody/ Waterway	Wetland	Upland*	Total Area
1.				
2.				
3.				
4.				
5.				
6.				
7.				

*Riverfront Area/BLSF

Attach Sketch map and/or photos of the Impact Areas

Narrative Description of Site (attach separate page if necessary)

Certification

I hereby certify that this project has been designed to avoid, minimize, and mitigate adverse effects on wildlife habitat, and that it will not, following two growing seasons of project completion and thereafter, substantially reduce its capacity to provide important wildlife habitat functions.

Signature of Wildlife Specialist (per 310 CMR 10.60 (1) (b))

Typed or Printed Name



Wildlife Habitat Protection Guidance

Appendix B: Detailed Wildlife Habitat Evaluation

Part 2. Field Data Form (for each wetland or non-wetland resource area)

I. General Information

Project Location (from NOI page 1)

Impact Area (number/name)

Date(s) of Site Visit(s) and Data Collection

Weather Conditions During Site Visit (if snow cover, include depth)

Person completing form per 310 CMR 10.60(1)(b)

Date this form was completed

The information on this data sheet is based on my observations unless otherwise indicated

Signature

II. Site Description (complete A or B under Classification - see instructions for full description)

A. Classification

1. For Wetland Resource Areas, complete the following:

System: _____

Subsystem: _____

Class: _____

Subclass: _____

Hydrology/Water Regime

☐ Permanently flooded

☐ Saturated

☐ Intermittently exposed

☐ Temporarily flooded

☐ Semi-permanently flooded

☐ Intermittently flooded

☐ Seasonally flooded

☐ Artificially flooded

2. For Riverfront or Bordering Land Subject to Flooding Resource Areas, complete the following.

Use a terrestrial classification system such as one of the two listed below:

a. "Classification of the Natural Communities of Massachusetts (Draft)" by Patricia C. Swain and Jennifer B. Kearsley, MA DFW NHESP, Westborough, MA. July 2000. ([Department of Fish & Game Website](#))

b. "New England Wildlife: Habitat, Natural History, and Distribution" by Richard M. DeGraaf and Deborah D. Rudis, USDA Forest Service, Northeastern Forest Experiment Station. General Technical Report NE-108. August 1992. 491 pages.

Community Name

Vegetation Description

Physical Description



Wildlife Habitat Protection Guidance

Appendix B: Detailed Wildlife Habitat Evaluation

Part 2. Field Data Form (continued)

B. Inventory (Plant community)

% Cover:

Trees (> 20')

Shrubs (< 20')

Woody vines

Mosses

Herbaceous

Plant Lists (species that comprise 10% or more of the vegetative cover in each strata; "*" designates a dominant plant species for the strata):

Strata

Plant Species

Strata

Plant Species

C. Inventory (Soils)

Soil Survey Unit

Drainage Class

Texture (upper part)

Depth

Depth to Water Table

III. Important Habitat Features (complete for all resource areas)

If the following habitat characteristics are present, describe & quantify them on a separate sheet & attach.

Wildlife Food

Important Wetland/Aquatic Food Plants (smartweeds, pondweeds, wild rice, bulrush, wild celery)

☐ Abundant

☐ Present☐ Absent

Important Upland/Wetland Food Plants (hard mast and fruit/berry producers)

☐ Abundant

☐ Present☐ Absent

Shrub thickets or streambeds with abundant earthworms (American woodcock)

☐ Present☐ Absent

Shrub and/or herbaceous vegetation suitable for veery nesting

☐ Present☐ Absent



Wildlife Habitat Protection Guidance

Appendix B: Detailed Wildlife Habitat Evaluation

Part 2. Field Data Form (continued)

Number of trees (live or dead) > 30" DBH: _____

Number (or density) of Standing Dead Trees (potential for cavities and perches):

6-12" dbh

12-18" dbh

18-24" dbh

> 24" dbh

Number of Tree Cavities in trunks or limbs of:

6-12" diameter (e.g., tree swallow, saw whet owl, screech owl, bluebird, other songbirds)

12-18" diameter (e.g., hooded merganser, wood duck, common goldeneye, mink)

>18" diameter (e.g., hooded merganser, wood duck, common goldeneye, common merganser, barred owl, mink, raccoon, fisher)

Small mammal burrows

☐ Abundant ☐ Present ☐ Absent

Cover/Perches/Basking/Denning/Nesting Habitat

☐ Dense herbaceous cover (voles, small mammals, amphibians & reptiles)

☐ Large woody debris on the ground (small mammals, mink, amphibians & reptiles)

☐ Rocks, crevices, logs, tree roots or hummocks under water's surface (turtles, snakes, frogs)

☐ Rocks, crevices, fallen logs, overhanging branches or hummocks at, or within 1m above the water's surface (turtles, snakes, frogs, wading birds, wood duck, mink, raccoon)

☐ Rock piles, crevices, or hollow logs suitable for:

☐ otter ☐ mink ☐ porcupine ☐ bear ☐ bobcat ☐ turkey vulture

☐ Live or dead standing vegetation overhanging water or offering good visibility of open water (e.g., osprey, kingfisher, flycatchers, cedar waxwings)

Depressions that may serve as seasonal (vernal/autumnal) pools

☐ Present ☐ Absent

Standing water present at least part of the growing season, suitable for use by

☐ Breeding amphibians ☐ Non-breeding amphibians (foraging, re-hydration)

☐ Turtles ☐ Foraging waterfowl

Sphagnum hummocks or mats, moss-covered logs or saturated logs, overhanging or directly adjacent to pools of standing water in spring (four-toed salamander)

☐ Present ☐ Absent



Wildlife Habitat Protection Guidance

Appendix B: Detailed Wildlife Habitat Evaluation

Part 2. Field Data Form (continued)

Important habitat characteristics (if present, describe and quantify them on a separate sheet)

Medium to large (> 6"), flat rocks within a stream (cover for stream salamanders and nesting habitat for spring & two-lined salamanders)

☐ Present ☐ Absent

Flat rocks and logs on banks or within exposed portions of streambeds (cover for stream salamanders and nesting habitat for dusky salamanders)

☐ Present ☐ Absent

Underwater banks of fine silt and/or clay (beaver, muskrat, otter)

☐ Present ☐ Absent

Undercut or overhanging banks (small mammals, mink, weasels)

☐ Present ☐ Absent

Vertical sandy banks (bank swallow, kingfisher)

☐ Present ☐ Absent

Areas of ice-free open water in winter

☐ Present ☐ Absent

Mud flats

☐ Present ☐ Absent

Exposed areas of well-drained, sandy soil suitable for turtle nesting

☐ Present ☐ Absent

Wildlife dens/nests (if present, describe & quantify them on the back of this sheet)

Turtle nesting sites

☐ Present ☐ Absent

Bank swallow colony

☐ Present ☐ Absent

Nest(s) present of

☐ Bald Eagle

☐ Osprey

☐ Great Blue Heron

Den(s) present of

☐ Otter

☐ Mink

☐ Beaver



Wildlife Habitat Protection Guidance

Appendix B: Detailed Wildlife Habitat Evaluation

Part 2. Field Data Form (continued)

Project area is within:

- ☐ 100' of beaver, mink or otter den, bank swallow colony or turtle nesting area
- ☐ 200' of Great Blue Heron or osprey nest(s)
- ☐ 1400' of a Bald Eagle nest¹

Emergent Wetlands (if present, describe & quantify them on a separate sheet)

Emergent wetland vegetation at least seasonally flooded during the growing season (wood duck, green heron, black-crowned night heron, king rail, Virginia rail, coot, etc.)

Flooded > 5 cm ☐ Present ☐ Absent

Flooded > 25 cm (pied-billed grebe) ☐ Present ☐ Absent

Persistent emergent wetland vegetation at least seasonally flooded during the growing season (mallard, American bittern, sora, common snipe, red-winged blackbird, swamp sparrow, marsh wren)

Flooded > 5 cm ☐ Present ☐ Absent

Flooded > 25 cm (least bittern, common moorhen) ☐ Present ☐ Absent

Cattail emergent wetland vegetation at least seasonally flooded during the growing season

Flooded > 5 cm (marsh wren) ☐ Present ☐ Absent

Flooded > 25 cm (least bittern, common moorhen) ☐ Present ☐ Absent

Fine-leaved emergent vegetation (grasses and sedges) at least seasonally flooded during the growing season (common snipe, spotted sandpiper, sedge wren)

Flooded > 5 cm ☐ Present ☐ Absent

Flooded > 25 cm (least bittern, common moorhen) ☐ Present ☐ Absent

IV. Landscape Context

A. **Habitat Continuity** (if present, describe the landscape context on a separate sheet and its importance for area-sensitive species)

- | | | | |
|---|---------------------|------------------------------|-----------------------------|
| Is the impact area part of an emergent marsh at least | 1.0 acre in size? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (marsh and waterbirds) | 2.0 acres in size? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | 5.0 acres in size? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | 10.0 acres in size? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

¹ 1400 feet is the distance used by NHESP for evaluating potential disturbance impacts on eagle nests under MESA. Keep in mind, however, that this doesn't give jurisdiction within 1400' of an eagle's nest; it only identifies it on the checklist so that adverse effects can be avoided if work in a resource area is within 1400 feet.



Wildlife Habitat Protection Guidance

Appendix B: Detailed Wildlife Habitat Evaluation

Part 2. Field Data Form (continued)

Is the impact area part of a wetland complex at least 2.5 acres in size? ☐ Yes ☐ No

(turtles, frogs, waterfowl, mammals) 5.0 acres in size? ☐ Yes ☐ No

10.0 acres in size? ☐ Yes ☐ No

25.0 acres in size? ☐ Yes ☐ No

For upland resource areas is the impact area part of contiguous forested habitat at least

(forest interior nesting birds) 50 acres in size? ☐ Yes ☐ No

100 acres in size? ☐ Yes ☐ No

250 acres in size? ☐ Yes ☐ No

500 acres in size? ☐ Yes ☐ No

(grassland nesting birds) > 1.0 acre in size? ☐ Yes ☐ No

(special habitat such as gallery floodplain forest, alder thicket, etc.) > 1.0 acre in size? ☐ Yes ☐ No

B. Connectivity with adjoining natural habitats

- ☐ No direct connections to adjacent areas of wildlife habitat (little connectivity function)
- ☐ Connectors numerous or impact area is embedded in a large area of natural habitat (limited connectivity function)
- ☐ Impact area contributes to a limited number of connectors to adjacent areas of habitat (somewhat important for connectivity function)
- ☐ Impact area serves as *part of* a sole connector to adjacent areas of habitat (important for connectivity function)
- ☐ Impact area serves as *only* connector to adjacent areas of habitat (very important for connectivity function)

V. Habitat Degradation (describe degradation and wildlife impacts on the back of the sheet)

- ☐ Evidence of significant chemical contamination
- ☐ Evidence of significant levels of dumping
- ☐ Evidence of significant erosion or sedimentation problems
- ☐ Significant invasion of exotic plants (e.g., purple loosestrife, *Phragmites*, glossy buckthorn)
- ☐ Disturbance from roads or highways ☐ Other human disturbance
- ☐ Is the site the only resource area in the vicinity of an otherwise developed area

Note: These are not the only important habitat features that may be observed on a site. If the wildlife specialist identifies other features they should be noted in the application.



Wildlife Habitat Protection Guidance

Appendix B: Detailed Wildlife Habitat Evaluation

Part 2. Field Data Form (continued)

VI. Quantification Table for Important Habitat Characteristics

Habitat Characteristic	Amount Impacted in Impact Area	Current (entire site)	Post-Construction (entire site)
Example: standing dead trees 6-12" dbh	4	12	8

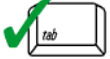


Wildlife Habitat Protection Guidance

Appendix A: Simplified Wildlife Habitat Evaluation

Project Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Project Location (from NOI)

Name of Person Completing Form

Date

Important Habitat Features

Direct alterations to the following important habitat features in resource areas may be permitted only if they will have no adverse effect (refer to Section V).

- ☐ Habitat for state-listed animal species (receipt of a positive opinion or permit from MNHESP shall be presumed to be correct. Do not refer to Section V).
- ☐ Sphagnum hummocks and pools suitable to serve as nesting habitat for four-toed salamanders
- ☐ Trees with large cavities (≥ 18 " tree diameter at cavity entrance)
- ☐ Existing beaver, mink or otter dens
- ☐ Areas within 100 feet of existing beaver, mink or otter dens (if significant disturbance)
- ☐ Existing nest trees for birds that traditionally reuse nests (bald eagle, osprey, great blue heron)
- ☐ Land containing freshwater mussel beds
- ☐ Wetlands and waterbodies known to contain open water in winter with the capacity to serve as waterfowl winter habitat
- ☐ Turtle nesting areas
- ☐ Vertical sandy banks (bank swallows, rough-winged swallows or kingfishers)

The following habitat characteristics when not commonly encountered in the surrounding area:

- ☐ Stream bed riffle zones (e.g. in eastern MA)
- ☐ Springs
- ☐ Gravel stream bottoms (trout and salmon nesting substrate)
- ☐ Plunge pools (deep holes) in rivers or streams
- ☐ Medium to large, flat rock substrates in streams



Wildlife Habitat Protection Guidance

Appendix A: Simplified Wildlife Habitat Evaluation

Activities

When any one of the following activities is proposed within resource areas, applicants should complete a Detailed Wildlife Habitat Evaluation (refer to Appendix B).

- ☐ Activities located in mapped “Habitat of Potential Regional or Statewide Importance”
- ☐ Activities affecting certified or documented vernal pool habitat, including habitat within 100’ of a certified or documented vernal pool when within a resource area
- ☐ Activities in bank, land under water, bordering land subject to flooding (presumed significant) where alterations are more than twice the size of thresholds
- ☐ Activities affecting vegetated wetlands >5000 sq. ft. occurring in resource areas other than Bordering Vegetated Wetland
- ☐ Activities affecting the sole connector between habitats >50 acres in size
- ☐ Installation of structures that prevent animal movement
- ☐ Activities for the purpose of bank stabilization using hard structure solutions that significantly affect ability of stream channel to shift and meander, or disrupt continuity in cover that would inhibit animal passage
- ☐ Dredging (greater than 5,000 sf)



**TOWN OF WARE
BOARD OF ASSESSORS**

126 MAIN STREET, TOWN HALL, SUITE G
WARE, MASSACHUSETTS 01082-1336
TEL: (413) 967-9648X179 FAX: (413) 967-4227
wareassessors@yahoo.com

ABUTTERS LIST REQUEST FORM

(Please allow 10 days for final list)

PARCEL REQUESTED: _____

RECORD OWNER: _____

FOR WHICH BOARD: _____ # FEET: _____

REASON FOR REQUEST: _____

CONTACT PERSON: _____ TELEPHONE NUMBER: _____

SIGNATURE: _____ DATE: _____

\$20.00 FLAT FEE DUE AT TIME OF REQUEST

DATE RECEIVED	AMOUNT PAID:	CHECK #:	CASH:
---------------	--------------	----------	-------

BALANCE DUE

DATE RECEIVED:	AMOUNT PAID:	CHECK #:	CASH:
----------------	--------------	----------	-------

NOTIFICATION TO ABUTTERS UNDER THE MASSACHUSETTS WETLAND PROTECTION ACT AND OF WARE WETLAND BYLAW REGULATIONS

This is a notification required by Law. You are receiving this notification because you have been identified as the owner of land abutting another parcel of land for which certain activities are proposed. Those activities require a permit under the Massachusetts Wetland Protection Act, M.G.L. c. 131, §40. In accordance with the second paragraph of Massachusetts Wetlands Protection Act, and CMR10.05(4)(a) of the Wetland Regulations, you are hereby notified that:

- A. The applicant has filed a Notice of Intent seeking permission to remove, fill, dredge, or alter an area subject to protection under the Wetlands Protection Act (MGL c. 131, § 40), and/or the Town of Ware Wetland Bylaws.
- B. Brief Description of proposed project: _____

- C. The name of the applicant is: _____
- D. The address of the lot(s) where the activity is proposed is: _____

- D. Copies of the application may be examined at the office of the Ware Conservation Commission, located within the Building Department, Town Hall, 126 Main Street, Ware, MA between the hours of 8:00 am to 4:00 pm on Monday through Friday or by calling telephone number (413) 967-9648.
- E. Copies of the application may be obtained from either ☐ the Applicant, or ☐ the Applicant's representative, by calling telephone number _____ between the hours of _____ to _____ on the following days of the week _____.
An administration fee may be applied for providing copies of the application.
- F. Information regarding the date, time and place of the public hearing may be obtained from the Ware Conservation Commission, telephone number (413) 967-9648. If available from the Applicant, check here ☐ and see information available in E.

NOTE: The notice of the public hearing, including the date, time and place will be posted in the Town Hall not less than forty-eight (48) hours in advance and Town of Ware website www.townofware.com.

NOTE: The notice of the public hearing, including the date, time and place will be published at least five business days in advance, in the local paper – Ware River News.

NOTE: You may contact the Ware Conservation Commission Office or the Department of Environmental Protection Western Regional Office at (413) 784-1100 with questions regarding the Notice of Intent application process or the Wetland Protection Act.