



LONGMEADOW CONSERVATION COMMISSION

NOTICE OF INTENT (NOI) FILING INSTRUCTIONS

Under the Longmeadow Wetlands Bylaw, if you intend to "...remove, fill, dredge, alter or build upon or within 100 feet of any bank, fresh water wetland beach, flat marsh, wet meadow, bog, swamp or upon any or within 100 feet of any brook, creek, river, stream (intermittent or otherwise), pond or lake, or upon or within 100 feet of any land subject to flooding or inundation, or within 100 feet of the 100 year flood line..." you must first apply for a permit known as a Notice of Intent (NOI) and, if received, abide by the conditions imposed by that permit; note that if the stream flows throughout the year, the Massachusetts Rivers Protection Act extends protection to 200 feet from the annual high-water line.

If in doubt about the applicability of the Wetlands Protection Act, you may submit a Request for Determination of Applicability (RDA) for the project site. Please see RDA Filing Instructions on our website.

All Notice of Intent (NOI) applications must be completed in order for the process to begin. eDEP Online Filing is strongly recommended. As you consider preparing an application, please note the following:

- a) The commission meets on the 2nd and 4th Wednesday of each month (during November and December the meetings are only held on the 2nd Wednesday). Until April 1st, 2022 all meetings will be conducted remotely.
- b) Applicants are responsible for posting a legal notice in a local newspaper.

Please use the chronological checklist below to create your application:

- Select your targeted meeting date.
- Contact the Commission to confirm your targeted meeting date and request a template for a legal notice. Contact your local newspaper soon after to inquire about their Classifieds Department deadlines.
 - o The legal notice is only required to run for one day but at least five (5) business days prior to targeted meeting date.
- Prepare all documents in your application as outlined in the table further below.
- Prepare eight (8) hardcopies of your complete application and (1) digital copy (PDF format):
 - o PDF delivery via email: concom@longmeadow.org
 - o Hardcopies delivery: Longmeadow Conservation Commission
20 Williams Street
Longmeadow, MA 01106
- Hand-deliver or mail your applications for arrival at the address above one week before your targeted meeting date.
- If eDEP is not the platform to be used*, then please send a copy of your entire application to MA DEP Western Region
 - o Via email (preferred): wero_noi@mass.gov *or*
 - o Via mail: MassDEP
Attn: Wetlands Department
436 Dwight Street
Suite 500
Springfield, MA 01103

Because the NOI filing process is more stringent, a number of agencies are to be contacted, depending on the project's intent and location, please see the table below, which outlines the various sets of documents to be prepared:

<p>Set #1 for:</p> <p>Longmeadow Conservation Commission 20 Williams St. Longmeadow, MA 01106</p>	<ul style="list-style-type: none"> <input type="checkbox"/> One digital set in PDF version as well as eight (8) Copies of a completed Notice of Intent (WPA Form 3 or Form 4), each accompanied by: <ul style="list-style-type: none"> o Narrative description of the work to be performed. o A U.S. Geological Map and a Town Map marked to show the project location. o Site maps and plans with distances and other measurements as required to reflect the location and scope of work and its proximity to the protected resource areas. <input type="checkbox"/> Fees payable by check: <ul style="list-style-type: none"> o One (1) copy of the check made payable to Commonwealth of Massachusetts (amount determined in transmittal form, the original check is to be mailed by the applicant per the transmittal form's instructions). o One (1) original plus one (1) copy of check made payable to Town of Longmeadow (amount determined in transmittal form, check to be included in original application). o One (1) original check payable to the Town of Longmeadow in the amount of \$25 as required by the Town's Wetlands Bylaw, check to also be included in original application. <input type="checkbox"/> One (1) copy of the list of abutter names and addresses. <input type="checkbox"/> One (1) copy of the completed "Notification to Abutters" form found on our website. <input type="checkbox"/> One (1) copy of the completed "Affidavit of Service" form found on our website. NOTE: The applicant shall present either the certified mail receipts or certificate of mailing receipts for all abutters prior to the beginning of the public hearing; scanned copies of said receipts are also accepted.
<p>Set #2 for:</p> <p>MA Department of Environmental Protection PO Box 4062 Boston, MA 02211</p>	<ul style="list-style-type: none"> <input type="checkbox"/> One (1) copy of a completed Wetland Fee Transmittal Form (WPA Appendix B, pages 1 and 2 only). <input type="checkbox"/> Original check for the state fee as calculated in the Transmittal Form.
<p>Set #3 for*:</p> <p>MassDEP Western Region Attn: Wetlands Dept. 436 Dwight St. Suite 500 Springfield, MA 01103</p> <p>*If eDEP was not utilized.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> One (1) copy of the completed Notice of Intent including supporting plans and documents, one copy of the NOI Wetland Transmittal Form and a copy of the state fee payment by certified mail or hand delivery.
<p>Set #4, Notification to Abutters only.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> One (1) copy of the completed "Notification for Abutters" form found in our website's "Filing Resources" tab. Obtain abutters' mailing addresses from Assessors' Department and mail out a copy of said form to each abutter via Certified Mail.
<p>Set #5 if applicable, for:</p> <p>Natural Heritage & Endangered Species Program, Division of Fisheries and Wildlife 1 Rabbit Hill Rd Westborough, MA 01581</p>	<ul style="list-style-type: none"> <input type="checkbox"/> One (1) copy of the entire Notice of Intent.

If you have any questions or require further assistance, please call us at (413) 565-4100, Ext 1323 or contact us via e-mail at concom@longmeadow.org.