

**INSTRUCTIONS FOR FILING A NOTICE OF INTENT
WITH THE TOWN OF WEYMOUTH CONSERVATION COMMISSION**

Local Notice of Intent

A local NOI form must be filed under the Weymouth Wetlands Protection Ordinance (Ch. 7, Section 301 of the Weymouth Code of Ordinances); <http://www.weymouth.ma.us/conservation-commission/pages/information-for-applicants>.

- 1-page local-NOI form
- Use local filing fee schedule to calculate local fees
- Make check payable to “Town of Weymouth”

Abutter Notification

- Fill out Abutters List Order form and bring to Tax Office (M-F 8:30-4:30), along with \$15.00 fee.
 - You will be notified when list is ready (about 1 week); pick up list in Conservation Office
 - Town will provide the abutters list, map, and set of labels
 - Provide copy of abutters list to Commission prior to the hearing
- Must notify abutters immediately following submittal of the NOI, but no later than one week prior to meeting.
 - Fill out and copy the “Notification to Abutters Form for use during COVID”
 - Deliver Notification form to the abutters at least one week before meeting, in one of the following ways:
 - Hand delivery with signature adjacent to name on abutters list
 - Certified mail, return receipt
 - Certificate of mailing (less expensive)
 - Must provide proof of notification prior to, or at, the public hearing (original signatures, certified mail receipts, or certificate of mailing receipts).
- Affidavit of Service must be signed and dated and provided to the Commission prior to or at the public hearing.

Mass Wetlands Protection Act (WPA) Form 3

- Fill out WPA Form 3, Notice of Intent. For copy of form, click on “Links and Other Relevant Info” on the Conservation Commission webpage. Click on “Mass Wetland Protection Act Forms.”
- Read the instructions on WPA Form 3.
- Fill out NOI Wetland Fee Transmittal Form and prepare checks as detailed in instructions
- See additional instructions at the end of this document

Locus Map

Use USGS map or other showing site in relation to surrounding area (enough info for Commission to find site).

Site Access Form

Fill out and provide with application to allow Conservation Commissioners and staff to review the site.

Legal Notice (Advertisement)

- The Conservation Office will prepare the language for the Legal Notice and submit it for publication (Patriot Ledger).
- Applicant is responsible for payment to Patriot Ledger for Legal Notice publication. The Ledger will contact you for billing information, if needed.
- If arrangements for payment aren't made, the legal notice will not be published and the Commission will not be able to hold the hearing.

Copies/Submittals

- Submit the original and 3 copies (total of 4) of the local and state NOI application forms, plans, and other forms and submittals to the Conservation Commission, along with local ordinance fee and local share of the state fee.
- Submit WPA Form 3, plans and other submittals by **certified mail OR email** to Mass DEP.

Commonwealth of Massachusetts
DEP – Southeast Regional Office
20 Riverside Drive
Lakeville, MA 02347

- Email application package to DEP following the instructions in the link below
<https://www.weymouth.ma.us/sites/g/files/vyhlif4041/f/uploads/concom-guidance-during-office-closures-05052020.pdf>
- Submit state share of filing fee to the P. O. Box in Boston along with the original Wetland Fee Transmittal Form (see below under NOI Wetland Fee Transmittal form).

Additional Instructions on WPA-Form 3

Section A

- Pg 1, item 1: Latitude and Longitude not needed
- Pg 1, item 5: 'WPA Fee Paid' - *amount not known until Wetland Fee Transmittal Form completed*
- Pg 2, Section A: complete in full

Section B

- P 2 – 4: Buffer Zone and Resource Areas – must quantify impacts for all resource areas

Section C

- Mass Endangered Species Act (MESA) review; refer to August 2017 NHESP map
- P 6: answer questions 2-6 (Commission can provide help if needed)

Section D

- Pg. 7: check boxes, fill out plan info

Section E

- Pg 8 (Fees): Compete items 2 through 7; *please also provide a photo copy of state check*

Section F

- Sign and date. Follow instructions in NOI and below regarding submittals.
(Note: Conservation Commission will need original plus 3 copies of the NOI.)

NOI Wetland Fee Transmittal Form

- Fill out NOI Wetland Fee Transmittal Form using NOI instructions, section E
- Follow form to calculate amount of State fee payable to state and to town
 - Fee charged for each separate activity (e.g., house, wall, pool)
 - Calculate additional fee for projects within Riverfront Area
 - Calculate *local share* of state fee (payable to Town of Weymouth)
 - Calculate *state share* of filing fee (payable to Commonwealth of Massachusetts; send original check to Department of Environmental Protection, P.O. Box 4062, Boston, MA 02211)
 - Make copy of state check for Conservation application
 - Add fee info to bottom of page 1 (5a, b & c)