



## Town Of Mendon

### Conservation Commission

18 Main Street

Mendon, Massachusetts 01756

Phone: (508) 634-6898 Fax: (508) 478-8241

[mendonma.gov/conservation-commission](http://mendonma.gov/conservation-commission)

### Notice of Intent (NOI) Checklist

Applications are due at least two weeks prior to the next scheduled meeting date. The Conservation Commission meets the second and fourth Thursdays every month.

Please note your application must meet the requirements listed in [Mendon Wetlands Protection Regulations](#) prior to the filing date. Incomplete applications will not be considered.

A complete application will include:

- ☐ Complete Notice of Intent (NOI) form
- ☐ Detailed project narrative/description
- ☐ Plans, signed and stamped by a registered professional engineer and registered land surveyor
  - Entire parcel, lot lines, and distances
  - Numbered flags for all Resource Areas with date and name of person performing the delineation
  - Certified and potential vernal pools, Estimated and Priority Habitat areas
  - All streams: perennial (with mean annual high-water mark) and intermittent (with bank)
  - All isolated wetlands
  - All buffer zones and Riverfront Areas (25 ft No Disturbance Zone, 50 ft No Build Zone 100 ft buffer zone)
  - Existing and proposed conditions
    - Building & Structures
    - Pavement
    - Edge of lawn / landscaping
    - Stormwater Structures
    - 2 ft contours or smaller
    - Erosion and Sediment Controls
  - Distances to proposed structures from the wetland and from sediment controls to wetland
  - Limit of work and closest distance from LOW to wetland
  - Location of septic systems, wells, other utilities, other significant features
  - Notes regarding temporary and permanent site stabilization
  - Stormwater BMPs
  - All replication, restoration and/or floodplain compensation areas
- ☐ Locus (USGS) Map
- ☐ FEMA Flood Insurance Rate Map (FIRM)

- ☐ Priority Habitat Map from Natural Heritage and Endangered Species Program
- ☐ Assessors' list of Abutters and Map
- ☐ Copy of the notice to abutters, listing Milford Daily news as the newspaper for Public Hearings
- ☐ Copies of Certificates of mailing, postmarked by the Post Office
- ☐ Affidavit of Service form for notification to abutters
- ☐ NOI Wetland Fee Transmittal Form
- ☐ Filing Fee: Town portion, \$30 NOI By-law fee, and \$150 legal ad fee, payable to 'Town of Mendon'
- ☐ Other items that may be required if applicable
  - Stormwater management form, drainage calculations, TSS calculation worksheet, Operation and Maintenance Plan prepared, signed and stamped by Registered Professional Engineer
  - Erosion and sedimentation control details, narrative, draft Storm Water Pollution Prevention Plan (SWPPP) according to most recent EPA template
  - Economic alternatives analysis
  - Wildlife habitat evaluation
  - Color infrared, aerial photos, or site photographs
  - A cut/fill plan
  - Report with replication schedule, planting plan, narrative and monitoring plan prepared by wetland scientist or botanist

#### **Submit for Review**

- ☐ Applicants shall submit two (2) copies of the complete application and two (2) copies of full sized plan sets to the Conservation Office by certified mail or hand delivery.
- ☐ An email of the application package and plans to [concom@mendonma.gov](mailto:concom@mendonma.gov)
- ☐ Submit the following to the MassDEP, Box 4062, Boston MA 02211 by certified mail
  - One (1) copy of the Fee Transmittal Form
  - State portion of the application fee payable to the "the Commonwealth of Mass"
- ☐ Submit the following to the MassDEP Central Regional Office, 8 New Bond St., Worcester MA 01606 by certified mail or hand delivery
  - One (1) copy of the completed Notice of Intent, including supporting plans and documents
  - One (1) copy of the NOI Wetland Fee Transmittal Form
  - One (1) **copy** of the state fee payment
  - If you checked the "yes" box in any part of Section C, Item 3, of the Notice of Intent form, refer to that section and the Instructions for additional submittal requirements.