



# 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 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 (WPA Form 1) 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 recommended. Please use the checklist below to create the various sets of documents:

<p>Set #1 for:</p> <p>Longmeadow Conservation Commission 20 Williams St. Longmeadow, MA 01106</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Eight (8) Copies of a completed Notice of Intent (WPA Form 3 or Form 4), each accompanied by:             <ul style="list-style-type: none"> <li><input type="checkbox"/> Narrative description of the work to be performed.</li> <li><input type="checkbox"/> A U.S. Geological Map and a Town Map marked to show the project location.</li> <li><input type="checkbox"/> 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.</li> </ul> </li> <li><input type="checkbox"/> Fees payable by check per the Wetlands Fee Transmittal Form:             <ul style="list-style-type: none"> <li><input type="checkbox"/> 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).</li> <li><input type="checkbox"/> One (1) original plus one (1) copy of check made payable to Town of Longmeadow (amount determined in transmittal form).</li> <li><input type="checkbox"/> One (1) original check payable to the Town of Longmeadow in the amount of \$25 as required by the Town’s Wetlands Bylaw.</li> </ul> </li> <li><input type="checkbox"/> One (1) copy of the list of abutter names and addresses.</li> <li><input type="checkbox"/> One (1) copy of the completed “Notification to Abutters” form found on our website.</li> <li><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 at the beginning of the public hearing.</li> </ul>
<p>Set #2 for:</p> <p>MA Department of Environmental Protection PO Box 4062 Boston, MA 02211</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> One (1) copy of a completed Wetland Fee Transmittal Form (WPA Appendix B, pages 1 and 2 only).</li> <li><input type="checkbox"/> Original check for the state fee as calculated in the Transmittal Form.</li> </ul>

<p>Set #3 for:</p> <p>MA DEP Western Region  436 Dwight St.  Suite 500  Springfield, MA 01103</p>	<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 for each abutter of the property on which the work is to be performed.</p>	<input type="checkbox"/> One (1) copy of the completed “Notification for Abutters” form. Obtain abutters’ mailing addresses from Assessors’ Department.
<p>Set #5 if applicable, for:</p> <p>Natural Heritage &amp; Endangered Species Program, Division of Fisheries and Wildlife  1 Rabbit Hill Rd  Westborough, MA 01581</p>	<input type="checkbox"/> One (1) copy of the 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](mailto:concom@longmeadow.org).