

NOTICE OF INTENT FILING REQUIREMENTS AND CHECK LIST

Policy Guideline 98-1: Filing Requirements and Checklist

General:

The following information will be required for most Notice of Intent filings. This checklist will need to be included with the finished Notice of Intent as an outline of the information provided. This checklist need not be sent to DEP. It is the responsibility of the applicant/representative to submit a complete Notice of Intent application. Failure to submit a complete application will result in delays and possible denial of the project.

The Conservation Commission acts as a reviewing agency. Filing requirements pursuant to MGL C. 131 s.40 and the Town of Bourne Wetlands Protection Bylaw Article 3.7, are the applicant's responsibility. THE COMMISSION WILL AUTOMATICALLY CONTINUE THE HEARING ON AN APPLICATION, WHICH DOES NOT CONFORM TO THESE FILING REQUIREMENTS.

If a Board of Health permit is needed, filing with the Conservation Commission and the Board of Health should be done concurrently. The Commission encourages applicants to file an abbreviated Notice of Resource Area Delineation (DEP Form 4A) to "lock-in" wetland resource boundaries BEFORE going to the Board of Health and/or the Planning Board.

All paper and digital submissions must be received by the hearing schedule deadline. If the application is mailed, it must be postmarked by the submission deadline. Revised plans and/or information requested by the Commission for a continued hearing must be submitted no later than 12pm on the Friday prior to the hearing.

Information Relative to All Plans:

1. _____ Title Box: date, owner/applicant, bar scale, latest revision
2. _____ North arrow
3. _____ Locus Map
4. _____ Assessor's reference: map and parcel number
5. _____ Lot area in square feet
6. _____ Property boundaries
7. _____ Scale no smaller than 1 inch=40 ft. (the Commission prefers 1 inch=20 ft.)
8. _____ Existing contours at 2 ft. intervals based on Mean Sea Level (NGVD)
9. _____ Resource area labeled (BVW, flood zones, riverfront area, dune, etc.)
10. _____ **All Wetland Resource Area** boundaries should be displayed with each individual flagging station numbered (Example: BVWI, BVW2, BVW3, etc.). The numbering system must correspond to the actual flagging stations located in the field (see On Site Requirements).

NOTICE OF INTENT FILING REQUIREMENTS AND CHECK LIST

Policy Guideline 98-1: Filing Requirements and Checklist

11. ____ A 200-ft. setback line from the Riverfront Resource Areas and a 100-ft. setback line from all other Wetland Resource Areas.
12. ____ ACEC boundaries must be displayed on the plan, if applicable.
13. ____ A no habitable dwelling, accessories or roadway/driveway 50-ft. setback from all Wetland Resource Area boundaries (including top of coastal banks and/or the landward edge of dunes) is required on the plan for all new construction.
14. ____ A minimum 25-ft. strip of naturally occurring vegetation is required up-gradient of any Wetland Resource Area boundary and must be displayed.
15. ____ Erosion control mechanisms and the limit of work line should be displayed. Where applicable, the Commission requests that erosion control devices be located at the limit of work line.
16. ____ The **ORIGINAL** signed and stamped plan, and one copy must be submitted with the Notice of Intent.
 - ◆ Field locations of property lines, wetland lines, resource area delineations, etc. require a R.L.S stamp and signature.
 - ◆ Septic systems require either a R.S. or a P.E. stamp and signature.
 - ◆ Foundations on piers or pilings, retaining walls, docks and revetments require a P.E. stamp and signature.
 - ◆ Proposed structures located in an AE & VE flood zone may require a P.E. stamp.

Additional Information Which May Be Required (If Applicable):

1. ____ AE and VE flood zones along with the 100-year flood elevation. The plan must reflect compliance with State Building Code 780 CMR 2102.0 for construction in a flood zone.
2. ____ MHW and MLW (Extreme High water or Spring Tide) indications.
3. ____ A report explaining the wetland delineation methodology used, DEP Wetland Delineation Worksheets, and vegetation, soils and hydrology data.
4. ____ All above ground proposed and existing structures, roadways, access ways etc.
5. ____ Below ground alterations and structures, including utility lines, drainage structures, on-site septic systems, wells, and any type of storage tanks.
6. ____ The type of material to be used in roadway construction, roadway profiles and profiles and cross-sections of drainage or retention/detention structures.
7. ____ Proposed contours and amount of fill in cubic yards.

NOTICE OF INTENT FILING REQUIREMENTS AND CHECK LIST

Policy Guideline 98-1: Filing Requirements and Checklist

8. _____ Dwellings, labeled with the number of bedrooms and lowest proposed floor elevation.
9. _____ Septic system design, in compliance with Title 5 and the Town of Bourne Board of Health Regulations. Setbacks from any Wetland Resource Area must be shown.
10. _____ Any private water supply wells within 100-ft. radius of the property boundaries.
11. _____ A nitrogen loading calculation form for proposed new septic systems. If the nitrogen load exceeds the target limit of 5PPM, the applicant or representative must demonstrate to the Commission's satisfaction that alternative systems have been investigated with the intent of achieving or approximating the target limit.
12. _____ Surface drainage directions and destinations.
13. _____ Soil characteristics for a representative portion of the site. USDA/NRCS Soil Maps or on-site soil sampling.
14. _____ Easements and zoning setback information.
15. _____ Water Resource District information (Town of Bourne Zoning Map).

On-Site Requirements:

1. _____ Flagging of all Resource Areas, under both MGL C. 131 s.40 and the Town of Bourne Wetlands Protection Bylaw Article 3.7, labeled and numbered sequentially (BVW #1-4 etc.).
2. _____ Stakes and flagging in place seven days prior to the hearing.
3. _____ Stakes and flagging to indicate the proposed building or structure corners, proposed septic leaching field, and trees to be removed over 4-in. DBH.
4. _____ One large stake or flag used to identify the undeveloped lot and should be visible from the street.

Submittal Requirements:

1. **How to apply to the Bourne Conservation Commission:** Submit complete Notice of Intent application Online through the Open Gov portal. The plans will be the only paper copies submitted to the Town by mail or hand delivery (1 original wet stamped and 2 copies) total of (3) paper copies. Digital copy must include WPA form, maps, project narrative, Bourne forms, abutter documents and site plans.
2. **How to apply to the MassDEP Regional office:** Send one copy of the WPA Form 3: Notice of Intent application and the accompanying plan to the **Department of Environmental Protection (DEP), 20 Riverside Dr., Lakeville, MA 02346** by certified mail/return receipt, or hand delivery with proof of deliverance; or file Online using MassDEP's Online filing system.

NOTICE OF INTENT FILING REQUIREMENTS AND CHECK LIST

Policy Guideline 98-1: Filing Requirements and Checklist

3. **Payments to the Town of Bourne:** There will be two separate payments: The local bylaw fee and the NOI city/town share of the filing fee. Submit the Bourne Bylaw Filing Fee Calculation Sheet along with a copy of the NOI Wetland Fee Transmittal Form at the same time as the Notice of Intent application. The filing fee checks are made payable to the Town of Bourne, or you have the option to pay online, either by electronic check or credit card. The Bourne Conservation's online payment center link is found on the Town's Conservation Department web page and on the Open Gov portal. A *copy* of the completed NOI Wetland Fee Transmittal Form must be mailed to DEP. **Payments mailed to MassDEP Lock Box:** Mail NOI Wetland Fee Transmittal Form pp. 1-2 along with check or money order for the State share of the filing fee, payable to the Commonwealth of Massachusetts:

Department of Environmental Protection

Box 4062

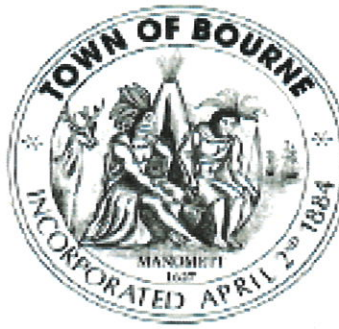
Boston, MA 02211

4. **Abutter notification:** Applicant must notify all abutters within 100-ft. of the property lines by certified mail/return receipt or hand delivery. Abutters must receive notification at least **5 days** prior to the hearing date. Proof of abutter notification must be submitted the night of the hearing. Failure to provide proof of abutter notification will result in continuance or denial of the project by the Commission.
5. **Hearing date:** The Commission will set a hearing date within 21 days of the date on which the Notice of Intent is filed. The applicant or authorized representative will be notified of the date of the hearing. A public notice will appear in the Cape Cod Times or another newspaper of local circulation at least 5 days prior to the hearing date. The bill for the public notice will be sent to the applicant or the project representative.

Public Hearing Presentation Format:

1. Except for complex projects, the initial presentation by the applicant or representative should not exceed 10 minutes.
2. The applicant or representative should first describe the Resource Areas within 100 ft. of the proposed project. Performance standards and interests protected by these resources should be discussed.
3. The applicant or representative should describe the proposal, limit of work, proximity to Resource Areas, changes in topography, drainage, etc.
4. The applicant or representative should conclude by discussing performance standards, mitigation measures, avoidance designs, and Best Management Practices which will be used to protect wetland functions from the project impacts. For proposals within 200-ft. of a Riverfront Resource Area, an alternative analysis should be submitted and discussed.

Questions regarding proper procedures and filing requirements should be directed to the Town of Bourne Conservation Department at (508) 759-0600 ext. 1344. The office is open Monday through Friday, 8:30 a.m. to 4:30 p.m.



Town of Bourne
CONSERVATION COMMISSION

24 Perry Avenue
Buzzards Bay, Massachusetts 02532

NOTICE OF INTENT FILING INFORMATION WORKSHEET

In order to expedite the processing of your Notice of Intent filing with the Bourne Conservation Commission, please complete this information sheet and submit it with your application.

1. Applicant Name: _____
2. Applicant Address: _____
3. Property Owner Name: _____
4. Property Owner Address: _____
5. Representative Name: _____
6. Representative Address: _____
7. Project Address: _____
8. Project Map and Parcel Number: Map _____ Parcel _____
9. Book and Page # County _____ Book _____ Page _____
10. Project Description: _____

11. Is this project in an AE flood zone? Yes No
12. Is this project in a V flood zone? Yes No
13. Is this project within 100 feet of a wetland resource area? Yes No
14. Is this project within 200 feet of a riverfront? Yes No
15. Plan Title and Date: _____
16. Plan signed and stamped by: _____
17. Total Fee: (From Appendix B: Wetlands Fee Transmittal Form) \$ _____



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:

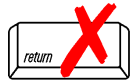
MassDEP File Number

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 3. cubic yards dredged	2. square feet

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
d. <input type="checkbox"/> Bordering Land Subject to Flooding	1. square feet 3. cubic feet of flood storage lost	2. square feet 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.

<u>Resource Area</u>	<u>Size of Proposed Alteration</u>	<u>Proposed Replacement (if any)</u>
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
	<u>Size of Proposed Alteration</u>	<u>Proposed Replacement (if any)</u>
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. ☐ 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. ☐ 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/mas-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 - Bourne to Rhode Island border, and the Cape & Islands:

North Shore - Plymouth 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:

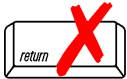
If the applicant has checked the "yes" box in any part of Section C, Item 3, above, refer to that section and the Instructions for additional submittal requirements.

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

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

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.



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.)

Town of Bourne
CONSERVATION COMMISSION

24 Perry Avenue
Buzzards Bay, Massachusetts 02532

Site Inspection Authorization

This form must be signed and dated by the property owner:

As the owner of the property which is the subject of this permit application, I grant to members and agents of the Bourne Conservation Commission the right to enter, inspect and sample the premises for the following:

1. To evaluate site conditions and verify information contained in the application prior to and during the hearing process.
2. To monitor the site during construction.
3. To verify compliance with the permit after the project's completion.

Signature

Date

Address of Proposed Work (*include map and parcel*)

Waiver Agreement

Bourne Conservation Commission
Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532

Commissioners:

I hereby waive the time requirement set forth in the Chapter 131 s. 40 (Wetlands Protection Act), its regulations at 310 CMR 10.00, and the Town of Bourne Wetlands Protection Bylaw Article 3.7. I understand the Commission will make every effort to hold a public meeting within the mandated 21 day time frame and render a decision within the subsequent time frame.

In agreeing with this waiver the public meeting will take place within 35 days of receiving the Notice of Intent.

Applicant's or Representative's
Signature

Date

Applicant's Name: (*print*) _____

Address: _____

Telephone: _____

Project Location: _____

Notice of Intent Authorization Form

Please print in black or blue ink

I, _____, the property owner of a parcel of land located at _____, town assessor's map _____, parcel _____, am filing a Notice of Intent with the Bourne Conservation Commission.

I have authorized the following person(s) or firm(s) to act on my behalf and to represent me before the Commission during the public hearing review.

I also certify to the Commission that I am in full compliance with Town of Bourne Bylaw section 3.11.2 "Right to Revoke or Suspend Licenses or Permits for Non-Payment of Taxes or Assessments", in that any "taxes, fees, assessments, betterments or any other municipal charges, including amounts assessed under the provisions of section twenty-one D" have been paid.

Through my signature I attest that this instrument and its statements have been prepared honestly.

Signature _____

Date _____

Print Name _____

Signature of Notary Public _____

Date _____

Print Name of Notary Public _____

Affix Notary Public Stamp here>>>>>>>>>

BOURNE CONSERVATION COMMISSION

Wetland Bylaw Filing Fee Submittal Form

On January 6, 1993 the Conservation Commission adopted the following fee schedule for projects reviewed under the Town of Bourne Wetland and Natural Resource Protection Bylaw Article 3.7. The fee schedule was reviewed again on November 6, 2003 and revisions were implemented on July 1, 2004 and again on January 1, 2007 with the approval of the Bourne Conservation Commission and the Board of Selectmen.

All categories refer to G.L. Ch. 131 s. 40 filing fee schedule. **4/12/06**

CATEGORY 1. _____ X \$110.00 = _____
No. Category 1 Activities Total Category 1 Fee

CATEGORY 2. _____ X \$500.00 = _____
No. Category 2 Activities Total Category 2 Fee

CATEGORY 3. _____ X \$1,050.00 = _____
No. Category 3 Activities Total Category 3 Fee

CATEGORY 4. _____ X \$1,450.00 = _____
No. Category 4 Activities Total Category 4 Fee

CATEGORY 5. \$4.00 per linear foot with a \$100.00 minimum fee and a \$2000.00 maximum fee. **(DOCKS)**

_____ X \$4.00 = _____
Total Linear Feet Total Category 5 Fee

**FOR NOTICES OF INTENT THERE IS A MINIMUM CHARGE OF \$125.00. ANY
CALCULATION LESS THAN \$125.00 MUST PAY \$125.00, ANY CALCULATION PRODUCING
A FIGURE GREATER THAN \$125.00 MUST PAY THE CALCULATED RATE.**

CATEGORY 6 (ANRAD) \$2.00/LIN.FT. UP TO \$200 FOR SFH, NO MORE THAN \$2000 (ALL OTHER ACTIVITIES)

_____ X \$2.00 = _____
Total Linear Feet Total Category 6 Fee

CATEGORY 7. \$50.00 per activity listed below.
Request for Emergency Certification - \$50.00

_____ X \$50.00 = _____

No. Category 7 Activities Total Category 7 Fee

CATEGORY 8. \$75.00 per activity listed below.

Request for Determination - \$75.00

Request for Certificate of Compliance - \$75.00

Request for Extension Permit - \$75.00

Request for Amended Order of Conditions - \$75.00

_____ X \$75.00 = _____
No. Category 8 Activities Total Category 8 Fee

TOTAL WETLAND BYLAW FILING FEE SUBMITTED TO THE TOWN OF BOURNE =

***This fee is completely separate from the fee calculated on the NOI Wetland Fee Transmittal Form (WPA Form 3) and must be paid in addition to the City/Town share of filling Fee.**

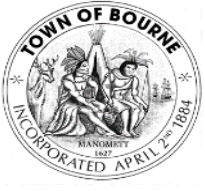
Name _____

Address _____

Tel. _____ Signature _____

Date _____

Fees may be waived at the discretion of the Conservation Commission for non-profit or educational organizations or for those projects considered by the Commission to be an environmental improvement project. Extenuating circumstances or hardship the applicant may be experiencing may also be considered for reason to waive the filing fee.



Town of Bourne
Conservation Commission
24 Perry Ave
Buzzards Bay, MA 02532

Nitrogen Loading and Mitigation Worksheet

Please refer to the Town of Bourne- Water Resources Nitrogen Loading and Mitigation Worksheet.

Click here: [townofbourne_nitrogen_loading_and_mitigation_worksheet_2022_final.xlsx \(live.com\)](#)

Or find on the website:

Townofbourne.com >Departments > Conservation> Forms, Applications and Documents

Please find and complete the individual nitrogen loading and mitigation excel worksheet.

NOI Forms

- [NOI instructions](#)
- [Authorization](#)
- [Worksheet](#)
- [Site inspection authorization](#)
- [Time waiver](#)
- [Commission member waiver](#)
- [Contractor contact form](#)
- [Nitrogen loading and mitigation worksheet](#)
- [Abutter notification \(NOI template\)](#)
- [WPA form 3](#)
- [Fee calculation form](#)
- [MA DEP Forms](#)

REQUEST FOR CERTIFIED ABUTTERS LIST

REQUESTED BY:

NAME _____

ADDRESS _____

CITY _____ ZIP _____

PHONE _____

PURPOSE OF CERTIFIED ABUTTERS LIST:

SUBJECT PROPERTY:

LOCATION _____

MAP/PARCEL _____

Check appropriate purpose:

Planning Board

- ☐ Special Permit
- ☐ Sub-division
- ☐ Waiver of SP/SPR
- ☐ Site Plan Review

Zoning Board of Appeals

- ☐ Variance
- ☐ Special Permit

☐ Cape Cod Commission

☐ Board of Selectmen:

- ☐ Special Permit
- ☐ Liquor License

☐ Board of Health

☐ Conservation Commission

- ☐ RDA
- ☐ NOI

Assessors Office Use Only

ABUTTERS:

MAP/PARCEL

MAP/PARCEL

MAP/PARCEL

**PUBLIC MEETING NOTIFICATION TO ABUTTERS
UNDER THE MASSACHUSETTS WETLANDS PROTECTION ACT, CHAPTER 131, SECTION 40 AND
THE TOWN OF BOURNE WETLANDS PROTECTION BYLAW ARTICLE 3.7**

Please be advised that the BOURNE Conservation Commission will review the Notice of Intent (NOI) application of:

(Applicants/owners) _____ for work proposed at

Location: _____ Bourne, MA
(Assessors Map -Parcel).

The purpose of this notification is to allow the public the opportunity to review and comment on the proposed work.

PROPOSED WORK:

The applicants propose to:

The *Abutters List* was prepared by the Assessor's Department of Bourne and the list indicates that you are one of the abutters to the locus (see the enclosed list). *We look forward to your participation in the review process.*

The **PUBLIC HEARING** on this matter is scheduled for:

Date:

Time:

Place:

The PLAN & the NOI application concerning this matter are on file with the Bourne Conservation Commission. They may be reviewed during normal business hours Monday-Friday from 8:30 AM to 4:30 PM. You may call the department at (508)-759-0600 X1344 to arrange an appointment or to ask questions. The plans can be viewed by emailing SFitch@townofbourne.com or AAmado@townofbourne.com.

Additional questions can be directed to: