Notice of Intent (NOI) Checklist

Sharon Conservation Commission, 219 Massapoag Ave. Sharon, MA 02067 (781)784-1511
sharonconcom@townofsharon.org
Website: Conservation Commission | Town of Sharon MA

Please ensure the submission of a complete application – piecemeal or incomplete applications will not be accepted. Applications are due at 12 noon two weeks prior to the scheduled meeting date.

Please refer to the Hearing Schedule for more information.

The SCC requests the following materials be provided as part of the submission:

- ☐ One (1) application with original signatures and one (1) copy of the application
- ☐ Two (2) plans, signed and stamped by a Registered Professional Engineer or Surveyor (if applicable)
- ☐ Three (3) checks made out to the Town of Sharon – Conservation Department
    - **Local DEP NOI Form** Application Filing Fee [$TBD, per Activity]
    - **Local** NOI Application Filing Fee [$200.00 minimum, see Fee Schedule]
    - NOI Legal Advertising Fee in the Sharon Advocate [$50.00]
- ☐ One (1) electronic copy of all documents
- ☐ One copy of the application packet and plans shall be sent to DEP, via email to: **sero_noi@state.ma.us**

The SCC requests the Applicant submits a COMPLETE application packet which includes:

- ☐ Project work Narrative/cover letter
- ☐ Completed Notice of Intent (NOI) WPA Form
- ☐ Site Plans, which must show, at a minimum:
    - ☐ Entire parcel, lot lines and distances
    - ☐ Numbered flags for all Resource Areas delineated by a wetlands professional
    - ☐ All buffer zones, setbacks, and Riverfront Areas
    - ☐ Limit of work
    - ☐ Proposed work (showing dimensions and distances)
    - ☐ Calculated disturbance within the buffer zone
- ☐ Figures, as applicable:
    - ☐ Locus Map (USGS)
    - ☐ Aerial Imagery Map
    - ☐ FEMA Flood Insurance Rate Map (F.I.R.M.)
    - ☐ Priority Habitat Map from Natural Heritage and Endangered Species Program (NHESP)

- ☐ Legal Information
  The Applicant is responsible for giving notification to abutters in compliance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, and the DEP Guide to Abutter Notification dated April 8, 1994, and Town of Sharon Wetland Bylaw and Regulations.
    - ☐ A copy of all abutters located within 100 feet of the property, refer to the link for requesting a list generated from the Sharon Assessor's Office
      https://sharonma.seamlessdocs.com/f/abutters/

☐ An affidavit signed by the Applicant

☐ Abutter Notification Form

☐ Abutter notifications are to be received by abutters at least seven (7) business days prior to the public hearing. Legal holidays, Saturdays and Sundays do not count toward the seven business days.

☐ The Applicant must present either the **certified mail** or **certificate of mailing** receipts post marked by the post office for all abutters in the application package and the signed green cards prior to the public hearing.

☐ The Applicant will present their project at the next available public hearing, coordination with the Conservation Department should be anticipated for attendance and meeting details.

The meeting agenda will be posted at Town Hall and on the Town's web page at https://www.townofsharon.net/conservation-commission at least 48 hours prior to the public hearing.

Revised August 31, 2021