



Sharon Conservation Guide to Permitting

Checklist for Filing a Notice of Intent

also known as an NOI



Before beginning the application process for a Notice of Intent (NOI), contact the Conservation Department to discuss whether or not your proposed project falls within the Conservation Commission's jurisdiction. The Conservation Administrator will help determine if filing an NOI is appropriate.

The Conservation Commission requires applicants submit an NOI and related documents in print **and** digital form. Hand deliver or send printed packets via certified mail. Submit digital copies via e-mail or on a USB drive.

Josh Philibert, Conservation Administrator
219 Massapoag Ave., Sharon, MA 02067 | (781) 784-1511 | SharonConCom@townofsharon.org

MassDEP requires one print **or** one digital copy of the NOI and related documents.

Hand deliver or send printed packets via certified mail. Follow directions below for digitally submitting to MassDEP.

MassDEP, Southeast Regional Office
20 Riverside Drive, Lakeville, MA 02347

Sending electronic submissions to MassDEP requires signing up to access a free online portal known as eDEP.

For more information about sending electronic submissions to MassDEP please visit:

<https://www.mass.gov/how-to/how-to-use-edep-online-environmental-filing>

The WPA Form 3 and general guidance on filing an NOI is available on the MassDEP website:

<https://www.mass.gov/lists/wetlands-permitting-forms#notice-of-intent->

The Conservation Commission will hold a public hearing to review a complete application within 21 days of receipt. Agendas are posted on the department webpage and at Town Hall, no less than 48 hours before a scheduled hearing.

See the *Sharon Conservation Guide to Permitting: Filing a Notice of Intent* for more information.

Applications Must Include:

- 1.) Narrative or Cover Letter describing the project site and proposed activities
- 2.) WPA Form 3 - see the links listed above. The Conservation Department provides print copies.
- 3.) Site plans, signed & stamped by a registered professional, which must show at a minimum:
 - a. The property where the proposed project is located in its entirety
 - b. All wetland resource areas, buffer zones, setbacks, and riverfront areas
 - c. All proposed work with the limit of work clearly defined
- 4.) Additional figures may be applicable: Locus Map (USGS); Aerial Imagery Map; FEMA Flood Insurance Rate Map; Priority Habitat from Natural Heritage & Endangered Species Program. Consult the Conservation Administrator for guidance. Information can be found on the "layers" feature on the town GIS website.
<https://www.axisgis.com/sharonMA/>
- 5.) See "Fees and Legal Information" below for details about costs, abutter notifications, & public notices.

Fees and Legal Information

Submit 3 checks to the Conservation Department with the application packet, payable to the Town of Sharon.

- 1.) MassDEP uses a project-based equation to determine the WPA filing fee. A portion of the WPA fee will be payable to the Town of Sharon and submitted to the Conservation Department. Instructions are detailed in the WPA Form 3 and are available online via the MassDEP permitting website.
- 2.) Town of Sharon Local Bylaw Fee: \$30.00/acre with a minimum fee of \$200.00 regardless of parcel size.
- 3.) Advertising Fee: \$275.00 – All public hearings must be published in a “newspaper of general circulation” at least 5 calendar days before a scheduled hearing date, per the Town of Sharon Wetlands Bylaw.

Applicants must notify abutters within 300 of feet of a project, at least 7 business days before a scheduled hearing.

- 1.) Request an official list from the Assessor’s Office via: <https://sharonma.seamlessdocs.com/f/abutters/>
 - a. The fee is \$.50 per abutter with a \$6.00 minimum
 - b. Abutter lists shall include other municipalities for properties in proximity to town lines
 - c. Include the list in the application packet
- 2.) Complete an Abutter Notification form, available on the Conservation Department webpage.
- 3.) Distribute the Abutter Notification form via hand delivery or certified mail, return receipt requested.
- 4.) Proof of delivery to all abutters is required.
 - a. Recipients’ signatures are required for hand delivered notifications
 - b. Certified mail receipts originals or copies should be included with the NOI application
 - c. Returned green cards should be submitted to the Conservation Department prior to the hearing
- 5.) Applications must include a signed Affidavit of Service, available on the Conservation Department webpage.

NOI Application Packet Checklist

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| <input type="checkbox"/> Narrative/Cover Letter | <input type="checkbox"/> Abutter List |
| <input type="checkbox"/> WPA Form 3 | <input type="checkbox"/> Affidavit of Service |
| <input type="checkbox"/> Site Plans (2 Print Copies, 1 Digital Copy) | <input type="checkbox"/> Abutter Notification Form |
| <input type="checkbox"/> Additional Applicable Figures | <input type="checkbox"/> Proof of Abutter Notification |
| <input type="checkbox"/> Fee Payments: WPA, Local Bylaw, Advertising | <input type="checkbox"/> 1 Print or Digital Submission to MassDEP |

Completed Application Packets sent to the Town of Sharon Conservation Department:

- 1 Signed Original Hard Copy 1 Hard Copy Duplicate 1 Digital Copy

Recording Information

If approved, applicants will receive the signed original of the Order of Conditions (OOC). The original must be recorded at the Norfolk County Registry of Deeds. Applicants should make a copy of the order before submitting the original to the Norfolk County Registry of Deeds by hand delivery or certified mail. The recording fee is \$106.00, payable to the Registry of Deeds.

Norfolk County Registry of Deeds
649 High Street Dedham, MA 02026

Send proof of recording with the book and page number to the Conservation Department **before** work beings.