



# Sharon Conservation Guide to Permitting

## Filing a Notice of Intent also known as an NOI



When planning any type of project, such as: construction of a driveway, deck, pool, dock, shed, or fence; installing/repairing a septic system; putting an addition on your home; cutting trees; building a wall; putting in a walkway; or altering the landscape in any way, the Conservation Administrator should be contacted, if there is an obvious wetland resource of water body on your property, or if you are unsure whether there is.

The Conservation Administrator will help determine the scope and size of project and whether the proposed work falls within the Conservation Commission's jurisdiction as defined in the Massachusetts Wetlands Protection Act (M.G.L. c. 131, § 40), Wetlands Protection Act Regulations (310 CMR 10.00), the Town of Sharon Bylaw Ch 262: Wetlands Protection, and the Rules and Regulations of the Sharon Conservation Commission.

The Conservation Commission regulates activities proposed within 100 feet of a resource area and within 200 feet of a river or stream. Before any work begins, the commission must review and approve any project that falls within its jurisdiction. The appropriate application for projects involving major disturbances is called a Notice of Intent or an NOI. Available on the Conservation Department webpage and in the office, the *Sharon Conservation Checklist: Filing a Notice of Intent* and MassDEP's *Instructions for Completing Application WPA Form 3 – Notice of Intent*, outline specific filing instructions.

The Conservation Administrator serves as a first point of contact for anyone considering a project that may fall within the Commission's jurisdiction. Discussing proposals with the Conservation Administrator helps ensure timely submissions for any projects requiring the Commission's review.

Josh Philibert, Conservation Administrator  
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<http://www.townofsharon.net/conservation-commission>

### **A Brief Overview of the Application Process and Timeline for Review**

The Conservation Commission typically meets on the first and third Thursdays of the month and requires at least two weeks to review a complete application and post the public notice before holding a public hearing on a proposed project. A hearing will usually take place within 21 days of receiving a complete application packet. Please see the NOI Checklist for specifics regarding fees, public notices, and abutter notification.

An applicant or representative is required to attend the public hearing, present the project to the Commission, and answer any questions from the Commission or members of the public. Applicants can submit a continuance request in writing if they are unable to attend a scheduled hearing. If the Commission requests additional information to come to a decision, the applicant may request to continue the hearing to a future date.

The commission issues an Order of Conditions for approved projects. The permit is valid for three years and may be extended. Within 21 days after the hearing closes, the Commission will issue the Orders of Conditions which the applicant must record at the Norfolk County Registry of Deeds after a ten day appeal period ends. Proof of the recording with the book and page numbers should be sent to the Conservation Department **before** work begins.

Applicants must submit extension requests at least a month prior to an expiration date. Amendments to approved plans need to be formally requested and approved by the Commission. Applicants apply for a Certificate of Compliance once a project is complete. The Conservation Administrator determine if the project was completed per plan.

**Amendments, Extensions, and Certificates of Compliance must be recorded at the Norfolk County Registry of Deeds, referencing the original orders' book and page numbers.**