

FILING A NOTICE OF INTENT - (NOI) - WPA Form 3

The Town of Hingham Conservation Commission requirements for Filing a NOI can be found in the Hingham Wetland Regulations– (Rev. 3/1/10) which is located on the TOH Conservation website: <http://www.hingham-ma.gov/conservation/index.html>
The TOH Wetlands Protection Bylaw–Article 22 was approved by the Attorney General on 8/7/08. This can also be found on the Conservation website. Reference copies are available in the Conservation Office or can be purchased.

CHECKLIST:–Please check off all items applicable to your project, sign & return to the HCC with the completed Notice of Intent.

WPA Form 3: Can be found on the DEP website to download and print along with the instructions:

<http://mass.gov/dep/water/approvals/wwforms.htm#wetlands>

Wetlands and Waterways Forms - Scroll down the website page to the section called Wetland Permits – Wetland Protection Act Permits.

Submit to DEP/SOUTHEAST Regional Office after reading instructions – “Completing Application WPA Form 3 – Notice of Intent.”

(Minimal Requirements) ___ a. Notice of Intent ___ b. Plans (1 copy) ___ c. Locus map identifying location of the property ___ d. Site Plan ___ e. Proof of Mailing to NHESP if applicable ___ e. Storm Water Report if applicable ___ f. Mail appropriate filing fee to DEP (send to lock box address), along with NOI Wetland Transmittal Fee Form

Submit to Hingham Conservation Commission:

- a. ___ Notice of Intent – WPA Form 3 - (2 copies) - **Outdated forms will not be accepted by Conservation**
- b. ___ Plans* (2 copies - See below)
- c. ___ Filing Fee(s) payable to the Town of Hingham –the Town Share of the State fee(s) and the TOH Wetland Bylaw fee(s) must be submitted on SEPARATE CHECKS. Please include Wetland Fee Category Summary on how you calculated the Hingham Bylaw Fee(s). Also proof of mailing to the DEP lock box and copies of DEP checks.
- d. ___ I have read and signed the Hingham Conservation Commission’s **Policy on Receipt of Information**.
- e. ___ The Applicant/Representative understands that a Public Legal Notice will be published in The Patriot Ledger by the Conservation Office. The App./Rep. will be billed directly by the Patriot Ledger for the Public Legal Notice and is responsible for payment.
- f. ___ Email addresses for the App./Rep./Property Owner are needed so that the hearing date and public legal notice can be emailed to them.
- g. ___ App./Prop. Owners and Rep. **must sign** the NOI form. If applicant and landowner are not the same, applicant must obtain written permission to file the NOI from the landowners.
- h. ___ Other items needed: Locus map identifying location of the property and Site Plan. (Also needed if applicable): Poof of Mailing to NHESP, Division of Marine Fisheries and Storm Water report
- i. ___ Notify abutters according to the DEP regulations and submit abutter listing and proof of mailing at the time of hearing
- j. ___ A written description (narrative) of the proposed work included with the NOI
- k. ___ Photographs of the existing property conditions of the site are helpful.
- l. ___ One copy of the application and plans must be submitted to the DEP SERO (South East Regional Office), Wetland and Waterways, 20 Riverside Dr. Lakeview, MA 02347 for review. Send via certified return receipt mail. Also any revisions submitted during the hearing process must also be submitted to DEP SERO.

I understand that the Hingham Conservation Commission has a Voluntary Waiver of the 21 Day Deadline for Hearings & Decision Deadlines.

***PLANS:** In addition to the requirements listed in the “General Instructions,” plans must detail the following information:

- ___ 1. Location of surveyed wetlands flags sequentially numbered, date of flagging (must be a reliable wetlands line–less than 3 years old)
- ___ 2. Existing Plan and Proposed Plan
- ___ 3. Delineation of the 100’ buffer zone to the wetlands, delineation of the 50’ “no activity” buffer strip, delineation of closest activity to the wetlands, measured distance from limit of work to wetland line
- ___ 4. Plans must be signed, dated and stamped, have a scale, street address, map # and lot #
- ___ 5. If applicable: Plans showing compliance with the Hingham Board of Health Septic System Regulations for proposed septic

Please note: If all required components are not included, your application will be considered **administratively incomplete**. Upon receipt of the **completed** application, your proposed filing will be put on the agenda for a regularly scheduled Hingham Conservation Commission meeting. You or your Rep. should attend the public meeting to explain the project and answer any questions. The SERO DEP office must assigned a DEP number and have reviewed your filing. If the Conservation Office does not receive a DEP number before the next scheduled meeting date according to the posted submission deadlines, the Commission will hear your filing, but will not be able to close without this DEP SERO information and will ask for a continuance with your permission until the information is received. The Commission cannot close a filing without a DEP number being assigned. <http://public.dep.state.ma.us/wetland/wetland.aspx>. You will be responsible for any comments the DEP makes about your project. If you have any questions, please call the Conservation Office – 781-741-1445.

The final agenda for the meeting will be posted 48 hours in advance of the meeting date at Town Hall (Saturdays, Sundays and holidays do not count).

Applicant/Rep.’s Signature: _____ Date: _____