



Instructions for Notice of Intent

Town Of East Longmeadow
Planning & Community Development

If an applicant is proposing to conduct work within a resource area or associated buffer that is under the jurisdiction of the Wetlands Protection Act and/or Conservation Commission, then an applicant must file a Notice of Intent. Notice of Intents provide the Conservation Commission and MassDEP with a complete and accurate description of the site, wetland delineation, proposed work, and all measures and best management practices used to protect the wetlands. Please contact the Department of Planning and Community Development with any questions while filing a Notice of Intent.

A Complete Application Must Include the Following Required Documents:

- WPA Form 3: Notice of Intent (7 copies)
- [Property Deed and Owner Authorization Letter](#), if applicant is not the property owner (1 copy)
- [Certified Abutters List](#) signed and stamped by the Assessor's Office (1 copy)
- Stormwater Drainage Report (if required) (2 copies)
- Supporting Materials (if required) (7 copies)
 - i.e. Narrative Addendums, additional figures/photographs, soil sample data, etc.
- [Tax Collector Affidavit](#) signed by the Collector's Office (1 copy)
- Site Plans (1 digital copy and # paper copies in the following format)
 - Wetland Delineation and proposed work on 11x17 (7 copies)
 - Wetland Delineation and proposed work on 24x36 (1 copy)
- NOI Wetland Fee Transmittal Form and payment (1 copy)

To file a Notice of Intent, Applicant will:

1. Complete WPA Form 3: Notice of Intent
 - a. File the Tax Collector Affidavit with the Collector's Office. The Collector's Office will indicate whether there are any unpaid bills or taxes that would prohibit the issuing of a permit.
 - b. File the Request for Certified Abutters List with the Assessor's Office.
 - c. If the proposed work is subject to the Massachusetts Stormwater Standards, then submit a Stormwater Drainage Report
2. Obtain any site plans, stamped by a professional, that depict any proposed work or wetland delineation. Additional photographs or project narratives may be submitted as well
3. Submit the appropriate number of copies of each required documents and payment for the filing fee to the Planning Department.
Note: *Filings fees are determined by the NOI Wetland Fee Transmittal Form*
4. Submit a copy of application materials to the DEP Western Regional Office
5. The Planning Department will review your application for completeness and schedule you to the next available meeting of the Conservation Commission.

Note: *Attendance is required at meetings.*

Before the meeting:

1. The applicant is responsible for mailing a notice of the public hearing to the mailing list generated by the Certified Abutters List. The applicant is responsible for returning proof of mailing via certified mail.
2. The Planning Department will send legal notice to be published in The Reminder newspaper in accordance with the WPA 310 CMR 10.00.
Note: *Legal notice is at the expense of the applicant.*
3. The MassDEP will review the application and provide comments/questions and assign a DEP file number.

During the meeting:

4. The Conservation Commission will review the Notice of Intent for completeness and accuracy. The Conservation Commission may request to schedule a site visit.
5. Members of the public are allowed to speak in support or opposition of the proposed work.
6. The Conservation Commission will vote whether or not to approve of the Notice of Intent. At this time the Commission may start to discuss conditions of approval.

After the meeting:

1. If approved, at the next meeting of the Conservation Commission, they will vote to approve and ratify the Order of Conditions with any General or Special Conditions.
2. The Planning Department will mail a copy of the Order of Conditions to the applicant and to DEP.
3. It is the applicant's responsibility to record the Order of Conditions at the Hampden County Registry of Deeds.
Note: *Order of Conditions are valid for three (3) years.*