



TOWN OF CONCORD  
NATURAL RESOURCES COMMISSION  
141 KEYES ROAD, CONCORD, MA 01742  
TEL. (978) 318-3285 FAX (978) 318-3291

**Abbreviated Notice of Intent  
Submission Checklist**

**PLEASE NOTE:** Only the most recent NOI form will be accepted. **Fax copies and e-mails are not acceptable.** Please do not submit applications with plastic or acetate covers or pocket plan holders. GBC binders are acceptable. Please see the *Minimum Plan and Submission Requirements Policy* for additional information.

Due to changes in the Opening Meeting Law, effective July 1, 2010, Applicants and/or their representatives will be required to provide documents and other exhibits that will be discussed at the meeting **prior to the scheduled hearing**. Documents and other exhibits, including photographs, must be provided to the office in manageable form.

**TIMELINE**

- All information for a NEW project shall be submitted by 4:30 p.m., no later than the submittal deadline date. Hearings are typically every third Wednesday. The meeting and submittal deadline schedule can be found here: <https://www.concordma.gov/732/Natural-Resources-Commission>
- Supplemental information for continued hearings must be submitted **by noon at least 8 business days in advanced of the next scheduled Commission meeting**. This typically means that revisions will be due on the Friday a week and a half prior to the scheduled Wednesday meeting of the Commission.
- If no action is taken by an Applicant on a filing for 6 months, or four consecutive meetings, the Commission may require that the Applicant renotify abutters and republish the legal notice (see the *Continuance Policy*).

**FORMS**

- Two copies of completed **Application Form** (WPA Form 4) signed by the Applicant and Property Owner. PLEASE DOUBLE-SIDE DOCUMENTS
- Two copies of completed, signed **Stormwater Management Form**, Appendix C, if applicable. This does not apply to projects on single-family lots. PLEASE DOUBLE-SIDE DOCUMENTS
- Two completed NOI Wetland Fee Transmittal Form Pages 1 & 2. PLEASE DOUBLE-SIDE DOCUMENTS

**MAPS**

Two copies of the following maps, **all with the site clearly identified**.

- USGS
- FEMA
- NHESP – If applicable, submit evidence of mailing of completed application form to Natural Heritage and Endangered Species program.

## NARRATIVE

**TWO** double-sided copies of a narrative including:

- Description of work within regulated resource areas and buffer zones, and any impacts to these areas.
- Description of the project's compliance with the WPA performance standards. If work is proposed in the Riverfront Area, you must provide an alternatives analysis.
- Description of the project's compliance with the 25-foot No Disturb Zone and 50-foot No Build Zone
- Provide a written waiver request in accordance with Section 7.7 of the Concord Wetlands Bylaw for any work within the 25-foot No Disturb Zone and/or 50-foot No Build Zone Policy
- Proposed mitigation for unavoidable project impacts
- Square footage of work proposed by type (i.e. disturbance, structures, impervious surface, etc.) within each zone (25-foot No Disturb Zone, 50-foot No Build Zone, 100-foot Buffer Zone, 200-foot Riverfront Area).
- Description of wetland resource areas, date delineated, and name of wetland scientist that conducted the delineation
- Brief project description on Page 2 of the Notice of Intent (Sect. A.6.) - for Legal Notice. After, you may reference attached narrative.
- Photos of the site.

## FEES

- Check to the Town of Concord. Routing numbers on all checks **MUST BE** blacked out prior to submitting electronic and paper copies.
- \* Please note, a legal notice fee will be billed by the Concord Journal directly to the Applicant. The Applicant is responsible for the cost of the legal notice in accordance with the state Wetlands Protection Act [310 CMR 10.05(5)(a)] and Concord Wetlands Bylaw. The Natural Resources Division will prepare and submit your legal advertisement to the Concord Journal; the newspaper will bill you directly for the cost. **The Concord Journal now requires that Applicant's pre-pay their legal ad. You must pay at least 10 business days prior to the NRC hearing; failure to do so will result in an unpublished legal notice and a delay of the hearing.**

## ABUTTERS LIST

- The original and one copy of the certified abutters list within 100 feet of the property. This must be obtained from the Assessor's Office, accompanied by a stamped, signed cover letter from the Assessors, and be obtained within one month of the filing date.
- Two copies of the Abutter Notification, available online ([www.concordma.gov/pages/ConcordMA\\_NaturalResources/Wetlands%20Guidance](http://www.concordma.gov/pages/ConcordMA_NaturalResources/Wetlands%20Guidance))
- Two copies of the evidence of abutter notification: Notification can be either by hand or via certificate of mailing or certified mail. The post office provides a date-stamped receipt ("certificate") for each letter mailed. This certificate, return receipt green cards, copies of green cards, or proof of receipt of hand delivered mail, must be submitted **before the hearing** (scanned copies are OK). If any mailings are returned, bring the entire envelope (or a copy) to the hearing indicating by postal service stamp the reason for return.

## **PROJECT PLANS**

Show proposed structures or modifications to existing structures, paving, drainage, or water control structures, and erosion controls. Be sure to include resource delineation, riverfront and/or buffer zones, and existing and proposed topography. (Please see Minimum Plan and Submission Requirements Policy)

- Two copies, full size including graphic scale (not more than 1"=50') and title block
- Two copies, 11 x 17, of main project area, including graphic scale (plan must be legible at reduced scale or full sized plans will be required)
- Plan revisions shall be clearly noted and dated on the plans.

## **ELECTRONIC SUBMISSION**

- All documentation, including any revised information, must be submitted to the Division on USB flash media (i.e., thumb drive), DVD, or CD.

## **DEP MAILINGS**

- Send original check for state fee and copy of NOI Wetland Fee Transmittal Form Pages 1 & 2 to DEP, Box 4062, Boston, MA 02211.
- Send one complete copy of the Abbreviated Notice of Intent application, including copies of all required maps, project plans, Wetland Fee Transmittal Form, list of abutters, Notification to Abutters Form, and a copy of the check for state and town fee payments to:

DEP-NERO, Wetlands Division  
150 Presidential Way  
Woburn, MA 01801