Department of Planning and Community Development
Kelly Phelan, Conservation Planner
1 JFK Memorial Dr.
Braintree, MA 02184
781 794-8233

Mayor Joseph C. Sullivan

FILING REQUIREMENTS - *Updated September, 2015*

NOTICE OF INTENT (NOI)

- ☐ NOI form should include this wording "& Braintree Wetland Bylaw Chp. 12.20" to indicate you are filing under the local bylaw as well as the state Wetlands Protection Act

- ☐ Mail one copy of application via Certified Mail to
  DEP
  Southeast Regional Office
  20 Riverside Dr.
  Lakeville, MA 02347

- ☐ Submit the DEP share of the filing fee with the NOI Wetland Fee Transmittal Form to DEP's Boston office
  DEP
  Box 4062
  Boston, MA 02211

- ☐ Original application and 2 copies to the Braintree Conservation Commission

- ☐ Signature of property owner [in case applicant is not owner]

- ☐ Submit the town's share of the filing fee to the Braintree Conservation Commission w/ NOI Wetland Fee Transmittal Form [check to made out to the Town of Braintree]

- ☐ Submit the local bylaw filing fee to the Braintree Conservation Commission [check made out to the Town of Braintree according to the Fee Schedule]

- ☐ A list of all abutters within 100 feet of the property line – based on the most recent Assessors records (i.e. a Certified Abutters list from the Assessors office), including those across a road, waterbody or in another municipality if within 100

feet of the property line. Please note that this includes all individual condominium owners in cases where there is a condominium abutter.

☐ Complete the Notification to Abutters form and hand deliver or send by Certificate of Mailing or Certified Mail/Return Receipt Requested to abutters. Present receipts at public hearing.

☐ A set of stamped envelopes [no return address] addressed to each abutter and submitted in the order the names appear on the list of abutters

☐ If applicable
- proof of mailing or hand delivery to Natural Heritage & Endangered Species Program
- proof of mailing or hand delivery to Division of Marine Fisheries
- Stormwater Management Form

The NOI form is available for download from the DEP website
http://www.mass.gov/dep/water/approvals/wwforms.htm

Fee Schedule Under Local Bylaw (see DEP fee schedule for state filing fees)

Note: Fees apply to any of the following wholly or partially within any resource area or buffer zone.

Category 1: $75
a) Minor project: house addition, swimming pool, grading on a single or two-family lot

Category 2: $300
a) Construction of a single or two-family dwelling
b) Crossing of a resource area for single or two family lot
c) Parking area for up to 10 parking spaces

Category 3: $500
a) Each new subdivision lot and/or roadway
b) Parking area for 11-50 parking spaces
c) Alteration, greater than 2000 sq. ft. of site without any proposed building or pavement (i.e. removal of vegetation, removal of topsoil, grading, etc.)
d) Any other activity not in Category 1, 2, or 4

Category 4: $800
a) Parking area, 51 or more parking spaces
b) Each building in a multifamily development
c) Each commercial or institutional building
d) Each new stormwater discharge
e) Each crossing of a resource area other than Category 2
f) Dredging
g) Bridge