



## Department of Planning and Community Development

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Braintree, MA 02184

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Mayor Joseph C. Sullivan

### **SUBMISSION REQUIREMENTS** - Updated May, 2007

#### **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 for \$75]
- 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 list of all abutters within 100 feet of the property line – based on the most recent Assessors records, including those across a road, waterbody or in another municipality if within 100 feet of the property line
- 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>**