



**Mayor
Erin V. Joyce**

Department of Planning and Community Development

1 JFK Memorial Drive
Braintree, Massachusetts 02184
Phone: 781-794-8230

NOTICE OF INTENT (NOI) FILING REQUIREMENTS - *updated September 19, 2024*

- NOI form should include this wording “& Braintree Wetland Bylaw Ch. 12.20” to indicate you are filing under the local bylaw as well as the state Wetlands Protection Act
- Original and 2 copies of all application materials to the Braintree Conservation Commission. **Note: The application narrative must address the performance standards of the Wetlands Protection Act.**
- If applicable, application should address The Braintree Wetland Bylaw Tree Protection (Ch.12.20.II.A.).
- An electronic copy of the application, plans and supporting documentation. (USB required)
- 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 be 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]
- 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
- 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 [Wetlands Permitting Forms | Mass.gov](http://www.mass.gov/dep/wetlands-permitting-forms)

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

Tree Protection Regulations under local bylaw

The Conservation Commission allows no loss of trees four inches (4”) in diameter at breast height (dbh) or greater for any activity within the Commission’s jurisdiction without replacement as follows. Otherwise, applicant shall make a monetary contribution of \$250 for each tree/shrub that is not replaced to the Commission’s Tree Planting Fund.

Tree Removed	Replacement Required
Within 50–100-foot buffer zone	1:1 replacement
Within 0–50-foot buffer zone	2:1 replacement
Within a resource area	3:1 replacement