



# TOWN OF WINTHROP CONSERVATION COMMISSION

Public Facilities Building, 100 Kennedy Drive, Winthrop, Massachusetts 02152 Telephone: (617) 846-4344

E-mail: [conservation@town.winthrop.ma.us](mailto:conservation@town.winthrop.ma.us)

Web: <http://www.town.winthrop.ma.us/conservation-commission>

## NOI SUBMITTAL REQUIREMENTS

### TITLE

### CHECK LIST

1) Mass DEP Notice of Intent Application

\_\_\_\_\_

2) Project Narrative - Must include:

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**1. Existing Conditions**

**2. Proposed Conditions**

**3. Construction Sequence / Methods / Equipment**

Schedule of construction; what equipment will be used during demolition and construction?

In particular, will any storage/staging be placed in the water and/or resource area?

**4. Resource Area Impacts**

Describe the temporary impacts and/or permanent impacts to wetland resource areas and their buffer zones (i.e., Salt Marsh, Coastal Bank, Coastal Beach).

**5. Resource Area Replication / Mitigation**

**6. Sedimentation/Erosion Controls**

Include what sedimentation and erosion controls will be implemented and when and where they will be installed.

**7. Stormwater Management**

Describe the existing and proposed drainage system, with Stormwater Best Management Practices (BMPs). If not applicable, state why.

**8. Coordination with Fisheries and Wildlife / Natural Heritage and Endangered Species /Massachusetts Division of Marine Fisheries (if applicable)**

No work (including work in the Buffer Zone) may be permitted in any resource area subject to the Act that would have adverse effects on the habitat of rare, "state-listed" vertebrate or invertebrate animal species. The most recent Estimated Habitat Map of State-Listed Rare Wetland Wildlife is published by the Natural Heritage and Endangered Species Program (NHESP).

If any portion of the proposed project is located within Estimated Habitat of Rare Species, the applicant must send the NHESP a copy of the NOI by certified mail or priority mail, no later than the date of the filing of the NOI with the Conservation Commission and the DEP.

Evidence of mailing to the Natural Heritage Program (such as Certified Mail Receipt or Certificate of Mailing for Priority Mail) must be submitted to the Conservation Commission and the Department's Regional Office along with the Notice of Intent.

Natural Heritage and Endangered Species Program  
Division of Fisheries and Wildlife  
1 Rabbit Hill Road  
Westborough, MA 01581-3336  
508.792.7270

**9. Alternatives Analysis** \_\_\_\_\_

**10. Description of seed mix** \_\_\_\_\_

**3. Certified Plot Plan** – \_\_\_\_\_

Must show:

- 1) Certification by a Professional Engineer or Land Surveyor
- 2) Property information (owner's name and address, assessor's section-block-lot number, and subdivision lot number, where applicable)
- 3) Title block (project title, date, scale, and north arrow)
- 4) Existing and proposed conditions (w/details and notes, as necessary) including, but not limited to: Buildings, structures, parking spaces, driveways, pavement, drainage structures, vegetation, lawn, landscaping, trees, etc.
- 5) Boundary and location of wetland resource area(s).
- 6) Lines depicting the 50- and 100-foot buffer zones to wetland resource
- 7) Shade and/or label all temporary and permanent direct impacts to wetland resource areas.
- 8) Show and label the location of sedimentation/erosion controls measures.
- 9) If a wetland replacement/replication area is required, provide a planting plan with proposed grades and construction methodology/specifications.
- 10) Show contour lines for elevation within any resource areas as well as the 100-foot buffer
- 11) Construction stockpiles and staging areas

**4. Locus Map** \_\_\_\_\_

**5. Copy of Deed** with book and page number \_\_\_\_\_

**6. Color Photographs** of resource area and existing site \_\_\_\_\_

**7. Abutter list** – abutters within 100’ only of property line of the project location required. Obtain from Assessor’s Office.

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**8. Notification to Abutters letter (include date abutters notified)**

Abutters must be notified by hand or by certified mail.

Proof of mailing must be delivered to the Agent at or before the public hearing.

***NOTE: All property owners, as indicated on Assessor’s list, must be listed by name on abutter notices.***

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**9. Fees (Include Copies)**

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**1) Filing Fees for Town of Winthrop and Commonwealth of Massachusetts**

Please see the NOI Wetland Fee Transmittal Form to determine appropriate fees.

**2) Legal Notice Fee for all Applications - \$60.00**

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Checks made payable to the Winthrop Sun Transcript.

Must be submitted with original application to Stefanie.

**NOTE: In addition to the copies sent to the Commission, a copy of full application, including copies of the checks and wetland fee transmittal form, must also be mailed to the following address:**

**Mass DEP Northeast Regional Office**

150 Presidential Way

**Woburn, MA 01801**

Please visit <http://www.town.winthrop.ma.us/conservation-commission> for a schedule of upcoming submission deadlines and hearings.