



**Town of North Attleborough  
CONSERVATION COMMISSION**

**43 South Washington Street North Attleborough, MA 02760  
Phone (508) 699-0125 E-mail [spalmer@nattleboro.com](mailto:spalmer@nattleboro.com)**

**INSTRUCTIONS FOR FILING  
NOTICE OF INTENT (WPA FORM 3)**

The Massachusetts Wetlands Protection Act (General Law Chapter 131, Section 40) prohibits the removal, dredging, filling, or altering of wetlands without a permit. To obtain a permit (called an Order of Conditions); a project proponent must submit an application to the Conservation Commission and the Department of Environmental Protection (DEP). The Notice of Intent (NOI) application provides the Conservation Commission with a complete description of the site and proposed work in order for the Commission to make an informed decision on the project and the issuance of an Order of Conditions. The following instructions and submittal requirements should be followed when submitting a NOI to the Commission and are to be utilized *in addition* to the DEP submittal requirements. Please refer to the Wetlands Protection Act Regulations (310 CMR 10.00) and the *DEP Instructions and Supporting Materials for a NOI*.

**PLEASE SUBMIT THE FOLLOWING TO THE COMMISSION INCLUDING THIS CHECKLIST:**

- Two (2) complete copies of the Notice of Intent and (2) full size plan sets for the file **AND** four (4) extra copies of the NOI (double-sided) and 4 reduced plan sets for distribution. The original NOI submitted to the Commission must be signed by the property owner. Applications shall be submitted via hand delivery or certified mail.
- A copy of WPA Appendix B – *NOI Wetland Fee Transmittal Form* including the appropriate filing fee, and a copy of the payment checks submitted to DEP and the Conservation Commission. (No additional local fee is required.) The check for the state share of the filing fee, payable to *the Commonwealth of Massachusetts*, shall be sent separately to MassDEP, Box 4062, Boston, MA 02211. The local share shall be made out to the Town of North Attleboro.
- The NOI application should be stapled, not bound and without a cover.
- For projects subject to the Stormwater Regulations, 310 CMR 10.05(6)(k)-(q), submit two (2) copies of the Stormwater Report, Stormwater Report Checklist and the Registered Professional Engineer’s Certification that the project conforms to the Stormwater Regulations and meets acceptable engineering standards. The stormwater report shall include a narrative describing the environmentally sensitive site design measures and low impact development (LID) techniques considered and incorporated into the project design that minimize land disturbance and impervious surfaces.

- Two (2) copies of supporting documents and calculations (e.g. hydraulic and hydrologic calculations, wetland replication plan, wildlife habitat evaluation, etc.). All supporting plans and calculations shall be signed and stamped by a MA Registered Professional Engineer (PE) or other related professional, unless otherwise approved by the Commission.
- Digital copy of complete Notice of Intent package including plans, stormwater report and supporting documentation via Dropbox or thumb drive.
- Plans shall include all wetland resource area boundaries (and buffer zones if applicable) including a note indicating the date of delineation and who performed the delineation. If the wetland boundaries have been previously approved by the Commission a note should be included on the plan indicating the date of approval and DEP File Number, if applicable. Plans shall also show streams, rivers (including direction of flow) and water bodies. It is recommended that plans also include the boundary of the "25 Foot Wetland Buffer/No Disturb Zone", a policy of the Conservation Commission. All plans shall be highlighted with transparent marker pen as follows: wetland boundary in green; 100 foot buffer zone in yellow; 25 foot "No Disturb Zone" in blue; 200 Foot Riverfront Area in pink; and 100 year floodplain in orange.
- Plans guidelines: sheet sizes not more than 24"x 36"; scale not more than 1"=40'; title block located at the lower right hand corner; plans preferably folded, not rolled.
- A copy of the certified abutters list from the Town of North Attleboro Assessors office along with a copy of the "Notification to Abutters under the Massachusetts Wetlands Protection Act" sent to the abutters, and an "Affidavit of Service Under the Massachusetts Wetlands Protection Act". Certified mail receipts or certificate mailing receipts shall be presented at the beginning of the public hearing.
- Proof of submittal of the complete NOI and plan to DEP (Southeast Regional Office, 20 Riverside Drive, Lakeville, MA 02347).
- Proof of submittal of the complete NOI, plans, and appropriate documentation to the NHESP, if applicable.
- A check made payable to The North Star Reporter, amount to be determined, for advertisement of the legal notice. The advertising fee shall be paid prior to the public hearing upon notification by the Conservation Department.

**Upon receipt of the submittal requirements set forth above and in the WPA Form 3-*Instructions and Supporting Materials for NOI*, a public hearing will be scheduled in accordance with 310 CMR 10.05(5). Questions regarding these instructions should be directed to the Conservation Department at 508.699.0125 or [spalmer@nattleboro.com](mailto:spalmer@nattleboro.com).**