

## Notice of Intent

### Checklist of Requirements for Carlisle

See below for DEP requirements

- 9 Copies of the completed and signed **WPA Form 3\***.
- 9 copies of project **narrative** to include: **Project description, Resource Area description** & brief description of how the project will meet **General Performance Standards** set forth in 310 CMR 10:00.
- 9 Copies of a **locus map**: 8 1/2 by 11 copy of U.S.G.S. map showing project location.
- 2 Copies of a **list of abutters**, obtained from the Assessor's Office.
- Evidence of **mailing, Certified Mail and Return Receipt, of Notification to Abutters. Return Receipt green cards** must be submitted at or before the hearing.
- 9 copies of completed, signed **Storm Water Management Form, Appendix C**, if applicable.  
(This does not apply to projects on a single-family lot)
- Evidence of **mailing** (Certified Mail receipt) of **completed application form to Natural Heritage and Endangered Species Program**, if applicable.

Occasionally **field notes** for the wetland delineation will be required.

\*State forms, instructions and state fees may be found at the Conservation Commission office or at:  
[www.state.ma.us/dep](http://www.state.ma.us/dep)

#### Fees:

- 2 Completed Wetland Fee Transmittal Forms, **Appendix B**.
- Check to the **Town of Carlisle** for WPA fee.
- 2 **Copies** of check to the Commonwealth of Massachusetts.
- Check to the **Town of Carlisle** for Local Wetland Bylaw fee.

**Project Plans:\*\*** (showing proposed structures or modifications to existing structures, paving, drainage, or water control structures, and erosion control). Be sure to include resource delineation with date (must be less than 3 years old), Riverfront and/or buffer zones, existing and proposed topography, FEMA and Carlisle Wetland/Flood Hazard Zoning Districts if applicable and the name of the professional responsible for the delineation. Also include any necessary explanatory information.

- 9 copies, full size including graphic scale (not more than 1"=50'), date, title block and engineer's stamp.

\*\*This is usually prepared by a professional such as a registered engineer, landscape architect, or wetland scientist.

***The material listed above should be arranged into 9 packets, 2 complete with abutter and fee information along with full size plans, and 7 as above but without abutter and fee information.***

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#### For Massachusetts Department of Environmental Protection. (See also DEP instructions)

- 1 copy of Wetland Fee Transmittal Form and original check for the Commonwealth of Massachusetts sent to: **DEP, Box 4062, Boston, MA 02211.**
- 1 Complete copy of the Notice of Intent as required in the DEP instructions sent to: **DEP Northeast Region, Fifth Floor, One Winter St. Boston, MA 02108.**

***The Commission office will submit required legal notices to the newspaper. Applicants will be billed by the paper.*** Generally the Commission meets on the second and fourth Thursdays of each month, contact the office to confirm. All NOI's must be submitted by noon Friday approximately two weeks prior to the scheduled meeting.