



**Town Of Mendon**  
**Conservation Commission**  
**18 Main Street**  
**Mendon, Massachusetts 01756**  
**Phone: (508) 634-6898 Fax: (508) 478-8241**  
[mendonma.gov/223/Conservation-Commission](http://mendonma.gov/223/Conservation-Commission)

## **Notice of Intent (NOI) Checklist**

Applications are due at least two weeks prior to the next scheduled meeting date. The Conservation Commission meets the second and fourth Thursdays of the month.

Please note the application must meet the requirements listed in [Mendon Wetlands Protection Regulations](#) prior to the filing date. Incomplete applications will not be considered.

A complete application will include:

- Complete Notice of Intent (NOI) form (WPA Form 3)
- Detailed project narrative/description
- Plans, signed and stamped by a registered professional engineer and registered land surveyor
  - Entire parcel, lot lines, distances, north arrow, scale
  - Numbered flags for all Resource Areas with date and name of person performing the delineation
  - Certified and potential vernal pools
  - Estimated and Priority Habitat areas
  - All streams: perennial (with 200-foot Riverfront Area and mean annual high-water mark (MAHW)) and intermittent (with inland bank)
  - All isolated wetlands
  - All bordering or isolated land subject to flooding
  - All buffer zones (25 ft No Disturbance Zone, 50 ft No Build Zone, 100 ft buffer zone)
  - Existing and proposed conditions
    - Building & structures
    - Pavement
    - Edge of lawn / landscaping
    - Stormwater structures
    - 2 ft contours or smaller
    - Erosion and sediment controls
    - Septic systems, wells, stormwater management, utilities, other significant features
  - Distances of proposed structures to the wetland and of sediment controls to wetland
  - Limit of work and closest distance of LOW to wetland
  - Notes regarding temporary and permanent site stabilization
  - All replication, restoration and/or floodplain compensation areas
- Locus (USGS) Map
- FEMA Flood Insurance Rate Map (FIRM)
- Priority Habitat Map from Natural Heritage and Endangered Species Program
- Abutters list and map of abutters within 300 feet of the property line (from the Mendon Assessor)
- Copy of the notice to abutters, listing Milford Daily news as the newspaper for Public Hearings

- Copies of Certificates of mailing, postmarked by the Post Office
- Affidavit of Service form for notification to abutters
- NOI Wetland Fee Transmittal Form (state form)
- Filing Fees: Town portion of the state fee (calculated in form above), \$30 NOI By-law fee, and \$150 legal ad fee, payable to 'Town of Mendon'
- Other items that may be required if applicable
  - Stormwater management form, drainage calculations, TSS calculation worksheet, Operation and Maintenance Plan prepared, signed and stamped by Registered Professional Engineer
  - Erosion and sedimentation control details, narrative, draft Storm Water Pollution Prevention Plan (SWPPP) according to most recent EPA template
  - Economic alternatives analysis
  - Wildlife habitat evaluation
  - Color infrared, aerial photos, or site photographs
  - Report with replication schedule, planting plan, narrative and monitoring plan prepared by wetland scientist or botanist

### **Submit for Review**

- Applicants shall submit two (2) copies of the complete application and two (2) copies of full sized plan sets to the Conservation Office by certified mail or hand delivery.
- An email of the application package and plans to [concom@mendonma.gov](mailto:concom@mendonma.gov)
- Submit the following to the MassDEP, Box 4062, Boston MA 02211 by certified mail
  - One (1) copy of the Fee Transmittal Form
  - State portion of the application fee payable to the "the Commonwealth of Mass"
- Submit the following to the MassDEP Central Regional Office, 8 New Bond St., Worcester MA 01606 by certified mail or hand delivery, or online with the eDEP portal
  - One (1) copy of the completed Notice of Intent, including supporting plans and documents
  - One (1) copy of the NOI Wetland Fee Transmittal Form
  - One (1) **copy** of the state fee payment
- If you checked the "yes" box in any part of Section C, Item 3, of the Notice of Intent form, refer to that section and the Instructions for additional submittal requirements.

Once the NOI application has been received and deemed complete, you will be scheduled for the next available Conservation Commission public meeting. The Conservation Agent will notify you of the public hearing date and will place the legal ad in the Milford Daily News. The applicant or representative must be present at the hearing.

The Conservation Commission and/or their agent will perform a site visit to confirm existing conditions prior to the public meeting. If you wish to be contacted regarding the time of that visit, please contact the Conservation Office at the time of your application.

At the meeting, the Commission will decide on the application and issue an Order of Conditions. The applicant and the property owner are responsible for complying with the Order of Conditions.