Notice of Intent (NOI) Checklist

Applications are due two weeks prior to the scheduled meeting date. Submit for Review:

- **One (1)** application with **original** signatures and **two (2) copies** of the application
- **Four (4) plans**, signed and stamped by a Registered Professional Engineer or Surveyor
- **One (1) electronic copy** of all documents
- **Paper Reduction**: In an effort to reduce paper: Kindly make double-sided copies of applications and supporting information. **Please staple or use a binder clip.** DO NOT submit applications in a plastic bindings or extra plastic covers; drainage reports are the exception (only 1 copy). **NOTE:** One copy of the application packet and plans shall be sent to DEP, Southeast Regional Office, 20 Riverside Drive, Lakeville MA 02347.

A COMPLETE application packet will include:

- **Completed Notice of Intent (NOI) form** with all questions answered and legibly signed by property owner

- **Plans**, signed and stamped by a registered professional engineer or registered land surveyor. Plans must show, at a minimum:
  - Entire parcel, lot lines and distances
  - 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 mean annual high water mark) and intermittent (with bank)
  - All isolated wetlands
  - All buffer zones and Riverfront Areas
  - The minimum 25- foot No Disturbance Zone according to the Commission’s Policy
  - Existing and proposed contour elevations
  - Distances to proposed structures from the wetland and from sediment controls to wetland
  - Limit of work
  - Sediment control in plan view and with a detail
  - Location of septic systems, wells, other utilities, other significant features
  - Notes regarding temporary and permanent site stabilization
  - Stormwater BMPs
  - All replication, restoration and/or floodplain compensation areas

- **Locus (USGS) and FEMA Flood Insurance Rate Map (F.I.R.M.)**

- **Priority Habitat Map** from Natural Heritage and Endangered Species Program (NHESP)
Notice of Intent (NOI) Checklist Continued

Applications requirements continued...

- Completed Affidavit of service form
- Certified Abutters List from Norton Assessor’s Office
- Copy of Abutter Notification Form (form you mail to the abutters)
- Copies of stamped white Certified Mail Slips or the Certificates of Mailing, postmarked by the Post Office
- Completed Fee Transmittal Form
- Check for town fee and copy of check for state fee

Other items that must be included in the application packet if they are applicable:

- Wetlands report with replication schedule, planting plan, and narrative prepared by wetland scientist or botanist
- Narrative explaining compliance with each performance standard for each resource area prepare by person with appropriate expertise.
- Storm water management form, drainage calculations, TSS calculation worksheet, Operation and Maintenance Plan prepared, signed and stamped by Registered Professional Engineer
- Erosion and sedimentation details, narrative, draft Storm Water Pollution Prevention Plan (SWPPP) according to EPA 2012 Template and copy of Notice of Intent application to the Environmental Protection Agency (EPA)
- Economic alternatives analysis is required for all projects within the Riverfront Area

- Incomplete applications will not be accepted.