



# MONTAGUE PLANNING AND CONSERVATION

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## Montague Conservation Commission

### NOTICE OF INTENT CHECKLIST

Below is a summary **checklist** of the requirements for completing a Notice of Intent in Montague. Form 3 and its attachments are the required application for a wetlands permit (called and Order of Conditions) under the Massachusetts Wetlands Protection Act. Note: Montague does not have a local wetlands bylaw.

Full directions for filing a Notice of Intent are on the Department of Environmental Protection website at: [www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent](http://www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent)

- **2 copies of Form 3 Notice of Intent** – hard copy and digital form
- **2 copies of Plans 1” = 40’ max.** – hard copy and digital form. Plans may require signing and stamping by an engineer.
- **USGS Quad Locus Map (8 1/2 x 11)** showing the general location of the property.
- **Correct Application Fee** check made out to The Town of Montague.
- **Copy of check sent to the State** for their portion of the fee. See fee transmittal form.
- **Abutters List** (within 100 feet of property boundary) This can be generated using the Town of Montague WebGIS Maps System ([www.mainstreetmaps.com/ma/montague/public.asp](http://www.mainstreetmaps.com/ma/montague/public.asp)) or from the Town of Montague Assessing Department for a \$25.00 fee per parcel.
- **Stormwater Checklist**, if necessary.
- **Proof of mailing** NOI and plans to DEP and Natural Heritage, if necessary.

### Advertising Fee

- The Conservation Commission will place the required legal ad with The Greenfield Recorder. The Greenfield Recorder will bill the applicant directly. At that time the applicant will be asked to submit a check/ or credit card payment directly to The

Greenfield Recorder for the appropriate amount. (This typically runs around \$50.00-\$80.00)

**Signature**

- The application must be signed by the property owner (or the owner's representative)

**Copy to DEP**

- The applicant is required to send via certified mail one complete copy of the application to the Department of Environmental Protection (DEP – Western Regional Office, State House West – 4<sup>th</sup> Floor, 436 Dwight Street, Springfield, MA 01103). Proof of mailing.

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