



CITY OF SALEM CONSERVATION COMMISSION

Process for Filing a Request for Notice of Intent (NOI)

** In 2022 the Salem Wetlands Protection & Conservation [Ordinance](#) and [Regulations](#) were updated with increased protections and project review standards including but not limited to: incorporation of expanded buffer zones and resource area performance standards. Please review this update and incorporate as applicable to proposed work.*

☐ Application

An application and full [instructions](#) for completing a Notice of Intent (NOI) (Form 3) may be located at <https://www.mass.gov/doc/instructions-wpa-form-3-notice-of-intent/download>.

- ☐ A copy of the completed NOI must be submitted to DEP at their regional office or through [eDEP Online Filing](#) concurrently with the application submission to the Conservation Commission. MassDEP physical mailing address:

MassDEP Northeast Regional Office
150 Presidential Way
Woburn, MA 01801

- ☐ Complete a digital copy of **WPA Form 3** using Salem's online permitting portal, which can be located at <https://salemma.viewpointcloud.com/>.

☐ Attach/upload all required documents to your online submission:

- Locus Map - USGS Quad topographic map with the site locus identified
- Street map or other aerial orthoimagery indicating general location of the property
- Survey Site Plans by licensed registered surveyor, engineer, or alternative qualified professional, showing delineation of resource area boundaries, 25', 50', 100' buffer zones; and any additional buffer zones and boundaries that may be applicable to the site.
- FIRMette from FEMA's National Flood Hazard Layer database with site identified
- Accommodating drawings, photos, detailed plans, narrative of the work and project description, describing how the project will meet the performance standards of jurisdictional resource areas

☐ Address & Review Salem Ordinance and Regulations

- Include [Climate Change Narrative](#), any buffer zones within project locus from the jurisdictional area

☐ Legal Advertisement

The Conservation Agent will draft a legal notice for publication in the Salem News. The Salem News requires that you submit a deposit payment prior to publication through online submission, paper check, or directly over the phone. Please follow the instructions on the Salem News Deposit Form available at <http://www.salem.com/conservation-commission>. The Salem News Legal Ads Clerk can be reached at 978-338-2512 or SNLegals@salemnews.com. Legal Ads must print at least 7 days in advance of the public hearing. Because of print dates – Legal Notices should be coordinated no later than 14 days in advance of the public hearing.

- ☐ **Materials for Conservation Commission:** (Recycled Paper is Preferred – Please contact Conservation Commission staff prior to additional copies)

- **(3-8) copies of Cover Letter, Project Narrative/Description, Climate Change Narrative, and WPA Form, double-sided**
- **(3-8) copies of accommodating 11x17, 12x18 or equivalent site plans, drawings, condensed stormwater management reports if required, and any other information to assist in reviewing application**

☐ **Attend a Conservation Commission Meeting**

The applicant or a representative must attend a meeting of the Conservation Commission to discuss the proposed project. The Commission's meeting schedule and submittal deadlines are posted on the Commission's webpage, listed above.