

Process for Filing a Notice of Intent

Application

An application and instructions for completing a Notice of Intent (NOI) (Form 3) can be located at <http://www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-3.html>.

- A copy of the completed NOI must be sent to DEP at their regional office:

The Commonwealth of Massachusetts
Department of Environmental Protection
Northeast Regional Office
205B Lowell Street
Wilmington, MA 01887

- The original and seven copies must be sent to:

Salem Conservation Commission
Attn: Tom Devine
120 Washington Street, 3rd floor
Salem, MA 01970

Filing Fee

The filing fee is determined based on the proposed activities, per the fee schedule included in the NOI instructions at the link posted above. Please note that this fee needs to be divided between the DEP and the Salem Conservation Commission using the formula in the NOI instructions. Also note the DEP fee is to be sent to a PO Box address included in the NOI application and not the regional office listed for the application.

Abutter Notification

According to the Wetlands Protection Act, abutters located within 100 feet of the project and a reasonable distance across a waterway shall be notified. Upon request, the Conservation Agent will compile the list of abutters, which will be certified by the City Assessor and sent to the applicant. It is the applicant's responsibility to fill out and send the notice to the abutters. The notices must be sent with USPS proof of mailing.

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. Please follow the instructions on the Salem News Deposit Form available at <http://www.salem.com/conservation-commission>. Cathy Rowell, Salem News Legal Ads Clerk, can be reached at 978-338-2512 or SNLegals@salemnews.com.

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.

Questions

Please contact Tom Devine, Conservation Agent, at 978-619-5685 or tdevine@salem.com with any questions.