

# CHECK LIST FOR FILING A NOTICE OF INTENT

## **Prior to submitting the application:**

- Prepare an immediate abutters list (City Assessor's office) and submit list with the Request for Certification of Abutters form (attached as a cover sheet) to the Assessor's office **OR** for a fee, you may request an abutters list to be prepared for you (either in person at the Assessor's Office in City Hall or by making the request online at <https://www.woburnma.gov/government/assessing-department/abutters-list/>)
- Prepare plans showing proposed work, existing structures, proposed and existing grades, Resource Areas, and Buffer Zones in accordance with the requirements as set out in the Rules and Regulations for the Administration for the Woburn Wetlands Ordinance. Plans must be signed, stamped, and dated by a Massachusetts Licensed PE and/or PLS (have at least 14 copies/prints)
- Complete the WPA Form 3 - Notice of Intent. Include all necessary supplemental information and supporting data. (*Supplemental information may include, but is not limited to: drainage calculations, flood study, botanist's report, wildlife report, engineer's report or narrative, DEP Bordering Vegetated Wetland Delineation Field Data Forms including soils information, Storm Water Management Form, etc.*) Make 14 copies of the completed forms and supplemental information.
- Calculate the Notice of Intent application fee in accordance with the Notice of Intent instructions. Prepare one check made payable to the City of Woburn for the City portion of the fee, and a second check made payable to the Commonwealth of Massachusetts for the State portion. Make two photocopies of the two checks.
- Complete Application for Permit/ Determination form (then make 13 copies)
- Calculate the fee under the Woburn Wetlands Ordinance (see the fee schedule). Prepare a check for the Ordinance fee made payable to the City of Woburn. Photocopy the check.
- Complete Notice to Abutters form; make one copy for each abutter on the certified abutters list and one copy for yourself. The original form will need to be submitted to the Conservation Commission.
- Complete Notice to City Departments form (then make 5 copies)
- Complete the Certification of Treasurer / Collector Form and submit it to the Conservation Department for forwarding to the Collectors office for certification. Available online: <https://www.woburnma.gov/government/treasurer-collector/permit-certification/>

**Forms are available online at:**

**<https://www.woburnma.gov/government/conservation/application-forms/>  
and from the Conservation Department office**

## **Submittal procedures:**

### **To the Department of Environmental Protection (DEP):**

Send one copy of the Notice of Intent with all plans and supplemental information and a photocopy of the checks used as payment of the Notice of Intent Application fee to the DEP Northeast Regional Office (see mailing address below). *Evidence of delivery, in the form of a certified mail receipt or a copy of the first page of the NOI stamped received by DEP, must be submitted to the Conservation Department prior to the Public Hearing.*

- Department of Environmental Protection  
NERO – Wetlands Division  
150 Presidential Way  
Woburn, MA 01801

Submit the State share of the filing fee to the DEP, as indicated on the Wetlands Fee Transmittal Form (use mailing address below):

- Department of Environmental Protection  
Box 4062  
Boston, MA 02211

### **To City Departments:**

Send by certified mail or hand delivered with a receipt, a copy of:

- (1) The Notice to City Departments Form (as a cover sheet)
- (2) The Application for Permit/Determination
- (3) Notice of Intent and
- (4) All plans and supplemental information to the:

- City Engineer (office located in City Hall - basement floor)  
 City Clerk (office located in City Hall - first floor)  
 Board of Health (office located in City Hall - basement floor)  
 Building Commissioner (office located in City Hall - basement floor)  
 Planning Board (office located in City Hall - second floor)

*(Evidence of delivery/ mailing in the form of certified mail receipts or one photocopy of the cover sheet stamped received by each City Department must be submitted to the Conservation Department 14 days prior to the Public Hearing)*

### **To Abutters:**

Send the completed Notice to Abutters Form to each abutter on the certified abutters list. This Notice must be sent by Certified Mail or delivered by hand with receipt at least 14 days prior to the date of the Public Hearing. (Evidence of mailing and/or delivery must be submitted to the Conservation Department at least three business days prior to the Public Hearing)

**To the Woburn Conservation Commission:  
Submit the following:**

- One original single-sided Application for Permit/Determination form
- One original single-sided Notice of Intent and supplemental information
- Complete set of plans (Signed, stamped, titled, and dated)
  
- Seven (7) collated sets (single- or double-sided) of:
  - Application for Permit/Determination form
  - Notice of Intent with all supplemental information
  - Complete set of plans
  
- The check (payable to City of Woburn) for the City share of the Notice of Intent application fee
- The check (payable to City of Woburn) for the City fee under the local ordinance
- A photocopy of the two checks to the City and a photocopy of the check to the Commonwealth of Massachusetts (redact the check routing numbers on the photocopies)
  
- Certified Abutters list (Original)
  
- The completed Notice to Abutters Form (Original)
  
- One copy of the completed Notice to City Departments Form
  
- Evidence of receipt of delivery of the Application package by the City Departments (submit at least 14 days prior to Public Hearing)
  
- The Certification of Treasurer / Collector
  
- Evidence of receipt of the Notice of Intent, supporting information and plans by DEP (submit prior to Public Hearing). The Conservation Commission will not open the Public Hearing until MA DEP has issued a DEP file number.
  
- Evidence of Notification to Abutters (all available certified mail return receipts “green cards” must be submitted by noon at least three business days prior to Public Hearing)