



Checklist for Notice of Intent

This list is for your convenience. It is not meant to be exhaustive. If you need help filling out these forms, please contact a consultant. You can call the Conservation Office with basic questions at 508-532-5460 or by e-mail at

conservationcommission@framinghamma.gov.



1. Fill-Out Forms & Plan – Photocopy

- Notice of Intent** – make 3 copies and submit **one electronic copy to the e-mail address above.**
- Project Narrative** – 3 copies
 - A locus map should be included either separately or within the narrative materials
- Site Plans** – make 3 copies
 - Plans should include the following criteria (when applicable to the project).
 - Existing Conditions: contours, trees, buildings, property lines, easements, etc.
 - Proposed Project: what you want to do/change
 - Erosion Controls: where the silt fence will go
 - All Wetland Resource Areas within 125' of the parcel: wetlands, ponds, streams, vernal pools, flood zones, Riverfront Area, etc.
 - Buffer Zone Lines: 30' No Alteration Zone, 50' No Build Zone, 100' buffer, 125' buffer, 125' vernal pool No Alt. Zone
 - Unique Habitats (if any exist on property):
 - Important Bird Areas
 - "Wild & Scenic" Riverfront Area
 - Estimated Habitat for Rare Wetlands Wildlife
 - NHESP BioMap Core Area and/or Supporting Landscape

2. Application Fees:

Please refer to the fees as outlined in the [local regulations](#)

- Wetland Fee Transmittal Form**
 - make 2 copies
- Write a check to the Comm of Mass. for state portion of the state filing fee**
 - make 1 copy
- Write a check to 'City of Framingham' for local portion of the state filing fee**
 - make 1 copy
- Write a check to 'City of Framingham' for the local filing fee and \$50 COC fee**
 - make 1 copy

3. Submit It All

- State Forms: DEP-NE Regional Office, Wetlands and Waterways Division**
205B Lowell St., Wilmington, MA 01887
 - NOI & Project Narrative (1 copy)
 - Site plans (1 copy)
- State Fee: Dept of Environmental Protection, Box 4062, Boston, MA 02211**
 - State check (1 copy)
 - Fee Transmittal Form (1 copy)
 - Photocopy of city check (1 copy)
- Conservation: Conservation Office, 150 Concord St., Rm 213, Framingham, 01702**
 - Project narrative (2 copies)
 - Site Plan (Large) (2 copies)
 - *Site Plan (Reduced) (2 copies)
 - Notice of Intent (2 copies)
 - Stormwater Mgt Form (if needed) (1)
 - Fee Transmittal Form (1 copy)
 - Photocopy of state check (1 copy)
 - City checks (2 copies)

Submit one electronic copy of each item above to

conservationcommission@framinghamma.gov

*Call the Conservation office prior to submittal to confirm if Commission members need copies of a reduced size (11"x17") plan.

4. Upon submission of materials, you will be provided a date and time for the hearing

5. Notify Abutters of Hearing

- At least 7 business days before your hearing!
- Use a Certified List of Abutters
- Fill out the notice and deliver to abutters by:
 - Hand-delivery (and get signatures) or
 - Certified mail (and get green receipts) or
 - Certificate of mailing (and get the receipt)
- Complete the Affidavit of Service

6. Attend the Hearing and Bring:

- Certified List of Abutters
- Affidavit of Service
- Proof of Notification (signatures, receipts, etc.)

Submit one electronic copy of each item above to

conservationcommission@framinghamma.gov