



Checklist for Conservation Commission Applications

For a Notice of Intent (NOI):

- ✓ **Original, signed** copy of the NOI application (DEP WPA Form 3*)
- ✓ Three (3) additional copies of the NOI application
- ✓ Four (4) copies of the plans
- ✓ Appropriate filing fees
- ✓ Proof of abutter notification*
- ✓ Email a PDF copy of the application and plans to conservation@essexma.org
- ✓ A copy of the application with plans must be mailed by certified mail or hand delivered to:

Mass DEP NERO
150 Presidential Way
Woburn, MA 01801

- ✓ Mail fee transmittal forms and MassDEP payments, payable to:

Commonwealth of Massachusetts
Department of Environmental Protection
Box 4062
Boston, MA 02211

Your hearing date could be delayed if all materials are not submitted.

For your convenience, DEP Forms and the Abutters List Guidelines can be found on the Commission's webpage at www.essexma.org. Please contact the Administrative Clerk if you have any questions. Contact information can be found on the Conservation Commission's webpage.