



## Department of Planning and Community Development

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Mayor Joseph C. Sullivan

### **NOTICE OF INTENT (NOI) FILING REQUIREMENTS** - *updated October 21, 2019*

- NOI form should include this wording “& Braintree Wetland Bylaw Chp. 12.20” to indicate you are filing under the local bylaw as well as the state Wetlands Protection Act
- Original and 2 copies of all application materials to the Braintree Conservation Commission. **Note: The application narrative must address the performance standards of the Wetlands Protection Act.**
- An electronic copy of the application, plans and supporting documentation.
- Signature of property owner [in case applicant is not owner]
- Submit the town’s share of the filing fee to the Braintree Conservation Commission w/ NOI Wetland Fee Transmittal Form [check to be made out to the Town of Braintree]
- Submit the local bylaw filing fee to the Braintree Conservation Commission [check made out to the Town of Braintree according to the Fee Schedule ]
- Mail one copy of application via Certified Mail to:  
DEP  
Southeast Regional Office  
20 Riverside Dr.  
Lakeville, MA 02347
- Submit the DEP share of the filing fee with the NOI Wetland Fee Transmittal Form to DEP’s Boston office  
DEP  
Box 4062  
Boston, MA 02211
- A list of all abutters within 100 feet of the property line – based on the most recent Assessors records (i.e. a Certified Abutters list from the Assessors office),

including those across a road, waterbody or in another municipality if within 100 feet of the property line. Please note that this includes all individual condominium owners in cases where there is a condominium abutter.

- Complete the Notification to Abutters form and hand deliver or send by Certificate of Mailing or Certified Mail/Return Receipt Requested to abutters. Present receipts at public hearing.
- A set of stamped envelopes [no return address] addressed to each abutter and submitted in the order the names appear on the list of abutters
- If applicable
  - proof of mailing or hand delivery to Natural Heritage & Endangered Species Program
  - proof of mailing or hand delivery to Division of Marine Fisheries
  - Stormwater Management Form

**The NOI form is available for download from the DEP website**

**<http://www.mass.gov/dep/water/approvals/wwforms.htm>**

**Fee Schedule Under Local Bylaw (see DEP fee schedule for state filing fees)**

Note: Fees apply to any of the following wholly or partially within any resource area or buffer zone.

Category 1: \$75

- a) Minor project: house addition, swimming pool, grading on a single or two-family lot

Category 2: \$300

- a) Construction of a single or two-family dwelling
- b) Crossing of a resource area for single or two family lot
- c) Parking area for up to 10 parking spaces

Category 3: \$500

- a) Each new subdivision lot and/or roadway
- b) Parking area for 11-50 parking spaces
- c) Alteration, greater than 2000 sq. ft. of site without any proposed building or pavement (i.e. removal of vegetation, removal of topsoil, grading, etc.)
- d) Any other activity not in Category 1, 2, or 4

Category 4: \$800

- a) Parking area, 51 or more parking spaces
- b) Each building in a multifamily development
- c) Each commercial or institutional building
- d) Each new stormwater discharge
- e) Each crossing of a resource area other than Category 2
- f) Dredging
- g) Bridge