



MANCHESTER-BY-THE-SEA

CONSERVATION COMMISSION • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-4397 FAX (978) 526-2001

Instruction Checklist for Notices of Intent

REVISION DATE: 5/5/2025

- ☐ Obtain a certified abutter's list from the Assessor's Office. This includes all abutters within 300 feet of your property line. (Make a copy for submittal with your application.) The assessor has up to ten (10) days to provide this list.
- ☐ Fill out the "WPA Form 3 - Notice of Intent" and the "NOI Wetland Fee Transmittal Form." These can be found at: <https://www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent> (Note that the applicant and property owner MUST sign the NOI.)
- ☐ Calculate the Manchester Wetlands Filing Fee. The fee schedule can be found on the Conservation webpage <https://www.manchester.ma.us/DocumentCenter/View/576/Town-Regs-Appendix-B-fees-PDF>. In addition to the filing fees, submit \$100.00 to place the hearing notice in the Manchester Cricket (make check out to the Town of Manchester).
- ☐ Applications must be accompanied by a narrative of the project, addressing how the project will meet the performance standards of the affected resource areas under both the Wetlands Protection Act (WPA) *and* the Manchester Wetlands By-Law. Be sure to include details of any mitigating measures such as erosion controls, wetlands plantings, etc. In addition, if you are proposing work in the 30-foot No-Disturb Zone or 50-foot No-Build Zone, you will need to submit an Alternatives Analysis per the local bylaw. Check with the Conservation Administrator.
- ☐ Include engineered plans* that show all resource areas including the local buffer zones:
 - ☐ 100-foot buffer
 - ☐ 200-foot Riverfront Area
 - ☐ 50-foot No-Build Zone
 - ☐ 30-foot No-Disturbance Zone
- ☐ Fill out the Notification to Abutters Under the Massachusetts Wetland Protection Act form, including the hearing date, and make one copy for each of the abutters. Send the "Notification to Abutters" form by certified mail or by certificates of mailing to all abutters. Keep receipts of each certified mailing and submit these with your Notice of Intent application or at the first hearing. (Be sure to include the name and address of the abutters on each receipt or certificate.)
- ☐ After notifying the abutters, complete the Affidavit of Service form and submit it with your application.
- ☐ Make packets (and copies) as described under "Submissions" below. Note that materials **MUST BE** collated into packets including **FOLDED** plans.



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☐ Create electronic copies for submittal to the Conservation Office of all forms, plans, and documentation (PDFs are preferred). Electronic copies may be submitted on a CD or e-mailed to the Conservation Administrator, Bethany Barstow, at: barstowb@manchester.ma.us and the Land Use Clerk, Shannon Bianchi, at: bianchis@manchester.ma.us.

☐ For files too large to email, contact the Administrator for more info.

*See details of plan requirements in Appendix B (Section 1.6) of the Manchester Wetlands By-Law Regulations.

eDEP Filing

Consider using DEP's online filing system (eDEP). This allows you to file *Notice of Intent* and *Abbreviated Notice of Resource Area Delineation* applications electronically with the state.

You may print a copy of your online filing and submit it as part of your application package as outlined below. Note that you must continue to submit hard-copy packages to the Manchester Conservation Office even if you file electronically with eDEP.

Go to: www.mass.gov/dep/service/compliance/edeponlf.htm for more information.

Submissions

NOTE: Copies should be double-sided on recycled paper (at least 30% post-consumer content if possible). Do *not* include plastic covers or bindings.

Please deliver the following to the Conservation Office by NOON pm on the Deadline Date:

- ☐ Nine (9) Full Packages as described below, plus one additional set for MassDEP.
- ☐ An electronic version of the package (e-mailed to the Conservation Administrator).
- ☐ Three checks made out to the "Town of Manchester" for the following:
 - ☐ Town portion of State Filing Fee
 - ☐ By-Law Filing Fee
 - ☐ \$100.00 fee for the hearing notice to be placed in the Manchester Cricket

FULL Package includes:

- ☐ Completed and signed NOI Form
- ☐ Detailed narrative of the project and an alternative analysis (if applicable)
- ☐ Stormwater Report and Checklist (if applicable)
- ☐ Stormwater Calculations (if applicable)
- ☐ Completed NOI Wetland Fee Transmittal Form and copy of all checks
- ☐ Any other supporting information to help describe the project
- ☐ Receipts of certified mailing or certificates of mailing (due by first hearing)
- ☐ Full-size plans, stamped and signed by a Professional Engineer or Land Surveyor
- ☐ Certified abutters list from the Assessor's office
- ☐ Fees:



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The town portion of the WPA fee

Town by-law filing fee

Check payable to the Town of Manchester for hearing notice/legal advertisement

- ☐ Affidavit of Service for abutter notification
- ☐ Wetland delineation forms (if applicable)

MassDEP Submittal

Mail a Full Package to Mass DEP:
MassDEP-Northeast Regional Office
150 Presidential Way
Woburn, MA 01801

Mail the completed "NOI Wetland Fee Transmittal Form" and check to:
Commonwealth of Massachusetts
Department of Environmental Protection
Box 4062
Boston, MA 02211

Please direct any questions to:

Bethany Barstow, Manchester Conservation Administrator barstowb@manchester.ma.us or 978-525-6435.

**PLEASE ENSURE THAT ALL ITEMS ARE INCLUDED. INCOMPLETE APPLICATIONS
MAY DELAY YOUR HEARING DATE!**