



# Checklist for Notice of Intent for Single and Multifamily Homes



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](mailto:conservationcommission@framinghamma.gov).

## 1. Fill-Out Forms & Plan – Photocopy and Email

- Notice of Intent** – make 10 copies and email one electronic copy of the following:
  - WPA Form 3 – Notice of Intent** – 10 copies
  - Project Narrative** – 10 copies  
A locus map should be included either separately or within the narrative materials
  - Site Plans** – make 10 copies  
Plans should show the following elements (when applicable to the project). *7 copies may be reduced size (11"x17" or 8.5"x11") if all plan details are legible in smaller formats. 2 copies must be full size and wet stamped/ signed.*
    - o Existing Conditions: contours, trees, buildings, pools, decks, patios, outbuildings, property lines, easements, tree line, cart paths and/or trails, and/or any other noteworthy or easily identifiable site features.
    - o Survey/Plan Information: plan scale, survey benchmark, survey reference, north arrow, plan preparation date
    - o Proposed Project: what you want to do/change, including proposed contour alterations
    - o Erosion and Sedimentation Controls: silt fence, straw wattle, FilterMitt, inlet and storm drain protection, jute or coconut matting, or similar controls
    - o All Wetland Resource Areas within 125' of the parcel: wetlands, ponds, streams, vernal pools, flood zones, Riverfront Area, etc.
    - o Buffer Zone Lines: 30' No Alteration Zone, 50' No Build Zone, 100' buffer, 125' buffer, 125' vernal pool No Alt. Zone
    - o 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. Pay Application Fees:

Please refer to the fees as outlined on page 11 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**

## 3. Submit It All

- State Forms: DEP-NE Regional Office, Wetlands and Waterways Division**  
205B Lowell St., Wilmington, MA 01887
  - o NOI & Project Narrative (1 copy)
  - o site plans (may be half scale) (1 copy)
- State Fee: Dept of Environmental Protection, Box 4062, Boston, MA 02211**
  - o State check (1 copy)
  - o Fee Transmittal Form (1 copy)
  - o Photocopy of city check (1 copy)
- Conservation: Conservation Office, 150 Concord St., Rm 213, Framingham, 01702**

**The following materials need to be collated (no spiral bounds) upon submittal:**

- o Project narrative (9 copies)
- o Site Plan (Large; Folded) (2 copies)
- o Site Plan (Reduced) (9 copies)
- o Notice of Intent (9 copies)
- o Fee Transmittal Form (1 copy)
- o Photocopy of state check (1 copy)
- o City checks (2 copies)
- o CAD File (if requested)

Submit one electronic copy of each item above to [conservationcommission@framinghamma.gov](mailto:conservationcommission@framinghamma.gov)

**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!
- Obtain a Certified List of Abutters from the Framingham Assessor's Office.  
Notification is limited to 100-feet from the project parcel
- 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.)