

## Ipswich Conservation Commission – NOI Filing Procedure

√	Item	Notes
	1. "Mandatory Pre-Filing Checklist for an NOI, ANOI and ANRAD"	MANDATORY - Initial or note "NA" on each item, as applicable. Sign and date the last page. <b>Submit original only.</b>
	2. Notice of Intent (NOI) form	MANDATORY - WPA Form 3 – Notice of Intent. The NOI must also list the Ipswich Wetlands Protection Bylaw, which may be hand written on the 1 <sup>st</sup> page. Owner and applicant must sign last page.
	3. Project Locus	MANDATORY – A map showing the location of the project site, preferably a copy of the U.S. Geological Survey (USGS) map, with the site circled. The Ipswich Quadrangle of the USGS map is available in the Conservation Office. Alternatively use a Google map, with site circled.
	4. Certified Abutters List, completed Abutter Notification Form, and completed Affidavit of Service form.	MANDATORY – All abutters (owners of all properties) within 100' of the project site must be notified in accordance with state law. See "Ipswich Abutter Notification Procedure on our website. Proof of notification must be submitted at the 1 <sup>st</sup> public hearing.
	5. Project Narrative.	<i>If needed</i> – Include a separate written description of the proposed work if there is insufficient room on the NOI form.
	6. DEP Stormwater Checklist.	<i>If required</i> – Submit form prepared and signed by a professional engineer (not required for single-family house projects).
	7. Engineered plan	MANDATORY – submit showing the proposed work and distance to resource area. If a sketch is to be submitted, you must request a waiver of the requirement for engineered plans. <b>Submit original plus 1 copy of plan/sketch</b>
	8. State Fee Form with check for Town share of state fee.	MANDATORY – Make check out to "Town of Ipswich". Please note project address in the memo space. NOI instructions note required fees for each category, also check for \$75 to Town of Ipswich for advertisement
	9. Local Fee Form with check for local fee.	MANDATORY - Make check out to Town of Ipswich. Use the same fee category as state form.
	10. Written waiver request.	<i>If required</i> – submit for work in the Mandatory Subzones (No-Disturbance Zone, No-Build Zone), with required 1.5 : 1 mitigation.
	Submit NOI filing packets with all of the above documents (1-10), with required number of copies as noted to the Conservation Office.	MANDATORY - NOI packets are due in accordance with the published schedule, (see Conservation website), generally 2-3 weeks before a scheduled meeting.
	Submit an electronic copy of all the above documents (1-10) to the Conservation Office.	MANDATORY – Send a scan of all documents via email to <a href="mailto:Jennap@ipswichma.gov">Jennap@ipswichma.gov</a> and <a href="mailto:Janetr@ipswichma.gov">Janetr@ipswichma.gov</a> . If you are unable to scan the documents, ask for assistance from the Conservation Office.
	Submit 1 copy of items 2-8, including copies of state and local filing fee checks, to the regional DEP office.	MANDATORY – mail to: <b>DEP-NERO, 205B Lowell St, Wilmington, MA 01887</b>
	Submit a copy of the state fee form with a check for the state's share of the state fee to DEP in Boston.	MANDATORY – Make check out to "Commonwealth of Massachusetts", and mail to: <b>DEP, P.O. Box 4062, Boston, MA 02211.</b>
	Applicant must attend the public hearing(s).	MANDATORY – Someone knowledgeable about the project must attend the Conservation Commission hearing to answer questions.
	Other important notes:	The Conservation Office will submit a legal ad, to be paid for by the applicant.  The Conservation Agent and/or Field Inspector will visit the site prior to the hearing. In addition, Conservation Commission members may also visit the site. Submittal of the NOI grants access to the project site for these individuals.

**Insufficient information, incomplete forms, the failure to submit all required documents to the Conservation Office, or failure to pay required fees will result in a delay.**

**The Commission cannot close the public hearing until the DEP issues a file number. DEP will not issue a file number until they receive the complete NOI packet, and the check for the state share of the state fee has cleared their bank.**