



Office of the
Conservation Commission
781-767-9058 Tel.
781-767-9562 Fax

Town of Holbrook

*50 North Franklin Street
Holbrook, Massachusetts 02343*

APPLICATION CHECKLIST

Notice of Intent (NOI)

Please submit three (3) hard copies of the following information to the Holbrook Conservation Commission office at Town Hall, and also send an electronic copy to djoyce@holbrookmassachusetts.us.

- ☐ WPA Form 3: Notice of Intent. The form and instructions are available here: <https://www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent>.
- ☐ Project plans and any supporting documentation (e.g., wetlands report, project narrative, site photos, stormwater report/checklist, etc.). Plans must be signed and stamped by a registered professional engineer or other appropriate professional. Hard copies of plans should be printed to scale.
- ☐ Separate checks for the town portion of the Wetlands Protection Act fee, for the Town of Holbrook Wetlands Protection Bylaw fee, and for the abutters list. See the [Fee Schedule](#) and NOI instructions for details. Note: once an application is submitted, Conservation staff will prepare and submit a public legal notice and the newspaper will invoice applicants directly.
- ☐ Proof (certified mail receipt or electronic confirmation) that a copy of the complete application with attachments was sent to the MA Department of Environmental Protection by one of the following:
 - 1) Mail by certified mail to MassDEP, Southeast Regional Office, 20 Riverside Drive, Lakeville, MA 02347.
 - 2) Alternatively (per MassDEP staff), e-mail to SERO_NOI@mass.gov. The subject line should be "Holbrook – NOI – Project address – Applicant(s)".
 - 3) Submit via eDEP: <https://www.mass.gov/how-to/how-to-use-edep-online-environmental-filing>.
- ☐ If applicable, proof that a copy of the complete application with attachments was mailed to the MA Natural Heritage and Endangered Species Program.
- ☐ Abutter Notification. Conservation staff will request an abutters list from the Assessing Department for abutters within 100 feet of the property. Staff will notify applicants when the list is ready and will provide a copy of the legal notice. Applicants should notify abutters by certified mail, return receipt requested, or by certificate of mailing, and submit proof of mailing to the Conservation office or at the Commission meeting. Abutter notifications must be mailed at least seven (7) days before the public hearing. Applicants should also submit an Affidavit of Service attesting that abutters were notified.