

## Chapter 172 NOI Forms

### SUPPLEMENTAL PACKET OF FORMS TO BE FILLED OUT/SUBMITTED

This **Supplemental Packet** of forms is separate from the Notice of Intent (NOI). One (1) copy of forms 1, 2, 3, 4 and 6 (see below) must be submitted to the Mashpee Conservation Commission with the NOI application. Form 5 is not submitted directly to the Commission. The forms (with explanations/instructions) are as follows:

- Form 1.** Additional questions relative to Chapter 172 of the Mashpee Code (Chapter 172 has jurisdictional distances as does the Mass. Wetlands Protection Act). This Form must be filled out in its entirety.
- Form 2.** Confer with the Building Inspector regarding this form. Once completed and signed by the Building Inspector, include it in the **Supplemental Packet**.
- Form 3.** Read this (it is a legal document) and sign it. Include it in the **Supplemental Packet**, filed at the same time as the NOI.
- Form 4.** This form is to be completed and two checks (A & B) made out to the Town of Mashpee. Check A is the portion of the Massachusetts Wetlands Protection Act fee that goes to the Town). The second check (Check B) is for the Town of Mashpee Bylaw fee. Both checks are made out to the Town of Mashpee, and are submitted along with the **Supplemental Packet**. (The Conservation Department can assist if you have questions).
- Form 5.** This form is to be completed and taken to the Assessor's office. (**Do not include Form 5 in the Supplemental Packet submitted to the Conservation Department**). The Assessor's office will (for a nominal charge) print out a list of abutters, or (highly recommended) abutters mailing labels for your abutter notices required by the Notice of Intent. **Note: make sure that a photocopy of the abutters list or mailing labels is included within the NOI itself (just before p. 7 of 8). See the ADDITIONAL INFORMATION/CHECK-LIST for further details.**
- Form 6.** **Waiver of Submittal:** As per the MA State Wetlands Protection Act, 310 CMR 10.05(5)-Public Hearings by Conservation Commissions: A public meeting shall be held by the conservation commission within 21 days of receipt of the minimum submittal requirements set forth in the *General Instructions for Completing wetland permit applications* In the event that a hearing cannot be scheduled within 21 days of receipt of an application, this waiver of submittal must be completed and signed by the applicant and/or their representative

**To summarize, this Supplemental Packet (to accompany the Notice of Intent) will consist of (completed) forms 1, 2, 3, 4 & 6 of the packet AND your 2 checks (A & B) to the Town of Mashpee.**

**Form 5 is not returned to the Commission with the NOI: it is submitted to the Assessor's Office.**

Please return additional forms (a) OOC Sign Off Form & (b) Policy on Proper Disposal of Construction Debris **prior** to commencement of site work.

No work may proceed until all forms are completed, signed and returned to Conservation.

**Revised 2/17/2017 & 4/14/2023**



**FORM 2**  
**STATUS OF ZONING BOARD OF APPEALS JURISDICTION**

*Please submit this form to the Building Department for signature*

I, \_\_\_\_\_, as Applicant for this project, do hereby state that I have  
Print name

conferred with a Building Official on \_\_\_\_\_ and it has been determined  
Date

that the project located at \_\_\_\_\_  
Property address

Circle one: **does**    **does not**    fall under the jurisdiction of the Zoning Board of Appeals.

*(\*Please note: if "does" is selected, proof that an application has been submitted to ZBA must be provided prior to the Conservation Commission hearing.)*

Brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan Title

\_\_\_\_\_

Plan Date

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant Email

\_\_\_\_\_

Representative Email

\_\_\_\_\_

Signature of Building Official

\_\_\_\_\_

Date

\_\_\_\_\_

Office use only

ZBA Hearing scheduled for: \_\_\_\_\_

## Form 3

Property owner's name(s): \_\_\_\_\_

Applicant's (Representative's) Name(s) \_\_\_\_\_

Project street address \_\_\_\_\_

Mashpee Assessor's Map & Block No. Map \_\_\_\_\_ Parcel \_\_\_\_\_

### PART A: ACCESS TO PROPERTY PERMISSION

The owner of the above-cited property hereby grants permission (under M.G.L. Chapter 131, Section 40 and/or Chapter 172 of the Mashpee Code) to members of the Mashpee Conservation Commission, the Mashpee Conservation Agent or Assistant Conservation Agent and/or other designated agents of the Commission to enter upon the property, as necessary, to examine said property, with respect to this application, and upon the granting of a Negative Determination and/or Order of Conditions, to monitor the progress of the work. This permission for access to the property shall continue until:

- (1) A Final Determination and/or Final Order of Conditions is issued by the appropriate issuing authority; and
- (2) In the case whereby the permit resulting from this application is an Order of Conditions, a Certificate of Compliance is issued by said issuing authority; or,
- (3) In the case whereby the permit resulting from this application is a Negative Determination, the holder of the permit informs the issuing authority in writing that the work has been completed and the issuing authority inspects the property and informs the permit-holder, in writing, that the work has been completed in accordance with the terms of the permit issued.

### PART B: LIMITATIONS OF WORK ALLOWED UNDER THIS PERMIT APPLICATION

For the purposes of this application and hearing, all work/alterations to areas within the jurisdiction of the Commission (under either Chapter 172 of the Mashpee Code and/or M.G.L. Chapter 131, section 40) are limited to that as:

- (1) shown, within a **work limit**, on the plan(s) of record accompanying the NOI or RDA
- (2) described in the Notice of Intent (NOI) "Project Description", or, section 2. a. of the Request for Determination of Applicability (RDA)
- (3) described in narratives accompanying and/or attached to the NOI or RDA

**Note: Notwithstanding (1), (2) and (3), above, the permit ultimately issued by the Commission may condition and/or restrict the work, thus not permitting all that was proposed, pursuant to the Commission's interpretation of the Performance Standards of 310 CMR 10.00 and/or the Regulations for Chapter 172 of the Mashpee Code. It is understood that, should the permit applicant be aggrieved by such conditions and/or restrictions, that said applicant may avail themselves of the appeals process inherent to these statutes.**

Upon a finding by the Commission that work/alterations do not conform to that described above, the Commission shall have due cause to revoke this permit, to order remediation of disturbed areas, to order removal of structures, to issue administrative notices, violation notices, and/or Enforcement Orders, to issue fines and/or to deny a Certificate of Compliance.

**I have read Parts A & B above; I understand and accept their provisions:**

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Representative's signature

\_\_\_\_\_  
Date signed

**FEES TO BE PAID TO THE TOWN OF MASHPEE****PART (A):**

City/town share of filing fee ..... \$\_\_\_\_\_ (Check A)  
 (from bottom-most entry on page 2 of 6 of **WPA Appendix B - Wetland Fee Transmittal Form**)

\*\*\*\*\***Important:** This is a separate check; make payable to "Town of Mashpee". This check, as well as any from below are submitted along with the **Notice of Intent**.

**(PART B:)** (Notice of Intent)

Under its own wetlands protection bylaw, Mashpee also requires town fees.  
 These are separate from the fee above, and must be paid with a separate check (Check B)

**\$200 for each activity noted in Category 1 of Part D. Calculating Wetland Filing Fees (cont.) on Page 4 of 6 of WPA Appendix B- Wetland Fee Transmittal Form (\$400 After-The-Fact\*)** ..... \$\_\_\_\_\_

**\$300 for each activity noted in Category 2 of Part D. Calculating Wetland Filing Fees (cont.) on Page 4 of 6 of WPA Appendix B- Wetland Fee Transmittal Form (\$600 After-The-Fact\*)** ..... \$\_\_\_\_\_

**\$550 for each activity noted in Category 3 of Part D. Calculating Wetland Filing Fees (cont.) on Page 4 of 6 of WPA Appendix B- Wetland Fee Transmittal Form (\$1,100 After-The-Fact\*)** ..... \$\_\_\_\_\_

*Plus an additional \$190.00 (\$270.00 after the fact) for each increment of 10,000 square feet, or portion thereof, of building structure footprint(s)*

**\$610 for each activity noted in Category 4 of Part D. Calculating Wetland Filing Fees (cont.) on Page 4 of 6 of WPA Appendix B- Wetland Fee Transmittal (\$1,120 After-The-Fact\*)** ..... \$\_\_\_\_\_

**\$4.50 per linear foot for each activity noted in Category 5 of Part D. Calculating Wetland Filing Fees (cont.) on page 4 of 6 of WPA Appendix B- Wetland Fee Transmittal Form (\$9.00 After-The-Fact)** ..... \$\_\_\_\_\_

*For docks, float and walkways in same axis: total linear length of structure. Where float is perpendicular to the axis of the walkway, ADD linear length of walkway and ramp to longest dimension of float.*

**Abbreviated Notice Of Resource Area Delineation:** (Abbreviated Notice of Resource Area Delineation):

**\$3.50 x total number of linear feet of Bordering Vegetated Wetland**

*(\*Fees for after-the-fact filings, i.e., work started illegally without a permit.)*

**Total Of All Fees For Part B** (add all of the separate PART B amounts) ..... \$\_\_\_\_\_

**NOTE -- ADD AN ADDITIONAL 50% OF THE CALCULATED FEE WHEN THE WORK INVOLVES ACTIVITIES WITHIN A RIVERFRONT AREA**

**NOTE:** There are thus two checks, (a) & (b), payable to "Town of Mashpee". Remit both checks and this page with you NOI package

(NOTE – ALL FEES INCLUDE ADVERTISING COSTS)

Revised: 3/17/2017 & 4/14/2023



**TOWN OF MASHPEE BOARD  
OF ASSESSORS**

16 Great Neck Rd North, Mashpee, MA 02649  
Phone # (508) 539-1404  
Fax # (508) 539-1142  
e-mail: [assessing@mashpee.ma.gov](mailto:assessing@mashpee.ma.gov)

Received by BOA:

Updated: 5/12/2022

**REQUEST FOR ABUTTERS LIST**

Please note that the Assessing Dept. will respond to this request within ten (10) business days.

ABUTTERS TO: MAP \_\_\_\_\_ PARCEL \_\_\_\_\_ EXT \_\_\_\_\_

ADDRESS OF SUBJECT PARCEL: \_\_\_\_\_

⇒ Check box if abutters list is for the Cape Cod Commission: ☐

⇒ Check box if abutters list is for a Liquor License: ☐ Business Name: \_\_\_\_\_

★ **PLEASE CHECK THE TYPE OF ABUTTERS LIST THAT YOU ARE REQUESTING:**

(Refer to requirements of the regulating authority requiring abutters list.)

☐ DIRECT ABUTTERS – Directly adjacent to subject parcel and visible from across the street

☐ PARCELS WITHIN A: ☐ 100 FOOT // ☐ 300 FOOT // ☐ \_\_\_\_\_ (OTHER) RADIUS OF SUBJECT

☐ OTHER TYPE (SPECIFY) \_\_\_\_\_

◀ ALL ABUTTERS LISTS ARE PRINTED WITH A MAP ON 8 ½ x 11 PAPER ▶

• Standard mailing labels of abutters are available for a charge of \$1.00 per a full or partial page.

LABELS \_\_\_\_\_ (YES or NO) NUMBER OF SETS OF LABELS \_\_\_\_\_

**REQUESTED BY:**  
(PLEASE PRINT)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**FEES:** BASIC ABUTTERS LIST (one subject parcel)

QUANTITY

\_\_\_\_\_ \$5.00

— FOR OFFICE USE ONLY —

MAILING LABELS

\_\_\_\_\_ \$1.00 PER PAGE

COMPLEX ABUTTERS LIST (multiple subject parcels)

\_\_\_\_\_ \$10.00 – \$50.00 (varies by processing time)

**TOTAL AMOUNT DUE: \$** \_\_\_\_\_

Fee structure based on state guidelines for record production and copy costs.



## Conservation Commission

I, \_\_\_\_\_, as applicant/representative for this project, do hereby waive the submittal requirement according to Wetlands Protection Act 310 CMR 10.05 and Chapter 172-3B that a hearing be held within 21 days from the actual day of filing with the Mashpee Conservation Commission of a Notice of Intent, RDA, Amended Order of Conditions, Certificates of Compliance, Permit Extension Requests and/or Administrative Review on the below referenced property. I agree to such in full knowledge that said Conservation Commission will place my application on the hearing agenda for the next available scheduled meeting.

Project Address

Applicant Signature

Date \_\_\_\_\_

Representative Signature

Date \_\_\_\_\_