

## Town of Mashpee- Conservation Commission Notice of Intent Application Package

### Introduction

This Notice of Intent (NOI) application package is, for the most part, self-explanatory. This introduction to the NOI application package includes:

- An **ADDITIONAL INFORMATION REQUIREMENTS/CHECKLIST**:  
This gives guidance on various additional information that must be submitted along with the NOI. These additional pages will be inserted just before page 7 of 8\* of the basic NOI form (WPA Form 3- Notice of Intent). Plans themselves, if larger than 8.5" X 11", can be folded and included (anywhere) within the main NOI package

(\*pages are numbered in the lower right corner)

- A **SUPPLEMENTAL PACKET OF FORMS to be filled in/submitted**:  
These are five **Forms** that complete the NOI package with information needed for Chapter 172 of the Mashpee Code. (Chapter 172 is Mashpee's own wetlands protection bylaw. Most applications are under both the State Wetlands Protection Act and Chapter 172). The **Supplemental Packet** includes the five **Forms** and an explanation for each. Note that **Forms** 1 through 4 are turned in (as one separate packet) along with the one copy of the main NOI packet. **Form** 5 is turned in to the Assessor's Office.

The Assessor's office will use **Form 5** to complete your abutter's list/ or (better) make you mailing labels for the certified mail abutter's notices that you must mail out to all abutters within 100 feet of the subject property's boundaries. (**Note:** a photocopy of the abutters list (or mailing labels) printed from the Assessor's office must be included just before p.7 of 8 in the NOI. ***We will not accept any other abutters list***) When you submit the NOI package, the Commission will give you a copy of the legal advertisement to use as the abutter notice, for you to copy/send out to the abutters (by certified mail, on the same day as you submit the NOI package).

If you have not had prior experience in filling out a NOI, it may present considerable difficulty. We cannot, because of an unprecedented work-load, sit down with you and guide you through the entire package. The Commission can provide limited assistance (i.e., answer a few questions). We can offer guidance in finding professional assistance in completing the NOI package.

**NOTE: In the event this application reaches an adjudicatory hearing, any type of comments concerning intervention will have to include prior participation. Prior participation will be deemed by written statement *ONLY*; prior participation *CANNOT* be achieved simply by participating in public hearings.**

## ADDITIONAL INFORMATION REQUIREMENTS/CHECKLIST

Just before page 7 of 8 (pages are numbered in lower, right-hand corner), insert the following pages (in the order listed):

- \_\_\_\_\_ A photocopy of pp. 1 & 2 of **WPA Appendix B – Wetland Fee Transmittal Form.**
- \_\_\_\_\_ An 8.5” X 11” photocopy of the portion of the USGS map that the parcel lies within. With an arrow, show the location of the property. Make sure that the specific name of the map is shown (Sandwich Quadrangle, Cotuit Quadrangle, Falmouth Quadrangle or Pocasset Quadrangle).
- \_\_\_\_\_ An 8.5” X 11” photocopy of the portion of the Mashpee Assessors Map that the parcel lies within. Circle the subject lot. Make sure that Map No. is written on the photocopy.
- \_\_\_\_\_ A photocopy of the abutters list, or (even better) a photocopy of the abutter’s mailing labels (as certified by the Mashpee Assessor’s Department), after filling out and submitting (to the Assessors Department) **Form 5** of the **SUPPLEMENTAL PACKET OF FORMS TO BE FILLED OUT/SUBMITTED.** (Note: See the **Introduction** for the **Town of Mashpee- Conservation Commission Notice of Intent Application Package** for more on required certified mail abutter’s notice. **\*\* We will not accept any other abutters list\*\***)
- \_\_\_\_\_ Any explanations/narratives and/or supporting documentation related to section D. 4. a. This is extremely important; describing how the project meets ALL performance standards of 310 CMR 10.00 and the regulations for Chapter 172 of the Mashpee Code is imperative! Make sure that each particular, applicable performance standard is addressed, and its regulation number referenced (Example: **Coastal Bank-** 310 CMR 10.32; Regulation # 16 of the Mashpee Code (followed by your explanation of how that particular performance standard for **Coastal Banks** is met). Obviously, this could be more than one page.
- \_\_\_\_\_ Any other forms and/or narratives pertaining to the project (Ex. DEP BVW Field Data Forms, wildlife habitat analyses, calculation sheets for computing flooding areas, descriptions of construction methodology, etc.). Obviously, this could be more than one page.
- \_\_\_\_\_ If you answered yes to question C 3. a., you had to mail a copy of your Notice of Intent to the Mass. Natural Heritage and Endangered Species Program. If so, enclose the original (and insert a photocopy page) of the white and green certified mailing slips.
- \_\_\_\_\_ One copy of the NOI application package (and all supplemental information) and a minimum of 7 copies of engineered plans (*Please let us know if you would like any of these copies returned to you. Otherwise, they will be recycled the following day*)

**\*\*Copies of all plans and associated narratives for all NOIs and/or Amended Order Requests involving water dependent structures (docks, piers, revetments, bulkheads, weirs, etc) must be submitted to the Mashpee Harbormaster and Shellfish Warden at least 5 days prior to a public hearing.**

I, \_\_\_\_\_, verify that this NOI application has been filled out fully  
(Applicant/representative signature)  
in accordance with the NOI submittal requirements set forth in Regulation 3 of the  
Chapter 172 Mashpee Town By-law on \_\_\_\_\_.  
(Application submittal date)

**NOI Applications that are missing ANY of the above mentioned information and/or  
criterion as it applies to a particular project will be deemed incomplete and  
your permit will be delayed or denied!**

Revised: 1/7/2015