



LITTLETON CONSERVATION COMMISSION
NOTICE OF INTENT (NOI) AND ABBREVIATED NOI
FILING DIRECTIONS

This is a summary. Please refer specifically to the Littleton Wetlands Protection Bylaw (Chapter 171) and Wetlands Protection Regulations for more detailed information, or call the Conservation Commission office.

1. Prepare abutter notification

- a. Confirm with the ConCom office that an NOI/ANOI is the appropriate form.
- b. Get a certified abutters list from the Assessor's Office. The applicant must include a certified list of abutters (including those in adjacent Towns) located within 100 feet of the property boundaries, according to the most recent records of the Town Assessor, or as determined by MADEP policy on abutter notification. If a Town line is within 300 feet of the Limit of Work, then that Town's Conservation Commission must also be notified.
- c. Prepare an Abutters Notification form (found at <https://www.littletonma.org/1021/Application-Information>) which will have to be filled out and sent to each abutter by Certified Mail Return Receipt Requested on the day the filing is submitted.
- d. Prepare an Affidavit of Service form (found at <https://www.littletonma.org/1021/Application-Information>). This will be filled out and given to the ConCom office once the Certified Abutters Notification Mailings have been sent.

2. Fill out the correct Form WPA Form <https://www.mass.gov/lists/wetlands-permitting-forms#notice-of-intent>. A link is also provided on the ConCom webpage, under "Application Information" <https://www.littletonma.org/1021/Application-Information>.

Conversely, you may file using eDEP but paper copies and a pdf are still required to be filed with the ConCom office.

- 3. Prepare plans, photos or other documents as needed to describe the project.**
- 4. Submit two copies to ConCom and one copy (paper or by eDEP) to MADEP at 8 New Bond Street, Worcester, MA 01606. Also submit an electronic version to both ConCom and MADEP. For MADEP, send it to CERO_NOI@mass.gov with the email Subject line of : "LITTLETON – NOI – Street Address – Applicant Name".**

5. Filing fees – Bylaw fees can be found at <https://www.littletonma.org/620/Conservation-Commission> . Filing fees under the MA Wetlands Protection Act can be found in the “Instructions: WPA Form 3 – Notice of Intent” at <https://www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent>
6. If any work will occur within 50 feet of a wetland resource area, fill out a Waiver Form that can be found on the ConCom webpage. <https://www.littletonma.org/FormCenter/Conservation-18/Waiver-Request-Form-79>
7. Filing Deadlines and Meeting Dates can be found on the ConCom webpage <https://www.littletonma.org/620/Conservation-Commission>
8. Public Notice: When you submit, be sure to specify who the newspaper can contact for payment of the legal notice. The ConCom office will prepare the notice and submit it to the paper, but in the filing to the ConCom **you must provide the name, address, phone and email of the person who will be responsible for payment.**
9. Once the application has been determined by the ConCom office to be complete, you will be notified of the date and time of the public meeting.

If you have questions you can reach out to the Conservation Department at 978-540-2429 or conservation@littletonma.org

Rev 2024-02-14