



Town of Rowley

Conservation Commission

Phone: (978) 948-2330 Fax: (978) 948-7196

Conservation@townofrowley.org

CHECKLIST

ROWLEY CONSERVATION COMMISSION PERMIT FILING

**Send, certified mail, return receipt requested or deliver by hand to:
Rowley Conservation Commission, PO Box 24, Rowley MA 01969**

- Eight copies of the Submittal Package appropriately collated including:
 - Completed WPA Form 3, 4, & 4A (one set with original signatures)
 - Copy of the check made out to the Commonwealth of Massachusetts
 - Copy of the check made out to the Town of Rowley
 - Section of U.S. Geologic Survey (USGS) quadrangle locating site
 - Copy of the Certified Abutters List with parcel map from the Rowley Assessors Office
 - Copy of the Abutter Notification letter
 - Attached site plan prepared by professional engineer or land surveyor
- Check made out to the Town of Rowley (may include Bylaw fee amount)
- One copy of Town of Rowley Wetlands Protection Bylaw Fee Worksheet
- One copy of NOI Wetland Fee Transmittal Form, pages 1 & 2.

**Send, certified mail, return receipt requested or deliver by hand to:
DEP NERO, Wetlands Div. 205B Lowell Street, Wilmington, MA 01887**

- One copy of the Completed Application WPA Form 3, 4, & 4A including:
 - Attached site plan prepared by professional engineer or land surveyor
 - Section of U.S. Geologic Survey (USGS) quadrangle locating site
 - Copy of the check made out to the Town of Rowley
 - Copy of the check made out to the Commonwealth of Massachusetts
 - Copy of the Certified Abutters List with parcel map from the Rowley Assessors Office
 - Copy of the Abutter Notification letter
- One copy of NOI Wetland Fee Transmittal Form, pages 1 & 2.

**Send, certified mail, return receipt requested to:
Department of Environmental Protection, Box 4062, Boston, MA 02211**

- Check made out to the Commonwealth of Massachusetts
- NOI Wetland Fee Transmittal Form, pages 1 & 2.

Revised 11/28/07

Town Hall Annex • Room 4 • 39 Central Street • P O Box 24 • Rowley, MA 01969