



Town of Rowley

Conservation Commission

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

Conservation@townofrowley.org

NOTICE OF INTENT PERMIT FILING CHECKLIST

Send the following by certified mail, return receipt requested, or hand deliver to:

Rowley Conservation Commission, PO Box 24, OR 39 Central Street, Room #4, Rowley MA 01969

- ☐ Two 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
 - ☐ Stamped, signed and dated 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 Wetland Bylaw Fee Calculation Form
- ☐ One copy of NOI Wetland Fee Transmittal Form, pages 1 & 2
- ☐ One electronic submission in "PDF" form of all application documents and plans.

Send the following by certified mail, return receipt requested or hand deliver to:

DEP NERO, Wetlands Div. 150 Presidential Way, Woburn, MA 01801

- ☐ 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
 - ☐ Copy of NOI Wetland Fee Transmittal Form, pages 1 & 2.

Send the following by 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.

If more than 75 cubic yards of earth will be removed, an Earth Removal Application must be filed with the Board of Selectmen.

Revised 2/22/23

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