



# Town of Rowley

Conservation Commission

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

Conservation@townofrowley.org

## NOTICE OF INTENT PERMIT FILING CHECKLIST

**Send 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**

- ☐ 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 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 by certified mail, return receipt requested or hand deliver 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
  - ☐ Copy of NOI Wetland Fee Transmittal Form, pages 1 & 2.

**Send 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.