



Town of Stow Conservation Commission

380 Great Road
Stow, Massachusetts 01775
(978) 897-8615
FAX (978) 897-4534
conservation@stow-ma.gov

Notice of Intent & Abbreviated Notice of Intent Application Checklist

Please note that the Commission generally meets on the 1st and 3rd Tuesday of each month and agendas are filled in the order applications are received. Applications must be received approximately three weeks before the scheduled hearing to allow time for legal notices. Contact the Commission at 978-897-8615 or conservation@stow-ma.gov to confirm available hearing dates and deadlines or if you would like to go over the application requirements and forms. Also please note that there is a 10 business day appeal period from the issuance of the decision before you are permitted to start work on your project. Links to forms are on our website at www.stow-ma.gov/conservation-commission. You will generally need 6 copies of application materials – see below for where they go.

Application Submittals - To the Stow Conservation Commission by hand delivery or Certified Mail and via email to conservation@stow-ma.gov:

- ☐ 1 unbound single sided original and 4 copies of completed **DEP Notice of Intent** and **narrative**, and the following as appropriate: **stormwater report**, **drainage calculations**, **waiver requests** ([link to NOI form](#) on website)
- ☐ 5 copies of **Site Plan(s)**
- ☐ 1 copy of **NOI Fee Transmittal Form** (available on DEP's website)
- ☐ 1 copy of **USGS Locus Map** showing Property Location within Stow - Locus maps can be made at <https://maps.massgis.digital.mass.gov/MassMapper/MassMapper.html>
- ☐ 1 copy of **Certified List of Abutters**
(NOTE: The Assessors may take up to 10 days to process requests for abutter lists and charge a fee for lists. You can request a list from the Assessing Office at Town Building)

You are required to mail abutters either using a Certificate of Mailing from the Post Office or via certified mail. *** The Commission will provide a copy of the notice you should use once you submit your application. **Proof of mailing must be provided at or before the public hearing.**

- ☐ 1 copy of **Affidavit of Mailing to Abutters Form** (on Conservation Commission website)
- ☐ **Check to Stow Independent for \$75** (*cost increase as of 4/1/24, we will take care of placing the legal notice in the paper)
- ☐ **Check to Town of Stow for Local Portion of State Wetlands Protection Act Fee**
- ☐ **Check to Town of Stow for Local Wetlands Bylaw Fee**
- ☐ 1 copy of **DEP check** (State Portion of State Wetlands Protection Act Fee)

Application Submittals - To DEP Central Regional Office at 8 New Bond Street, Worcester MA 01606 and via email to CERO_NOI@mass.gov:

- ☐ 1 copy of completed **DEP Notice of Intent**, **narrative**, **stormwater report**, **drainage calculations**, and other information as appropriate
- ☐ 1 copy of **Site Plan(s)**
- ☐ 1 copy of **USGS Locus Map** showing Property Location within Stow
- ☐ 1 copy of **Certified Abutters List** and **Affidavit of Mailing to Abutters Form**
- ☐ 1 copy of **NOI Fee Transmittal Form**
- ☐ 1 copy of **DEP check** (State Portion of State Wetlands Protection Act Fee)
- ☐ Email 1 scanned copy of the above to DEP at CERO_NOI@mass.gov with the subject line STOW – NOI – Street Address – Applicant Name

Application Submittals - To DEP lock box DEP, Box 4062, Boston MA 02211:

- ☐ **NOI Fee Transmittal Form**
- ☐ **Check to Commonwealth of Massachusetts for State Portion of State Wetlands Protection Act Fee**