

Town of Montague
Planning & Conservation Department
413-863-8300 x207

Directions for filing a Notice of Intent (WPA Form 3) in Montague

Below is a summary checklist of the requirements for completing a Notice of Intent in Montague. Form 3 and its attachments are the required application for a wetlands permit (called an Order of Conditions) under the Massachusetts Wetlands Protection Act. Full directions for filing a Notice of Intent are on the Department of Environmental Protection website at www.mass.gov/dep/water/approvals/wpa3inst.doc

Submit to the Montague Conservation Commission (in person or by certified mail):

1. Two copies of a completed WPA Form 3, Notice of Intent*
2. Two copies of a plan drawing of the proposed project. The plan must be drawn to scale and must show the location of the wetland and any other existing features that would explain the project to the Conservation Commission. **
3. Completed WPA Wetland Fee Transmittal Form, pages 1 & 2
 - a. Check for the Town's portion of the fee, made out to "Town of Montague"
 - b. *Copy* of the check for the state's portion of the fee
4. List of abutters within 100 feet of property boundaries (from Assessor's Office)
5. Copy of completed Abutter Notification Form*
6. Completed Stormwater Checklist, if necessary
7. Proof of mailing of Notice of Intent and plans to Natural Heritage, if necessary

Note: You will be billed for the cost of the Legal Ad that the Planning & Conservation office will put in the Greenfield Recorder (approx \$50.00-\$60.00). This ad must be paid for before your hearing begins. The check must be made out to "The Greenfield Recorder".

Mail (by a certificate of mailing **OR** certified, return receipt requested) to all abutters:

Copy of completed Abutter Notification Form

Mail to Department of Environmental Protection, Box 4062 Boston, MA 02211:

1. Completed WPA Wetland Fee Transmittal Form, pages 1 & 2 (same as item 3)
2. The **check** for the State's portion of the fee, made out to "Commonwealth of Massachusetts"

Mail to DEP Office, 436 Dwight Street Springfield, MA 01103:

1. Copies of the Notice of Intent, project plans, and Wetland Fee Transmittal for (#1-3 above)
2. A *copy* of the check for the State's portion of the fee
3. Locus map showing general location of the property (a copy of a portion of the USGS quad with an arrow showing the location works well)

Bring to the Public Hearing:

Certificates of mailing or receipt cards from the abutters (the "green cards")

*Attached

**May require the services of a wetland scientist, surveyor, or other professional.