



CONSERVATION COMMISSION

Town Hall · 40 Center Street · Fairhaven, MA 02719

APPLICATION CHECKLIST NOTICE OF INTENT

Please submit the following to the Fairhaven Conservation Commission:

- A check for \$75.00, advertising fee
- A check for the Town's share of the state Wetlands Protection Act Filing Fee ([NOI fee transmittal form](#))
- A check for the Fairhaven Wetlands Bylaw fee
- Two (2) collated packets (1 original, 1 copy)**, each containing the following:
 - Completely filled out and signed copy of the most recent WPA Form 3, available at <https://www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent>
 - A detailed narrative describing the property, delineated resource area(s) and methods of delineation, proposed activity and/or work, including how the work will be done, location of storage materials, how the site will be accessed by equipment, etc., and any other information that will help the Commission understand your project.
 - Complete copies of project plans that include the following information:
 - Locus map – i.e. USGS Quad topographic map
 - Location of all known resource areas, including sequentially numbered flags
 - Date the delineation was completed
 - 50- and 100-foot buffer lines from resource areas
 - 200-foot Riverfront Area, if applicable
 - FEMA Flood Zone boundaries, if applicable
 - Location of existing structures and/or vegetation, including all trees 8" dbh or greater
 - Location of proposed structures and/or vegetation
 - Shortest distance from proposed disturbed areas to known resources
 - Topography in 2-ft contour intervals
 - Proposed grading and drainage
 - Erosion and sedimentation controls
 - An 11" x 17" set of project plans if they are larger
 - Abutters List (a list of property owners that are within **100 feet** of the property where the project is taking place, see [Abutter List Request Form](#))
 - [Notification to Abutters Form](#) – filled out by applicant
 - Any other information that will help the Commission understand your project
- Proof of abutter notification by certified mail or hand delivery. *Failure to present proof will result in the Conservation Commission NOT hearing your application.*
- Proof that **a complete copy** of the above packet was sent to:
 - MA Department of Environmental Protection
 - Southeast Regional Office
 - 20 Riverside Drive
 - Lakeville, MA 02347
- If applicable, proof that a complete copy of the above packet was sent to the MA Natural Heritage & Endangered Species Program and the MA Division of Marine Fisheries
- Submission of a complete copy of the NOI to the US EPA at NewBedfordHarbor@epa.gov if it is a shoreline project and falls within New Bedford Harbor north of the hurricane barrier
- An electronic copy of the entire application packet, thumb drive or emailed to conservation@fairhaven-ma.gov