

FILING A “NOTICE OF INTENT”

The following forms and information should be included when filing with the Medway Conservation Commission.

1. The original NOI pack plus 6 copies to Medway ConCom
2. 1 copy NOI pack to DEP Central Region (627 Main Street, Worcester, MA 01608)
3. 1 copy NOI pack to Medway Town Clerk’s office

NOI pack **must** include the following:

- _____ Notice of Intent Form (WPA Form 3 from DEP)
- _____ Plans
- _____ DEP filing fee
- _____ Abutter Notification
- _____ Supporting documents for utilities, replication, drainage calculations, sewer system, grading etc. (if applicable)
- _____ Town By-law Fee (if applicable)
- _____ Natural Heritage Notification (if applicable)

INCOMPLETE FILINGS WILL DELAY THE PROCESS.

