

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 2 to Medway ConCom
2. 1 copy of NOI pack to DEP Central Region (627 Main Street Worcester, MA 01608)
3. 1 copy of NOI pack to Medway Town Clerk’s office
4. Electronic copy (required)
5. Any shapefiles or CAD files of wetland resources shown on the plans (optional)

NOI pack must include the following:

- ____ Notice of Intent Form (WPA Form 3 from DEP)
- ____ Plans
- ____ DEP Filing Fees
- ____ Abutter Notification
- ____ Supporting documents for utilities, replication, drainage calculations, sewer system, grading etc. (if applicable)
- ____ Summary of proposed work and how it meets the provision of the state and local wetlands laws and regulations
- ____ Town By-law Fee (if applicable)
- ____ Natural Heritage Notification (if applicable)

INCOMPLETE FILINGS WILL DELAY THE PROCESS