



CITY OF SALEM CONSERVATION COMMISSION

Process for Filing a Request for Notice of Intent (NOI)

** In 2022 the Salem Wetlands Protection & Conservation [Ordinance](#) and [Regulations](#) were updated with increased protections and project review standards including but not limited to: incorporation of expanded buffer zones and resource area performance standards. Please review this update and incorporate as applicable to proposed work.*

☐ Application

An application and full [instructions](#) for completing a Notice of Intent (NOI) (Form 3) may be located at <https://www.mass.gov/doc/instructions-wpa-form-3-notice-of-intent/download>.

- ☐ A copy of the completed NOI must be submitted to DEP at their regional office or through [eDEP Online Filing](#) concurrently with the application submission to the Conservation Commission. MassDEP physical mailing address:

MassDEP Northeast Regional Office
150 Presidential Way
Woburn, MA 01801

- ☐ Complete a digital copy of **WPA Form 3** using Salem's online permitting portal, which can be located at <https://salemma.viewpointcloud.com/>.

☐ Attach/upload all required documents to your online submission:

- Locus Map - USGS Quad topographic map with the site locus identified
- Street map or other aerial orthoimagery indicating general location of the property
- Survey Site Plans by licensed registered surveyor, engineer, or alternative qualified professional, showing delineation of resource area boundaries, 25', 50', 100' buffer zones; and any additional buffer zones and boundaries that may be applicable to the site.
- FIRMette from FEMA's National Flood Hazard Layer database with site identified
- Accommodating drawings, photos, detailed plans, narrative of the work and project description, describing how the project will meet the performance standards of jurisdictional resource areas

☐ Address & Review Salem Ordinance and Regulations

- Include [Climate Change Narrative](#), any buffer zones within project locus from the jurisdictional area

☐ Legal Advertisement

The Conservation Agent will draft a legal notice for publication in the Salem News. The Salem News requires that you submit a deposit payment prior to publication through online submission, paper check, or directly over the phone. Please follow the instructions on the Salem News Deposit Form available at <http://www.salem.com/conservation-commission>. The Salem News Legal Ads Clerk can be reached at 978-338-2512 or SNLegals@salemnews.com. Legal Ads must print at least 7 days in advance of the public hearing. Because of print dates – Legal Notices should be coordinated no later than 14 days in advance of the public hearing.

☐ Materials for Conservation Commission:

One paper copy of all application materials is required to be submitted with your online application. Please

consult with the Conservation Agent in the event that an especially large document should be submitted only digitally.

☐ **Attend a Conservation Commission Meeting**

The applicant or a representative must attend a meeting of the Conservation Commission to discuss the proposed project. The Commission's meeting schedule and submittal deadlines are posted on the Commission's webpage, listed above.

Rev. May 2024