

LINCOLN CONSERVATION COMMISSION

16 LINCOLN ROAD : LINCOLN, MA 01773
CONSERVATION@LINCOLNMA.GOV : 781-259-2612

Checklist for Filing a Notice of Intent under the Wetlands Protection Act & Lincoln Wetlands Protection Bylaw (Article XVIII)

It is recommended that you hire a wetland scientist, landscape planner or engineer to assist you with preparing the permit application. Applications must generally include a plan certified by a registered professional engineer or land surveyor.

Step 1: Contact the Lincoln Conservation Office at 781-259-2612

Please contact the Conservation Office approximately 2 weeks prior to submission so that we can be apprised of upcoming applications.

Step 2: Certified List of Abutters

Obtain a certified list of abutters within **300 feet** of the property from the Lincoln Assessors Office by submitting the [Request for Certified Abutters List](#) to blakeleyd@lincolntown.org with a \$20 check payable to the Town of Lincoln

Step 3: Fill out the Permit Application

Download and complete the **Notice of Intent (NOI) (Form 3)** from the MA [Department of Environmental Protection \(DEP\) website](#). Please review Lincoln's Wetland Protection Bylaw and Regulations prior to filing. In addition to the NOI Form, you must also complete [Lincoln's Wetlands Protection Bylaw Application](#).

Step 4: Submit the Following Application Materials to the Lincoln Conservation Department

Plan your submission date based on the hearing schedule. The Conservation Commission generally meets on Wednesdays, every three weeks – please contact the Conservation Department for exact dates. Applications are due by noon on Wednesday, 21 days in advance of the Commission's meeting.

(A) NOI Application - one (1) copy double-sided

- Signed DEP WPA Form 3 (NOI)
- Lincoln's Wetlands Protection Bylaw Application
- DEP NOI Wetland Fee Transmittal Form and Check
- Lincoln Wetland Bylaw Fee
- Copy of certified abutters list
- DEP BVW Delineation field data forms
- Legal Bill Acknowledgement Form

Please

- No plastic covers or TOC
- No page dividers or bindings
- Staples are OK
- Print materials double-sided
- **Fold plans**

(B) Project Narrative – two (2) copies double-sided

- Owner info, address, parcel id and date
- Resource area description & delineation details (entire property must be delineated)
- Summary of existing & proposed conditions with closest point of disturbance to BVW
- How does the project comply with each interest of the Act and Bylaw
- Construction sequencing & staging plan

(C) Plan Set @ 1"=10' or 1"=20' - one (1) copy full size & one (1) copy 11x17

- Title block with applicant's name, project address, map-block-lot, scale and date
- Wetland/Stream Boundaries (highlighted in BLUE), 50' Buffer (in pink) & 100' Buffer (in GREEN); 100' Inner Riverfront Area (in pink) and 200' Outer Riverfront (in PURPLE)
- Existing Conditions and Proposed Work (proposed work highlighted ORANGE)
 - Parcel lines, easements, structures, pavement, edge of lawn, canopy tree line
 - Topography and grading if relevant to the proposed project
 - Septic system, stormwater and drainage infrastructure
 - Limit of work, erosion controls and topsoil stockpile area (highlighted in YELLOW)
 - Stormwater Management Report and Information (if applicable)

(D) Email the Electronic Submission to: conservation@lincolnma.gov – this material will be uploaded for public viewing

- Entire NOI Application
- Project Narrative (separate document from the application)
- Plan Set as full-size and 11x17 in .pdf format
- DO NOT include copies of checks & abutter lists which contains sensitive information

Step 5: Submit your Application to the Department of Environmental Protection

- (A) One copy of the entire submission (except for the Bylaw application & fee) along w/ photocopy of the checks submitted to Lincoln & the State (DEP NE Regional Office, 150 Presidential Way, Woburn, MA 01801).
- (B) Send original check for state fee and copy Lincoln's portion of WPA fee and Wetlands Fee Transmittal Form to DEP, Box 4062, Boston, MA 02211

Step 6: You will be Given a Hearing Date and Time

By submitting a **complete** NOI application (see items listed in Step 3), you will be scheduled to attend the next available public hearing which most likely will be held via virtual means (Zoom meeting). Incomplete applications will not be accepted by the Conservation Office. **The applicant or their representative must be present at the scheduled public hearing.**

Step 7: Notify Abutters

Once you have been informed of the date and time for the hearing, you shall notify all abutters listed on your Certified Abutters List (within 300ft of the property). Please Wait to Notify Abutters until you are given Lincoln's specific "Notification to Abutters Form" (which will include a weblink where abutters can view the electronic filing) and **be sure to include the exact time and date of the hearing on this form**. These letters must be sent via Certified Mail or Certificate of Mailing at least two weeks prior to your hearing. The Applicant must email copies of the certified mail slips or certificate of mailing receipts for all abutters at least one week prior to your hearing.

Step 8: Stake the Property One Week in Advance of the Hearing

The Lincoln Conservation Commission requires that all new structures, additions, erosion control barriers, septic systems and stormwater systems within the Buffer Zone for which a Notice of Intent has been filed, must be staked one week prior to the hearing. The stakes must be labeled (please contact the Conservation Department for specific instructions). A plan demarcating the stakes in the field shall be submitted to the Conservation Department at the time of staking.

Step 9: The Conservation Commission will Conduct a Site Visit

The Commission and their staff will perform a site visit to confirm the existing conditions and resource area delineation. The applicant will be notified about the date and time of the site visit and is expected to be present at that time.

Step 10: Virtually Attend the Public Meeting

The applicant or the representative must be present at the virtual public meeting. Please contact the Conservation Dept (CD) about your plan for presenting at this virtual meeting. The CD can allow the applicant to be a co-host so that you can share your screen and show the plan and photos. It is important to color up the plan so that the wetland, limit of work, buffer zone can be easily seen on the screen.

Step 11: Receive an Order of Conditions (OOC) and READ IT

If you have any questions, contact the Conservation Department. Whether a permit is issued or denied, any abutter, the applicant, or a 10-citizen group may follow separate provisions for appealing the decision under the Wetlands Protection Act and/or the Lincoln Wetlands Protection Bylaw.

Step 12: Record Order of Conditions at Middlesex South Registry of Deeds

Send information of the recording back to the Conservation Department. Keep a copy of your permit on-site.

Other Permits to keep in mind:

- Relevant Building, Zoning, and Board of Health Permits (please contact the appropriate departments for more information)