



**CANTON CONSERVATION COMMISSION  
WETLAND PROTECTION ACT  
MGL CH. 131 §40 AND TOWN OF CANTON  
WETLANDS PROTECTION BY-LAW ARTICLE XV**

**NOTICE OF INTENT (NOI) APPLICATION CHECKLIST**

*REVISED JANUARY 2022*

Applications must contain all items listed below to be considered complete. *Incomplete applications will not be accepted, and may be returned. Delays due to incomplete applications are not the responsibility of the Conservation Commission.*

- Completed **NOI application** with all questions answered and legibly signed by both the applicant and the property owner. <https://www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent>
- Narrative** per Canton Wetlands Bylaw Regulations V(5.02)(A) and (Bb)(2)
- Site Plan** 24" x 36" signed and stamped by a MA Registered Civil Engineer or MA Professional Land Surveyor. Plans must show at minimum:
  - Entire parcel, lot lines, and distances
  - Numbered flags for all resource areas with date and name of person performing the delineation
  - Certified and potential vernal pools, Estimated and Priority Habitat areas
  - All streams, perennial (with mean annual high water mark) and intermittent (with bank)
  - All isolated wetlands
  - 100 Foot Buffer Zone and 100 and 200 Foot Riverfront Area contour lines
  - The 30-foot No Disturbance Area contour line
  - Maximum and minimum groundwater elevations
  - Soil characteristics in representative portions of the site
  - Existing and proposed contour elevations with datum stated
  - Limit of work – erosion controls serve as limit of work unless another is called out
  - A line showing the shortest distance from limit of work to the flagged wetland line
  - Erosion and sediment control in plan and with a detail
  - Location of septic systems, wells, other utilities, and other significant features
  - Storm water management Best Management Practices (BMPs) with required test pit locations
  - All fill/replication and restoration areas
  - Location of existing trees, stone walls, fences, buildings, rock ridges, etc.
- Locus (USGS) and FEMA Flood Insurance Rate Map (F.I.R.M)
- Natural Heritage and Endangered Species Program (NHESP) Map
- Certified Abutter List of all current property owners within 300 feet of the subject property from Canton Assessor's Office (located at Town Hall)

- Completed Affidavit of Service form
- Copy of Abutter Notification Form
- Copies of stamped white Certified Mail Slips or the Certificates of Mailing
- Completed WPA Fee Transmittal Form with a check for town fee and copy of check for state fee
- Canton Wetlands Bylaw Fee calculation sheet and application fee
- Check for \$25.00 made out to the “The Canton Citizen”
- 21 Day Waiver form signed
- Canton Board Signature Page with original signatures from each town department listed

**Other items that must be included with application if they are applicable to the project:**

- Stormwater management form, drainage calculations, TSS calculation worksheet, Operation and Maintenance Plan prepared, signed and stamped by registered professional engineer
- Wetlands report with replication schedule, planting plan, and narrative prepared by a wetland scientist or botanist
- Stormwater Pollution Prevention Plan (SWPPP) according to most recent Environmental Protection Agency (EPA) Template (note: a copy of the Notice of Intent application to the EPA will be required prior to the start of work).
- An alternatives analysis **is required for ALL projects** within Riverfront Area and for variance requests for work in the 30 Foot No Disturbance Area

**SUBMITTAL REQUIREMENTS**

All items must be submitted to the Conservation Office by the posted deadline (please see posted hearing schedule and deadlines) in order to be included on a hearing agenda (the dates are irregular due to requirements of legal ad notification using a weekly paper):

1. Two (2) hard copies of the NOI application with all attachments listed above (one w/orig. signatures)
2. Two (2) hard copy full size (24 x 36) set of plans, signed and stamped
3. Electronic (PDF preferred) files of both the application (all pages/attachments) and the site plan emailed to Regen Milani at [rmilani@town.canton.ma.us](mailto:rmilani@town.canton.ma.us).

Once a **complete** NOI application has been received, the project will be scheduled for the next available Conservation Commission meeting. **The applicant or his/her representative must be present at the scheduled public meeting.** The Conservation Commission and/or its Agent will perform a site visit to confirm existing conditions and resource area delineation prior to the public hearing.