



Town of Dennis
Department of Natural Resources

ADDRESS: 685 ROUTE 134, SOUTH DENNIS, MASSACHUSETTS 02660
(508) 760-6123

NOTICE OF INTENT CHECKLIST

The following information is necessary for a complete application package. All applications are due **no later than 10 am** on the filing deadline date listed on the Hearing Schedule. This includes both online submittal, hard copies, and any required payment.

Narrative Outline

1. Existing Conditions
2. Proposed Conditions
3. Construction Sequence / Methods / Equipment
4. Resource Area Impacts
5. Resource Area Replication / Mitigation (if applicable)
6. Sedimentation Controls
7. Storm Water Management (if applicable)
8. Coordination with Fisheries and Wildlife / Natural Heritage and Endangered Species / Massachusetts Division of Marine Fisheries
9. Alternatives Analysis

Application & Narrative

- Use updated application form found on the DEP website at: <https://www.mass.gov/lists/wetlands-permitting-forms#notice-of-intent->
- Complete Notice of Intent (WPA Form 3) as well as the NOI Wetland Fee Transmittal Form.
- Note that double sided pages are strongly preferred.
- Describe the existing site conditions.
- Describe the proposed conditions.
- Describe the proposed activity.
- Include English measurements throughout the narrative for permanent and temporary impacts to resource areas.



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- What equipment will be used during demolition and construction? In particular, will any staging be placed in the water and/or resource area?
- Describe the temporary impacts and/or permanent impacts to wetland resource areas and their buffer zones (i.e. Bordering Vegetated Wetland, Salt Marsh, Coastal Dune, Coastal Bank, etc.).
- Include what sedimentation and erosion controls will be implemented and when they will be installed.
- If applicable, describe the existing and proposed drainage system, with Stormwater Best Management Practices (BMPs). If not applicable, state why.
- Provide an alternatives analysis.
- Include a locus map.
- Include BVW Delineation Sheets, if available.
- Include one set of color photos of the resource area and existing site (copies for Commissioner packets may be color or black & white).
- Include any letters and/or responses from Fisheries and Wildlife, Mass. Natural Heritage and Endangered Species Program, or Mass. Division of Marine Fisheries, if applicable.
- Submit the proof of mailing via Certified Mail Receipts for DEP, Massachusetts Natural Heritage and Endangered Species Program, Massachusetts Division of Marine Fisheries, US Army Corps of Engineers or as required.
- Include an abutter list within 100' radius and copy of notification to abutters, along with proof of mailing or hand delivery. An abutters list can be obtained from the Assessor's Office.
- Include a full size, stamped, dated plan with the information requested in the Plan Requirements listed on Page 4.
- In addition to the one (1) original hard copy, submit nine (9) additional hard copies of the application package for members of the Conservation Commission. These copies shall include: Notice of Intent Form, Narrative, Locus Map, Photos, and Plan Sheet(s) (may be reduced size copies of plan sheets but **must be to scale**).



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- Include signed copy of Permission to Access Site form.
- Submit application and upload complete copy of all documents in the application package to the Town of Dennis online permitting system:
<https://www.town.dennis.ma.us/permitting>
- Note that one additional copy of application, plan, and any other supporting information is required to be sent to MassDEP. Check with the regional Lakeville office for submission via Certified Mail or email.
- DEP share of the fee shall be sent to the MassDEP Boston Office.
- Fees to the Town of Dennis include the Legal Ad fee (\$10), Notice of Intent fee (\$150), and the town's portion of the MassDEP filing fee.



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Plan Requirements

- Show boundary and location of wetland resource area(s).
- Show lines depicting the 50- and 100-foot buffer zones to wetland resource.
- Add English scale bar to all plan sheets.
- Add North arrow to all plan sheets.
- Shade and/or label all temporary and permanent direct impacts (not buffer zone) to wetland resource areas. Provide a table with impact numbers (if applicable).
- Show and label the location of sedimentation/erosion controls measures.
- Show contour lines for elevation within any resource areas as well as the 100-foot buffer zone and/or 200-foot Riverfront Area.
- If a wetland replacement/replication area is required, provide a planting plan with proposed grades and construction methodology/specifications.
- Plan must be stamped by a Professional Engineer, Registered Land Surveyor, or Registered Sanitarian, except as waived by the Conservation Commission.
- Latest revision date should be clearly labeled on plan sheet.