

Notice of Intent Guidelines

Town of Marion Conservation Commission

I. Submit a Full Application to Conservation Commission

A full application includes the completed WPA Form 3, any attachments/plans, supporting documentation, and the necessary fee(s).

- 1) Complete the Permit Application
 - a) Review the [Wetland Protection Standards for the Town of Marion](#)
 - b) Download and fill out the [Notice of Intent application \(WPA Form 3\)](#) from the Massachusetts Department of Environmental Protection

- 2) Obtain Certified List of Abutters
 - a) Notify abutters within 100 feet of the property.
 - i) Obtain the list from the Assessor's Office for a \$50 fee: [Abutter Request Form](#)
 - ii) Fill out the [Notification to Abutters DEP Template](#)

- 3) Submit 2 hard copies (**UNBOUND**) to the Conservation Commission office that include WPA Form 3, any attachments, prepared plans by a registered professional engineer, and necessary fees.
 - a) Plans should include:
 - i) Wetland resource areas
 - ii) Buffer zone lines (25ft no disturb zone and 100ft buffer zone)
 - iii) Existing conditions and proposed work
 - iv) Limit of work

- 4) Submit 1 digital copy via email to the Conservation Commission Administrative Assistant.

- 5) Submit a \$25 check made out to "The Wanderer" for the Legal Advertisement Fee.

- 6) Submit the Commission's portion of the Wetlands Fee made out to the "Town of Marion".

- 7) Submit certified mail slips for all abutters.

- 8) Submit a copy of the full application to the Department of Environmental Protection - Southeast Region, 20 Riverside Drive, Lakeville, MA 02347 via hand delivery or certified mail. Be sure to include any state fee with the submission.

II. Assigning Public Hearing Date and Site Visit

- 1) Once a complete application is filed, you will be notified of a public hearing and site visit date.

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- a) Public hearings are typically held on the second and fourth Wednesday of each month. See the meeting schedule for filing deadlines and corresponding meeting dates: [Conservation Commission Meeting Dates](#)
 - i) The applicant, engineer or representative must be present to explain the proposed work.
 - ii) The Commission will ask questions about the proposed work if necessary.
- 2) Site visits, conducted by the Commission and/or Conservation Agent, are typically scheduled for the Saturday before the hearing starting at 8:30 a.m. Attendance by the applicant and/or the engineer is optional.

III. Issuance of Order of Conditions

- 1) If an Order of Conditions is issued, it must be picked up at the Marion Conservation Commission office at 2 Spring St., Marion, MA.
- 2) Record the Order of Conditions with the Plymouth County Registry of Deeds before work commences: 50 Obery Street, Plymouth, MA.
- 3) Submit a copy of the recorded information to the Conservation Commission office.
- 4) Applicants and contractors should review and familiarize themselves with the Order of Conditions and must maintain a copy of it onsite.

IV. Managing and Closing Out a Permit

- 1) The Order of Conditions expires three years after the date of issuance. Extensions must be requested **at least 30 days** before expiration.
- 2) Upon project completion, submit the following to the Conservation Commission office:
 - a) [Request for Certificate of Compliance \(WPA Form 8a\)](#)
 - b) A letter stating the work has been completed in compliance with the Order of Conditions. If plans have been stamped by a registered professional engineer, include their statement certifying substantial compliance.
- 3) The Request for Certificate of Compliance will be placed on the next available meeting agenda.
- 4) Once approved, record the Certificate of Compliance with the Plymouth Registry of Deeds and provide a recorded copy to the Conservation Commission.