



NOTICE OF INTENT REQUIREMENTS CHECKLIST

- ☐ **Signed and dated cover letter**
- ☐ **Completed, signed, and dated WPA Form 3** signed by the applicant and the current owner(s) (or provide the owner's written authorization that the NOI may be submitted if they're unable to sign)
- ☐ **Completed Town of Wellesley Wetlands Protection Bylaw Notice of Intent Application**
- ☐ **Procedures for Legal Notice**
 - A. completed [Abutter Notification Form](#)
 - B. proof of abutter notification (i.e. receipts, submitted by opening hearing)
 - C. completed [Affidavit of Service Form](#)
 - D. list of abutters
 - E. email and best phone number of the contact who will pay for the legal ad
(note: the newspaper will contact this person 14 days prior to the hearing date, usually the date of filing. If this person cannot be reached, the legal ad will not be posted and the hearing cannot be opened at the expected date)
- ☐ **Locus map** marking site on current USGS topo (<https://ngmdb.usgs.gov/topoview/viewer/#15/42.6174/-71.1303>.)
- ☐ **Narrative describing**
 - A. **existing and proposed site conditions and activities** in Resource Areas
 - B. **current and proposed status of any on-site invasive species**, if applicable
 - C. **changes in impervious area by cover type** on the site, as a table
 - D. **wetland resource area evaluation** from wetland scientist responsible including
 - ☐ date of the delineation
 - ☐ basis of delineation, using BVW Determination form for upland and wetland plots
 - ☐ statement by the wetland scientist that flags on the site plan appear to be correctly shown
 - E. **Wildlife habitat evaluation** *if required*. See performance standards by Resource Area for thresholds that trigger this evaluation.
 - F. **compliance evaluation** describing how the proposed project meets the Performance Standards for each Wetland Resource Area under both the Wetlands Protection Act Regulations and Wellesley Wetlands Regulations
 - G. **completed [Request for Waiver](#) of Performance Standards** under the Wellesley Wetlands Protection Bylaw Form, if applicable.
 - H. **compliance evaluation to demonstrate how the proposed project meets the applicable stormwater management standards**, when triggered. See Section 1.6(8)(b)4.1)-2) of the Bylaw Regulations, and 310 CMR 10.05(6)(k)-(q), including:
 - ☐ calculations for TSS and P removal for any proposed onsite infiltration system showing load reductions (required for the Town's MS4 Permit)
 - ☐ an Operations & Maintenance Plan including a statement that annual maintenance be performed, and maintenance logs be submitted to the Town Engineer annually
 - ☐ a note that soils be witnessed if test pits are performed, or the construction of any stormwater management may require an inspection by the Town at installation
 - ☐ confirmation whether the project will go through Large House Review

- ☐ **full-size plans, stamped, dated, and signed** by a Registered Land Surveyor, Registered Professional Engineer and/or Registered Landscape Architect, with the following:
 - A. **scale between 1" = 10' and 1" = 50'** (note: 10- or 20-scale plans are recommended for single-family parcels)
 - B. **elevations at 1' contours** using Wellesley Town Datum
 - C. **boundaries of all Resource Areas** (whether on or off-site) that may be affected by proposed work (Waterbodies and Waterways, Banks, Vegetated Wetlands, Buffer Zone, Riverfront Area, Lands Subject to Flooding, Vernal Pool Habitat). In addition, notations of
 - 1) any FEMA and/or Town flood lines
 - 2) location of all numbered wetland flags
 - 3) the Water Supply Protection District, if applicable
 - 4) the 25-foot No-Disturbance Zone boundary, if applicable
 - D. **limit of existing lawn if applicable, and limit of proposed work**; with the minimum distance to the closest Bylaw Resource Area
 - E. **location and materials of erosion and sediment controls** including protections for downgradient catch basins if applicable
 - F. **location of any stockpiling** and truck washing areas
 - G. **construction details of proposed constructed features** (i.e. walls, fences, or stormwater management systems, if applicable (on separate sheets if needed for clarity)
 - H. **current and finished floor elevations** for basement, if applicable
 - I. **soil test pits or boring locations**, if applicable. Note: advance notice and administrative review is needed prior to performing test pit excavations using a backhoe or similar equipment within lawn, landscaping, or gardens within Riverfront Area or Buffer Zone only
 - J. **size, species, and location of existing plant species** (common and Latin names)
 - K. **location, size, and material of drainage connections**, if applicable
 - L. **depth to ledge and seasonal high ground water elevations**, verifying a minimum of 2' separation for infiltration systems, **if applicable**
 - M. **location of all trees proposed to be removed** (5 DBH or larger), trees to be protected, noting the dbh and species, if applicable
 - N. **critical root zones of all trees to be protected** where construction activity will risk root compaction or root damage via excavation, both on and along abutting properties" **(if applicable)**
 - O. **mitigation plans**
 - ☐ Vegetation, showing location, species (common and Latin), and size
 - ☐ Stormwater, demonstrating compliance with standards identified in Section 1.6(8)(b)4.g.
 - P. **north directional arrow** pointing true north
 - Q. **legend** on a white background
- ☐ **Tree Protection Plan** showing the critical root zones of all trees needing protection that encroach into any Wetland Resource Area
- ☐ **Completed copy of this 3-page checklist**

☐ **Fees**

- A. Two checks payable to the Town of Wellesley (the Town portion of the WPA filing fee and the Town Bylaw filing fee)
- B. A statement of the payee, check number, and amount paid to the Commonwealth of Massachusetts for the State portion of the WPA filing fee.
- C. \$500 Waiver Fee if applicable, paid to the Town of Wellesley
- D. Completed NOI Wetland Transmittal Form
- E. Explanation of how the NOI filing fee under the Bylaw was calculated
- B. A statement of the payee, check number, and amount paid to the Commonwealth of MA for the State portion of the WPA
- C. \$500 Waiver Fee for Request for Waiver (if applicable) as a separate check, payable to the Town of Wellesley
- D. A completed NOI Wetland Fee Transmittal Form
- E. An explanation of how the Notice of Intent filing fee under the Bylaw was calculated

☐ **Submitted to the NRC office on or before the deadline***

- A. One (1) Original (paper)
- B. One (1) Copy (paper)
- C. One (1) of either of the following (please circle):
- 1) One (1) USB Flash Drive; or
 - 2) One (1) PDF or Download link (electronic) to nrc@wellesleyma.gov AND jmeyer@wellesleyma.gov

***** Before a site walk, mark Wetland Flags with paper marking tape, survey mark location of key alternations with stakes, and include property boundaries, if relevant to the review.**

***** Please indicate who will pay for the Legal Ad to run in the Wellesley Townsman: _____**

- *Deadlines: Hearings are typically held every 21 days. Deadlines for the NOI application to be placed on the agenda are posted at <https://www.wellesleyma.gov/421/Wetlands-Protection-Committee>
- Within 21 days after receipt of a COMPLETE Notice of Intent, the Committee shall hold a public hearing. If the application is not complete, the WPC may open and immediately continue the hearing until all necessary information is provided to allow the Committee to adequately review the filing.
- The applicant and/or applicant's representative should plan to attend the hearing to present the proposal to the Wetlands Protection Committee.
- Questions? Contact NRC Clerk Stephanie Tunnera at nrc@wellesleyma.gov or Wetlands Administrator Julie Meyer at jmeyer@wellesleyma.gov

Revised: Sept. 25, 2025