



TOWN OF BOXFORD

Office of the Conservation Commission

APPLICATION INSTRUCTIONS FOR NOTICE OF INTENT

1. Obtain and complete **Form 3**, available from the ConsCom “Applications, Forms, Information” web page, by visiting the Boxford ConsCom office, Town Hall, 7A Spofford Road, Boxford, MA 01921, or by downloading from the MassDEP website: <http://www.state.ma.us/dep>.
2. Obtain a **certified list of abutters** from the Assessor’s Office, tel. 978-887-6000, ext. 504, or on line at: <https://www.town.boxford.ma.us/assessors/webforms/request-certified-abutters-list>. Be sure to tell the Assessor’s Office that your certified abutters list needs to include all abutters within 250’ of the property, as well as all abutters with frontage on a pond if the property is located on a pond.
3. A **plan** of the project is required. Please see plan requirements in the Town of Boxford’s Wetlands Protection Bylaw Regulations, Town Code Ch. 375-5, available on the Town Website, or at this link (the link may not work on some platforms): <https://www.ecode360.com/10135496>. The plan must be prepared, stamped and signed by a professional engineer.
4. On Form 3 you will need to include the **Tax Assessor’s Map, Block and Lot number** for the project site. You can obtain this information from the Tax Assessor’s office by calling 978-887-6000, ext. 504 or looking at the property parcel maps on the Assessor’s web page: <https://www.town.boxford.ma.us/assessors/pages/property-parcel-maps>.
5. On Form 3 you will need to enter the **book and page numbers** corresponding to your deed recorded at the Essex South Registry of Deeds in Salem, MA. You can find this information on your property tax bill, or by calling the Assessor’s Office at 978-887-6000, ext. 504, or by searching at the Essex County Registry of Deeds - South (in Salem): <http://salemdeeds.com/salemdeeds/Default2.aspx>.
6. On Form 3 you will need to **know if your project site is located within “Estimated Habitat”** for rare wildlife species. This information is available from the Boxford ConsCom office. If yes, you must check off the corresponding box on Form 3 and send

a copy of the application, plan and fee to the Natural Heritage and Endangered Species Program (NHESP), as directed on Form 3.

7. Complete the ***Wetlands Fee Transmittal Form*** that is part of Form 3. The State filing fee is shared between the State and the Town of Boxford, so you will need to make out two checks, one to the Commonwealth of Massachusetts and the other to the Town of Boxford. You must send the Wetlands Fee Transmittal Form and copies of the checks to: ***DEP, P.O. Box 4062, Boston, MA 02211***, along with the original check for the State's share of the State filing fee. The original check for the Town's share of the State filing fee is submitted along with the application to the ConsCom office at Town Hall, 7A Spofford Road, Boxford, MA 01921.
8. ***The Boxford ConsCom also requires a Bylaw filing fee***, which must be paid to the Town of Boxford at the time the application is submitted. A schedule of Boxford ConsCom fees is available on the ConsCom "Applications, Forms, Information" web page.
9. ***As separate digital documents, please email the Plan, NOI Form 3, proof of mailing to NHESP (if appropriate), and the Certified List of Abutters to rpovenmire@town.boxford.ma.us. By USPS mail send a full size copy of the plan with original engineer stamp and signature, a copy of the NOI Form 3 with original signature, the Certified List of Abutters, the local portion of the Form 3 application fee, and the Boxford Bylaw fee to the Conservation Office at Town Hall, 7A Spofford Road, Boxford, MA 01921.***
10. You will be placed on an agenda for a public hearing before the Boxford ConsCom. You will be emailed a copy of a legal notice prepared by Boxford ConsCom staff. Boxford ConsCom will arrange for publication of the notice in the newspaper. The cost of this publication is included in your Bylaw filing fee.
11. Make copies of the legal notice provided to you by Boxford ConsCom staff and ***distribute a copy of the legal notice by certificates of mailing*** to each of the abutters on your Certified List of Abutters at least one week prior to the meeting date. As proof of mailing, scan the "white slip" receipts for the mailing and send as an email attachment to rpovenmire@town.boxford.ma.us.
12. Send one complete copy of the Notice of Intent application, including the notice, to: The Department of Environmental Protection (DEP), Northeast Office, 205B Lowell Road, Wilmington, MA 01887 ***via certified mail***. Scan and email the proof of mailing to rpovenmire@town.boxford.ma.us prior to the public hearing.
13. Attend the ConsCom meeting by Zoom. The Zoom meeting information will be posted on the Town of Boxford homepage calendar prior to the meeting:
<https://www.town.boxford.ma.us/>