



# TOWN OF NORTHBOROUGH Conservation Commission

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5015  
Email: [conservation@town.northborough.ma.us](mailto:conservation@town.northborough.ma.us) • Website: [www.town.northborough.ma.us](http://www.town.northborough.ma.us)

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## Notice of Intent

### Application Check List Form

Each Notice of Intent application packet must consist of one of each of the following documents:

- Fully completed and signed Notice of Intent form from the DEP website
- Any plans relating to the proposed project as per Section 5 of the Town of Northborough Wetlands Regulations (*folded not rolled, please.*)
- Completed Mass DEP wetland delineation forms.
- A certified abutters list from the Assessor's office  
*Please allow at **10 days** for processing of Abutters list from the Assessor's Office.*
- A completed Notification to Abutters form
- A Fee Transmittal Form (2 pages) and appropriate state and local fees with separate checks made out to the Town of Northborough
- One copy of each of the 3 checks submitted for state & local filing fees
- A PDF of the application package emailed to [conservation@town.northborough.ma.us](mailto:conservation@town.northborough.ma.us)

Three (3) copies of the Notice of Intent application packet and plans, 1 copy of the drainage report (if required) and payment of the required filing fees must be submitted to the Office of the Commission by the application deadline of the scheduled Conservation Commission hearing date.

*Meeting schedule, application submittal deadlines, links to state forms, templates, local bylaw and regulations can be found on the Commission's website:*

<https://www.town.northborough.ma.us/conservation-commission>

Two (2) copies of the Notice of Intent application packet must be mailed to Mass DEP-CERO at the address below when you file your application with the Office of the Commission. Do not include money for fees. Sending by certified mail is recommended.

**Mass DEP-CERO  
8 New Bond Street  
Worcester, MA 01606**

The completed Fee Transmittal Form (2 pages) must be sent to DEP at the address below, along with 1 check for the State filing fee made payable the Commonwealth of Massachusetts, and a copy of the State and local filing fee checks. : **DEP, PO Box 4062, Boston, MA 02211**