

## **TOWN OF DUDLEY, MASSACHUSETTS Checklist for Filing a Notice of Intent**

**THIS CHECKLIST IS DESIGNED TO ASSIST YOU IN THE COMPLETION OF THE FILING PROCESS AND DOES NOT COVER ALL PROJECTS. PLEASE CONFIRM WITH CONSERVATION OFFICE PERSONNEL THAT YOUR FILING IS COMPLETE.**

- Complete Form 3 Notice of Intent and determine Filing Fee using Attachments A & B
- Complete Wetland Transmittal Fee Form
- Obtain Certified Abutters List from Dudley Board of Assessors
- Mail check to the State: DEP P O Box 4062, Boston, MA 02211
  - State's portion of the DEP Filing Fee (From attachment B)
- Mail documentation to the Regional DEP Office: DEP 8 New Bond Street, Worcester, MA 01606
  - **This needs to be done immediately, as the Regional Application Review Process may take longer than the Local Review Process. The Conservation Commissioners cannot close the Public Hearing until a DEP File Number is issued. There are no exceptions.**
  - 2 copies of the Form 3 – Notice of Intent
  - 2 copies of the Wetlands Transmittal Fee Form
  - 2 copies of the proposed project plan
  - 1 copy of the Certified Abutters' List
  - Photocopy of the checks for the DEP Filing Fees for the State and Town
- Submit to the Dudley Conservation Commission no later than 2 weeks prior to meeting date:
  - request to be placed on an upcoming meeting agenda
  - 1 copy of the Form 3 - Notice of Intent
  - 1 copy of the proposed plan
  - 1 copy of Board of Assessor's Certified Abutters List
  - 1 copy of Stormwater Management Report (for subdivisions only)
  - Town's Application Filing Fee: \$50.00 for existing SFD projects, \$100.00 for all other
  - Town's portion of DEP Filing Fee (from Attachment B) and Site Evaluation Fee of \$200.00
- Publish Public Hearing in local newspaper no later than 7 calendar days prior to meeting date
- Mail Certified Abutters Letters to abutters no later than 7 calendar days prior to meeting date
- Public Hearing Meeting:
  - You or a representative is required to attend the Public Hearing. If you or a representative cannot attend the Hearing, you must submit a written request, (NO LATER THAN 1 day prior to the meeting date) to continue the Public Hearing to the next scheduled meeting date. If no request is received, the Public Hearing will be closed with no action taken. The Permitting process will have to be started again, including all applicable fees.
  - Submit Certified Mail returned green cards OR copy of Certificate of Mailing
  - Actual Public Hearing Notice as published in the newspaper
  - Bring extra copies of proposed plans

Dudley Conservation Commission  
71 W. Main Street, Dudley, MA 01571  
508-949-8011, option 1 FAX: 508-949-8015  
[www.dudleyma.gov](http://www.dudleyma.gov) EMAIL: [conservation@dudleyma.gov](mailto:conservation@dudleyma.gov)