



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP

DEP File Number

Document Transaction Number

City/Town

A. General Information

1. Project Location (Note: electronic filers will click on button for GIS locator):

a. Street Address

b. City/Town

c. Zip Code

Latitude and Longitude, if Known:

d. Latitude

e. Longitude

f. Assessors Map/Plat Number

g. Parcel /Lot Number

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



2. Applicant:

a. First Name

b. Last Name

c. Company

d. Mailing Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

i. Fax Number

j. Email address

3. Property owner (if different from applicant):

☐ Check if more than one owner

a. First Name

b. Last Name

c. Company

d. Mailing Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

i. Fax Number

j. Email address

4. Representative (if any):

a. Firm

b. Contact Person First Name

c. Contact Person Last Name

d. Mailing Address

e. City/Town

f. State

g. Zip Code

h. Phone Number

i. Fax Number

j. Email address

☐ Select if you want to see Wetland Fee Transmittal Form.

5. Total WPA Fee Paid (from Appendix A, Wetland Fee Transmittal Form):

a. Total Fee Paid

b. State Fee Paid

c. City/Town Fee Paid

6. General Project Description:



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP
DEP File Number
Document Transaction Number

City/Town _____

B. Resource Area Effects

1. Inland Resource Areas

Check all that apply below. Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.

Online Users:
Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
a. <input type="checkbox"/> Bank	1. linear feet	2. linear feet
b. <input type="checkbox"/> Bordering Vegetated Wetland	1. square feet	2. square feet
c. <input type="checkbox"/> Land Under Waterbodies and Waterways	1. square feet 3. cubic yards dredged	2. square feet
d. <input type="checkbox"/> Bordering Land Subject to Flooding	1. square feet 3. cubic feet of flood storage lost	2. square feet 4. cubic feet of flood storage replaced
e. <input type="checkbox"/> Isolated Land Subject to Flooding	1. square feet 2. cubic feet of flood storage lost	3. cubic feet of flood storage replaced
f. <input type="checkbox"/> Riverfront area		

1. Name of Waterway (if available):

2. Width of Riverfront Area (check one):

- ☐ 25 ft. - Designated Densely Developed Areas only
☐ 100 ft. - New agricultural projects only
☐ 200 ft. - All other projects

3. Total area of Riverfront Area on the site of the proposed project:

Square Feet _____

4. Proposed alteration of the Riverfront Area:

a. Total Square Feet _____	b. Square Feet within 100 ft. _____	c. Square Feet between 100 ft. and 200 ft. _____
----------------------------	-------------------------------------	--

5. Has an alternatives analysis been done and is it attached to this NOI? ☐ Yes ☐ No

6. Was the lot where the activity is proposed created prior to August 1, 1996? ☐ Yes ☐ No



WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP
DEP File Number
Document Transaction Number

City/Town _____

A. General Information (continued)

7. Project Type Checklist:

- a. ☐ Single Family Home
- b. ☐ Residential Subdivision
- c. ☐ Limited Project Driveway Crossing
- d. ☐ Commercial/Industrial
- e. ☐ Dock/Pier
- f. ☐ Utilities
- g. ☐ Coastal Engineering Structure
- h. ☐ Agriculture – cranberries, forestry
- i. ☐ Transportation
- j. ☐ Other

8. Property recorded at the Registry of Deeds for:

- a. County _____
- b. Book _____
- c. Page Number _____
- d. Certificate # (if registered land) _____

9. Buffer Zone Only

Is the project located only in the Buffer Zone of a bordering vegetated wetland, inland bank, or coastal bank, coastal beach, coastal dune, or salt marsh?

- a. ☐ Yes If yes, skip to Section C.
- b. ☐ No If no, check the resource areas to be affected by this project, directly below.



WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP:
DEP File Number
Document Transaction Number

City/Town _____

B. Resource Area Effects (continued)

2. Coastal Resource Areas:

Check all that apply below. Attach narrative and supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.

Online Users:
Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
a. <input type="checkbox"/> Designated Port Areas	Indicate size under Land Under the Ocean, below	
b. <input type="checkbox"/> Land Under the Ocean	1. Square feet 2. Cubic yards dredged	
c. <input type="checkbox"/> Barrier Beach	Indicate size under Coastal Beaches and/or Coastal Dunes below	
d. <input type="checkbox"/> Coastal Beaches	1. Square feet	2. Cubic yards beach nourishment
e. <input type="checkbox"/> Coastal Dunes	1. Square feet	2. Cubic yards dune nourishment
f. <input type="checkbox"/> Coastal Banks	1. Linear feet	
g. <input type="checkbox"/> Rocky Intertidal Shores	1. Square feet	
h. <input type="checkbox"/> Salt Marshes	1. Square feet	2. Sq ft restoration, rehab., or creation
i. <input type="checkbox"/> Land Under Salt Ponds	1. Square feet 2. Cubic yards dredged	
j. <input type="checkbox"/> Land Containing Shellfish	1. Square feet	2. Square feet restoration, rehab.
k. <input type="checkbox"/> Fish Runs	Indicate size under Coastal Banks, inland Bank, Land Under the Ocean, and/or inland Land Under Waterbodies and Waterways, above 1. Cubic yards dredged	
l. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	1. Square feet	

3. Limited Project:

Is any portion of the proposed activity eligible to be treated as a limited project subject to 310 CMR 10.24 or 310 CMR 10.53?

a. ☐ Yes ☐ No If yes, describe which limited project applies to this project:

b. Limited Project



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP
DEP File Number
Document Transaction Number

City/Town _____

C. Bordering Vegetated Wetland Delineation Methodology

Check all methods used to delineate the Bordering Vegetated Wetland (BVW) boundary:

Online Users:
Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

1. ☐ Final Order of Resource Area Delineation issued by Conservation Commission or DEP (attached)
2. ☐ DEP BVW Field Data Form (attached)
3. ☐ Final Determination of Applicability issued by Conservation Commission or DEP (attached)
4. ☐ Other Methods for Determining the BVW Boundary (attach documentation):
 - a. ☐ 50% or more wetland indicator plants
 - b. ☐ Saturated/inundated conditions exist
 - c. ☐ Groundwater indicators
 - d. ☐ Direct observation
 - e. ☐ Hydric soil indicators
 - f. ☐ Credible evidence of conditions prior to disturbance

For all projects affecting other Resource Areas, please attach a narrative explaining how the resource area was delineated.

D. Other Applicable Standards and Requirements

1. Is any portion of the proposed project located in estimated habitat as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetland Wildlife published by the Natural Heritage and Endangered Species Program?

a. ☐ Yes ☐ No

If yes, include proof of mailing or hand delivery of NOI to:
Natural Heritage and Endangered Species Program
Division of Fisheries and Wildlife
Route 135, North Drive
Westborough, MA 01581

b. Date of Map _____

2. For coastal projects only, is any portion of the proposed project located below the mean high water line or in a fish run?

☐ Yes ☐ No

If yes, include proof of mailing or hand delivery of NOI to:
Massachusetts Division of Marine Fisheries
251 Causeway Street, Suite 400
Boston, MA 02114

☐ Not applicable – project is in inland resource area only



WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP: _____
DEP File Number: _____
Document Transaction Number: _____

City/Town _____

D. Other Applicable Standards and Requirements (continued)

3. Is any portion of the proposed project within an Area of Critical Environmental Concern (ACEC)?

a. ☐ Yes ☐ No

If yes, provide name of ACEC (see instructions to WPA Form 3 or DEP Website for ACEC locations). **Note:** electronic filers click on Website.

b. ACEC _____

Online Users: Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

4. Is any portion of the site subject to a Wetlands Restriction Order under the Inland Wetlands Restriction Act (M.G.L. c. 131, § 40A) or the Coastal Wetlands Restriction Act (M.G.L. c. 130, § 105)?

a. ☐ Yes ☐ No

5. Is any activity within any Resource Area or Buffer Zone exempt from performance standards of the wetlands regulations, 310 CMR 10.00.

a. ☐ Yes ☐ No

If yes, describe which exemption applies to this project:

b. Exemption _____

6. Is this project subject to the DEP Stormwater Policy? a. ☐ Yes ☐ No

b. If yes, stormwater management measures are required. Applicants should complete Appendix B: Stormwater Management Form and submit it with this form.

c. If no, explain why the project is exempt:

E. Additional Information

Applicants must include the following with this Notice of Intent (NOI). See instructions for details.

Online Users: Attach the document transaction number (provided on your receipt page) for any of the following information you submit to the Department.

1. ☐ USGS or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation Commission and the Department to locate the site. (Electronic filers may omit this item.)

2. ☐ Plans identifying the location of proposed activities (including activities proposed to serve as a Bordering Vegetated Wetland [BWV] replication area or other mitigating measure) relative to the boundaries of each affected resource area.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP
DEP File Number
Document Transaction Number

City/Town

E. Additional Information (continued)

3. ☐ Other material identifying and explaining the determination of resource area boundaries shown on plans (e.g., a DEP BWV Field Data Form).
4. ☐ List the titles and dates for all plans and other materials submitted with this NOI.
5. ☐ If there is more than one property owner, please attach a list of these property owners not listed on this form.
6. ☐ Attach proof of mailing for Natural Heritage and Endangered Species Program, if needed.
7. ☐ Attach proof of mailing for Massachusetts Division of Marine Fisheries, if needed.
8. ☐ Attach Appendix A, see next page.
9. ☐ Attach Appendix B, if needed.

Online Users:
Include your document transaction number (provided on your receipt page) with all supplementary information you submit to the Department.

F. Fees

The fees for work proposed under each Notice of Intent must be calculated and submitted to the Conservation Commission and the Department (see Instructions and Appendix B. Wetland Fee Transmittal Form).

No fee shall be assessed for projects of the federal government, the Department, or cities and towns of the Commonwealth.

Applicants must submit the following information (in addition to pages 1 and 2 of Appendix B) to confirm fee payment:

1. Municipal Check Number

2. Check date

3. State Check Number

4. Check date

5. Payor name on check: First Name

6. Payor name on check: Last Name



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 3 – Notice of Intent

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by DEP:
DEP File Number
Document Transaction Number

City/Town

G. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Notice of Intent and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will place notification of this Notice in a local newspaper at the expense of the applicant in accordance with the wetlands regulations, 310 CMR 10.05(5)(a).

I further certify under penalties of perjury that all abutters were notified of this application, pursuant to the requirements of M.G.L. c. 131, § 40. Notice must be made in writing by hand delivery or certified mail (return receipt requested) to all abutters within 100 feet of the property line of the project location.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date

Signature of Representative (if any)

Date

For Conservation Commission:

Two copies of the completed Notice of Intent (Form 3), including supporting plans and documents; two copies of pages 1 and 2 of Appendix B; and the city/town fee payment must be sent to the Conservation Commission by certified mail or hand delivery.

For DEP:

One copy of the completed Notice of Intent (Form 3), including supporting plans and documents; one copy of pages 1 and 2 of Appendix B; and a copy of the state fee payment must be sent to the DEP Regional Office (see Instructions) by certified mail or hand delivery. (E-filers may submit these electronically.)

Other:

If the applicant has checked the "yes" box in any part of Section D, Item 3, above, refer to that section and the Instructions for additional submittal requirements.

The original and copies must be sent simultaneously. Failure by the applicant to send copies in a timely manner may result in dismissal of the Notice of Intent.