

## HOW MUCH WILL IT ALL COST?

There is a state-established fee schedule for Notices of Intent. The amount depends on the project. Most projects also require that you hire a wetland scientist, surveyor, and engineering firm.



## HOW LONG WILL IT TAKE?

It takes at least four weeks from the time the application is submitted to time you get your permit, depending on whether the hearing is closed in one night, or continued.



## APPEAL PROCESS

Whether a permit is issued or denied, any abutter, the applicant, or a 10-citizen group has 10 business days to appeal to the state Department of Environmental Protection on the grounds that the Commission failed to properly enforce the law.

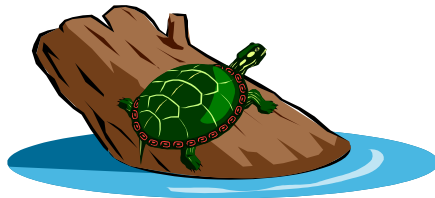
## FOR MORE INFORMATION

To download application forms or for more information about the Commission, wetlands, and filing for permits, please visit [www.weston.org/562/Obtaining-a-Wetlands-Permit](http://www.weston.org/562/Obtaining-a-Wetlands-Permit)

## WHY PROTECT WETLANDS?

Laws protect wetlands because:

- Wetlands help **protect the quality and quantity of our groundwater** as well as our public and private water supplies.
- Wetlands store floodwater and release it slowly downstream preventing storm damage and reducing flood levels.
- Wetlands absorb excess nutrients and trap many kinds of pollutants, filtering water before it reaches our streams and rivers.
- Wetlands provide vital habitat for a wide variety of fish and animals to feed, breed, and live.



Weston Conservation Commission

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Hours: 8:30 AM to 5:00 PM

Monday through Friday

# APPLYING FOR A NOTICE OF INTENT

## A USER'S GUIDE TO THE PERMIT PROCESS



Weston

Conservation Commission

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**Applying Is Easier  
Than You Think!**

## WHAT IS A NOTICE OF INTENT?

A Notice of Intent (NOI) is a **permit application**. Anyone wishing to perform work that is likely to affect a wetland within the Commission's jurisdiction (see below) is required by state law to file an application.

## WHAT DO I NEED TO FILE FOR?

The Commission must review and permit **any work that involves cutting of vegetation, grading or filling, construction, and/or landscaping within:**

- 100 feet of a:
  - Swamp or marsh
  - Forested wetland
  - Isolated wetland
  - Pond
  - Intermittent stream
- 200 feet of a stream that flows year round (perennial stream)
- the 100-year flood zone



Please note that work within 25 feet of most wetlands (i.e., in the **25-Foot No Disturb Zone**) is prohibited or significantly restricted.

## WHAT IS THE PERMIT PROCESS?

**You must submit a complete NOI filing.** (See *NOI Filing Checklist* on Weston's website for complete filing information) This includes a state application, engineered plan, and filing fees.

Please contact the Conservation Commission staff if you have any questions. We also have a list of environmental consulting firms that

can assist you. You will be given a hearing date and time.

**You must then notify all abutters within 100 feet of your property** as soon as you get the date and time for your hearing.



**The Conservation Administrator and several members of the Commission will perform a site visit** and review the application, usually a few days before the hearing.

**The Commission will hold a public hearing** within 21 days of receiving the application. These hearings are generally held every other Tuesday night, starting at 7:30pm. Hearings are legally advertised in the local paper at least 5 business days in advance of the public hearings.

The Chairman will open the hearing. **The landowner or a representative will be given the opportunity to present the project, and the Conservation Commission members will have a chance to ask questions.** The Chairman will then accept comments and questions from the public that relate to wetland issues.

If, at the hearing, the Commission feels that the proposed project has met the standards required by law, the Commission will close the hearing and, at its next meeting, issue a permit or "Order of Conditions", approving the project and defining specific requirements.

If the Commission feels that the wetlands will not be protected, the Commission will close the hearing and deny the project.

If there are questions that remain unanswered, the hearing may be continued. If all questions are answered, the hearing will be closed.

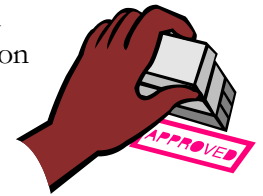
**The Commission will issue an Order of Conditions (i.e., the permit) within 21 days of closing the hearing.** After a 10-day appeal period, work may begin.

## WHAT'S AN ORDER OF CONDITIONS?

**An Order of Conditions is your permit to do work -- you must follow the conditions outlined in it.** If you do not follow the conditions in your Order of Conditions, the Commission can take enforcement action and stop the project for non-compliance.

**If you wish to change your plan, you must inform the Commission of your intentions and seek permission in advance.** Changing plans without informing the Commission could result in enforcement action.

An Order of Conditions is generally **valid for three years**. If you need more time to complete the project, you must apply for an extension at least 1 month prior to the date your Order expires.



Once your project is complete, please contact the Conservation Department to request a "**Certificate of Compliance**" and to formally close out your permit.