NOI SUBMISSION CHECKLIST
Revised August 9, 2018

☐ Original signed NOI application package plus 8 complete copies submitted to the Conservation Department. The NOI application package must contain the following:
  - Locus map
  - Assessor’s map
  - FEMA map
  - 1=20” site plan stamped by a Registered Professional Engineer, detailing proposed work which must include the following (where applicable):
    - Buffer zone
    - Open water / streams
    - BLSF
    - BVW
    - 20’ no disturb / erosion control boundary
    - Riverfront
    - Existing and proposed grades with 2ft contours
    - Wetlands replication
  - Runoff calculations and narrative of drainage patterns, volumes, characteristics
    - Pre and post construction calculations for 2, 10, and 100 year flood events
  - DEP Checklist for Stormwater Report (required of all projects)
    - Stormwater management report (where applicable)
    - Detailed soils, groundwater, hydrologic information (where applicable)
  - If wetland alteration is proposed, a detailed replication plan prepared by a professional wetland scientist
  - Landscape / planting plan
  - Burlington Bylaw Application Form with original signatures
  - Abutter Notification Form, copies to be sent by applicant to all abutters within 100 feet of project property
  - Complete list of abutters obtained from Assessor’s department, for all abutters (including in adjacent towns where applicable) within 100 feet of project property
  - DEP NOI Form 3 application with original signatures
  - DEP Wetland Fee Transmittal form

☐ For all projects other than single family homes, an electronic copy of the entire package described above should be emailed to conservation@burlington.org

☐ Copies of NOI application package to be delivered or emailed to the departments listed below, with completed stamp sheet submitted to the Conservation Department if delivered by hand.
  - Planning – email address: planning@burlington.org
  - Engineering – email address: engineering@burlington.org
  - Board of Health - email address: boh@burlington.org
  - Selectmen’s Office – email address: selectmenstaff@burlington.org

☐ Copy of NOI application package and State share of MA DEP fee to be delivered to the MA DEP Northeast Regional Office, 205 B Lowell Street, Wilmington, MA 01887

☐ Burlington Bylaw fee and Town share of MA DEP fee