

NOI SUBMISSION CHECKLIST

February 20, 2024

- ☐ **Original signed NOI application package plus 2 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** to be delivered to the Mass DEP Northeast Regional Office, 150 Presidential Way, Woburn, MA 01801; **DEP Fee** goes to DEP, Box 4062, Boston, MA 02211 (check made out to Commonwealth of Massachusetts)
- ☐ Burlington Bylaw fee and Town share of MA DEP fee