

NOTICE OF INTENT FILING REQUIREMENTS AND CHECKLIST

Policy Guideline 98-1: Filing Requirements and Checklist

General:

The following information will be required for most Notice of Intent filings. This checklist will need to be included with the finished Notice of Intent as an outline of the information provided. This checklist need not be sent to DEP. It is the responsibility of the applicant/representative to submit a complete Notice of Intent application. Failure to submit a complete application will result in delays and possible denial of the project.

The Conservation Commission acts as a reviewing agency. Filing requirements pursuant to MGL C. 131 s.40 and the Town of Bourne Wetlands Protection Bylaw Article 3.7, are the applicant's responsibility. **THE COMMISSION WILL AUTOMATICALLY CONTINUE THE HEARING ON AN APPLICATION, WHICH DOES NOT CONFORM TO THESE FILING REQUIREMENTS.**

If a Board of Health permit is needed, filing with the Conservation Commission and the Board of Health should be done concurrently. The Commission encourages applicants to file an abbreviated Notice of Resource Area Delineation (DEP Form 4A) to "lock in" wetland resource boundaries BEFORE going to the Board of Health and/or the Planning Board.

All paper and digital submissions must be received by the hearing schedule deadline. If the application is mailed, it must be postmarked by the submission deadline. Revised plans and/or information requested by the Commission for a continued hearing must be submitted no later than 12 pm on the Friday prior to the hearing.

Information Relative to All Plans:

1. ____ Title Box: date, owner/applicant, bar scale, latest revision
2. ____ North arrow
3. ____ Locus Map
4. ____ Assessor's reference: map and parcel number
5. ____ Lot area in square feet
6. ____ Property boundaries
7. ____ Scale no smaller than 1 inch=40 ft. (the Commission prefers 1 inch=20 ft.)
8. ____ Existing contours at 2 ft. intervals based on (NAVD88).
9. ____ Resource area labeled (BVW, flood zones, riverfront area, dune, etc.)
10. ____ All Wetland Resource Area boundaries should be displayed with each individual flagging station numbered (Example: BVWI, BVW2, BVW3, etc.). The numbering system must correspond to the actual flagging stations located in the field (see On-Site Requirements).

Not Applicable, the entire Site is within a Land Subject to Coastal Storm Flowage resource area.

11. _____ a 200-ft. setback line from the Riverfront Resource Areas and a 100-ft. setback line from all other Wetland Resource Areas. Not Applicable, the entire Site is within a Land Subject to Coastal Storm Flowage resource area. Riverfront Area is not present within 200-feet of the Site.
12. _____ ACEC boundaries must be displayed on the plan, if applicable. Not Applicable, no ACEC is mapped within the Site.
13. _____ A no habitable dwelling, accessories, or roadway/driveway 50-ft. setback from all Wetland Resource Area boundaries (including top of coastal banks and/or the landward edge of dunes) is required on the plan for all new construction. Not Applicable, the entire Site is within a Land Subject to Coastal Storm Flowage resource area, with no other wetland resource areas located within the Site.
14. _____ A minimum 25-ft. strip of naturally occurring vegetation is required up-gradient of any Wetland Resource Area boundary and must be displayed. Not Applicable, the Site has been previously developed and is located entirely within a Land Subject to Coastal Storm Flowage resource area.
15. _____ Erosion control mechanisms and the limit of work line should be displayed. Where applicable, the Commission requests that erosion control devices be located at the limit of work line.
16. _____ The ORIGINAL signed and stamped plan, and one copy must be submitted with the Notice of Intent.
 - Field locations of property lines, wetland lines, resource area delineations, etc. require a R.L.S stamp and signature.
 - Septic systems require either an R.S. or a P.E. stamp and signature.
 - Foundations on piers or pilings, retaining walls, docks, and revetments require a P.E. stamp and signature.
 - Proposed structures located in an AE & VE flood zone may require a P.E. stamp.

Additional Information Which May Be Required (If Applicable):

1. _____ AE and VE flood zones along with the 100-year flood elevation. The plan must reflect compliance with State Building Code 780 CMR 2102.0 for construction in a flood zone.
2. _____ MHW and MLW (Extreme High water or Spring Tide) indications. Not Applicable, the Site is over 300-feet from the ocean.
3. _____ A report explaining the wetland delineation methodology used, DEP Wetland Delineation Worksheets, and vegetation, soils and hydrology data. Not Applicable, no Vegetated Wetlands are present within the Site.
4. _____ All above ground proposed and existing structures, roadways, access ways etc.
5. _____ Below ground alterations and structures, including utility lines, drainage structures, on-site septic systems, wells, and any type of storage tanks.
6. _____ The type of material to be used in roadway construction, roadway profiles and profiles and crossections of drainage or retention/detention structures.
7. _____ Proposed contours and amount of fill in cubic yards.

8. _____ Dwellings, labeled with the number of bedrooms and lowest proposed floor elevation.
Not Applicable, no dwellings are proposed.
9. _____ Septic system design, in compliance with Title 5 and the Town of Bourne Board of Health Regulations. Setbacks from any Wetland Resource Area must be shown. *Not Applicable, no septic systems are proposed.*
10. _____ Any private water supply wells within 100-ft. radius of the property boundaries.
Not Applicable, the area is served by Municipal water supply.
11. _____ Surface drainage directions and destinations.
12. _____ Soil characteristics for a representative portion of the site. USDA/NRCS Soil Maps or on-site soil sampling.
13. _____ Easements and zoning setback information.
14. _____ Water Resource District information (Town of Bourne Zoning Map).
Not Applicable, the Site is not within a Water Resource District.

On-Site Requirements:

1. _____ Flagging of all Resource Areas, under both MGL C. 131 s.40 and the Town of Bourne Wetlands Protection Bylaw Article 3.7, labeled and numbered sequentially (BVW #1-4 etc.).
Not Applicable, the Site is located entirely within Land Subject to Coastal Storm Flowage.
2. _____ Stakes and flagging in place seven days prior to the hearing.
3. _____ Stakes and flagging to indicate the proposed building or structure corners, proposed septic leaching field, and trees to be removed over 4-in. DBH.
4. _____ A large stake or flag to identify the undeveloped lot, visible from the street.
Not Applicable, the Site is previously developed.

Submittal Requirements:

1. **How to apply to the Bourne Conservation Commission:** Submit complete Notice of Intent application Online through the Open Gov portal. The plans will be the only paper copies submitted to the Town by mail or hand delivery (1 original wet stamped and 2 copies) total of (3) paper copies. Digital copy must include WPA form, maps, project narrative, Bourne forms, abutter documents and site plans.
2. **How to apply to the MassDEP Regional office:** Send one copy of the WPA Form 3: Notice of Intent application and the accompanying plan to the Department of Environmental Protection (DEP), 20 Riverside Dr., Lakeville, MA 02346 by certified mail/return receipt, or hand delivery with proof of deliverance; or file Online using MassDEP's Online filing system.
3. **Payments to the Town of Bourne:** There will be two separate payments: The local bylaw fee and the NOI city/town share of the filing fee. Submit the Bourne Bylaw Filing Fee Calculation Sheet along with a copy of the NOI Wetland Fee Transmittal Form at the same time as the Notice of Intent application. The filing fee checks are made payable to the Town of Bourne, or you have the option to pay online, either by electronic check or credit card. The Bourne Conservation's online payment center link is found on the Town's Conservation Department web page and on the Open Gov portal.

A *copy* of the completed NOI Wetland Fee Transmittal Form must be mailed to DEP. **Payments mailed to MassDEP Lock Box:** Mail NOI Wetland Fee Transmittal Form pp. 1-2 along with check or money order for the State share of the filing fee, payable to the Commonwealth of Massachusetts:

Department of Environmental Protection

Box 4062

Boston, MA 02211

4. Abutter notification: Applicant must notify all abutters within 100 ft. of the property lines by certified mail/return receipt, certificates of mailing, or hand delivery with signatures. Abutters must receive notification at least 5 days before the hearing date. Proof of abutter notification must be submitted the night of the hearing. Failure to provide proof of abutter notification will result in continuance or denial of the project by the Commission.
5. Hearing date: The Commission will set a hearing date within 21 days of the date on which the Notice of Intent is filed. The applicant or authorized representative will be notified of the date of the hearing. A public notice will appear in the Cape Cod Times or another newspaper of local circulation at least 5 days prior to the hearing date. The bill for the public notice will be sent to the applicant or the project representative.

Public Hearing Presentation Format:

1. Except for complex projects, the initial presentation by the applicant or representative should not exceed 10 minutes.
2. The applicant or representative should first describe the Resource Areas within 100 ft. of the proposed project. Performance standards and interests protected by these resources should be discussed.
3. The applicant or representative should describe the proposal, limit of work, proximity to Resource Areas, changes in topography, drainage, etc.
4. The applicant or representative should conclude by discussing performance standards, mitigation measures, avoidance designs, and Best Management Practices that will be used to protect wetland functions from the project impacts. For proposals within 200 ft. of a Riverfront Resource Area, an alternative analysis should be submitted and discussed.

Questions regarding proper procedures and filing requirements should be directed to the Town of Bourne Conservation Department at (508) 759-0600 ext. 1344. The office is open Monday through Friday, 8:30 a.m. to 4:30 p.m.

Town of Bourne
CONSERVATION COMMISSION

24 Perry Avenue
Buzzards Bay, Massachusetts 02532

Site Inspection Authorization

This form must be signed and dated by the property owner:

As the owner of the property which is the subject of this permit application, I grant to members and agents of the Bourne Conservation Commission the right to enter, inspect and sample the premises for the following:

1. To evaluate site conditions and verify information contained in the application prior to and during the hearing process.
2. To monitor the site during construction.
3. To verify compliance with the permit after the project's completion.



2-17-2025

Signature

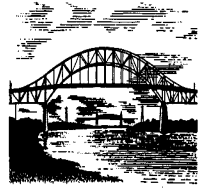
Date

16 Tower Lane (Map 23.3, Lot 006.00) & 101 Academy Drive (Map 23.3, Lot 050.00)

Address of Proposed Work (*include map and parcel*)



TOWN OF BOURNE
Conservation Commission
24 Perry Avenue
Buzzards Bay, MA 02532



NOTICE OF INTENT
VOLUNTARY TIME WAIVER AGREEMENT

Commissioners:

I hereby voluntarily waive the time requirements set forth in the Chapter 131 s. 40 (Wetlands Protection Act), its regulations at 310 CMR 10.00, and the Town of Bourne Wetlands Protection Bylaw Article 3.7 for a public hearing/meeting and issuance of the OOC/DOA/COC/ORAD. I understand the Commission will make every effort to hold a public meeting within the mandated 21 day time frame and render a decision within the subsequent time frame.

In agreeing with this waiver the public meeting will take place within 35 days of receiving the Notice of Intent and a decision will be issued within 35 days of the close of the hearing.

Applicant's or Representative's Signature

2-17-2025

Date

Applicant's Name: Massachusetts Maritime Academy

Address: 101 Academy Drive, Bourne, MA 02532

Telephone/Email: 508-830-5054 / bcherry@maritime.edu (Brian Cherry, MMA Director of Operations & Maintenance)

Project Location: 16 Tower Lane & 101 Academy Drive, Bourne, MA 02532

