

Shutesbury Conservation Commission
PO Box 276
Shutesbury, MA 01072

Dear

To file a **Notice of Intent [NOI]**, you will need to follow these steps:

- Go to www.shutesbury.org** and follow the link to Conservation Commission. In the box at the right-hand side of the page, under Wetlands Permit Applications, click on "WPA Form 3 [NOI]" and "Instructions." **Download DEP's WPA Form 3**, follow the DEP instructions to **complete the form**, using the Fee Transmittal Form to determine the fee appropriate to your project, and **print out the completed form**.
- Submit** the NOI form to the Conservation Commission (address above) **and to DEP**: Department of Environmental Protection, Western Region Office — Wetlands Division, 436 Dwight Street 4th Floor, Springfield, MA 01103
- Contact the Board of Assessors** at 259-3790 to obtain a list of abutters. Notify your abutters, following the "Template for Abutter Notification" (enclosed). You may notify your abutters by certificate of mailing or by personal delivery in hand, using the "Affidavit of Service" (enclosed).
- If** you've been informed that your property is located **within the Town of Amherst Watershed, send an abutter notification to**: Ellie Kurth, Town of Amherst, Department of Public Works, 586 South Pleasant Street, Amherst, MA 01002"
- Once you've submitted your Notice of Intent to the Conservation Commission, you will be given a site visit date and date for a public hearing. **Publish a legal notice**, informing the public of the hearing, to appear one time in a local daily newspaper **at least five business days before your hearing**, using the "Template for Public Legal Notice" (enclosed).

Please contact us with any questions: 413 259-3792 or concom@shutesbury.org

Thank you,
Linda Avis Scott
Shutesbury Conservation Commission Clerk
Office Hours: Tuesday and Thursday 10am – noon

Enclosures:
Template for Abutter Notification
Affidavit of Service (for hand delivery of abutter notification)
Template for Public Legal Notice

10.15.11