



## City of Peabody Conservation Commission

City Hall • 24 Lowell Street • Peabody, Massachusetts 01960 • Tel. 978-538-5782

### CHECKLIST FOR CONCOMM PERMITTING

#### **RDA**

- \_\_\_ Local Permit Fee \$20 (make check out to City of Peabody)
- \_\_\_ **11** copies of RDA application and Plans
- \_\_\_ Check to Newspaper (newspaper of choice see list for pricing)
- \_\_\_ Affidavit of Service
- \_\_\_ Certified Mail receipts (bring green cards to hearing)
- \_\_\_ List of abutters (see assessor's office may take up to 5 business days)
- \_\_\_ Notification to Abutters (filled out)
- \_\_\_ Application & plan to be sent to **DEP** via certified mail or hand delivered to Northeast Region office (see page 2 for address).
- \_\_\_ **DPS to receive copy via interoffice mail\*\*\***

#### **NOI/ANRAD/ANOI**

- \_\_\_ Local Permit Fee (make check out to City of Peabody-prices vary)
- \_\_\_ WPA filing fees (price varies depending on project type)
- \_\_\_ **11** copies of application (SIGNED & DATED) and Plans (STAMPED)
- \_\_\_ Check to Newspaper (newspaper of choice see list for pricing)
- \_\_\_ Photocopy of DEP check to city.
- \_\_\_ Affidavit of Service
- \_\_\_ Certified Mail receipts (bring green cards to hearing)
- \_\_\_ List of abutters (see assessor's office may take up to 5 business days)
- \_\_\_ Notification to Abutters (filled out)
- \_\_\_ All documents to be sent to DEP via certified mail or hand delivered to Northeast Region office (including photocopies of checks and all abutter documents).
- \_\_\_ If the property is located in the Wetland Conservancy District (per §8.4 of City Ordinance) it should be shown on all plans submitted
- \_\_\_ **DEP check to be sent to lockbox in Boston with copy of NOI:**  
(DEP, PO Box 4062, Boston MA 02211)
- \_\_\_ **DPS to receive copy via interoffice mail\*\*\***
- \_\_\_ Digital copy of submitted documents (**optional**)

**YES**

**NO ~ Is this property Registered Land (Land Court)?**

**ABUTTERS MUST BE NOTIFIED AT LEAST 7 BUSINESS DAYS BEFORE HEARING VIA CERTIFIED MAIL**

*Revised 5/11/2015 LMD*

**PLEASE remember to sign and date your applications.**

\*\*\* City hall staff responsibility not applicant.



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**WHAT SHOULD I SEND TO DEP?**  
**NOI/ANRAD/ANOI ONLY**

Your Wetlands Protection Act **filing check** should be mailed with the “**NOI Wetland Fee Transmittal Form**” to the following:

**DEP**  
**PO Box 4062**  
**Boston MA 02211**

The following should be sent to DEP’s Northeast Regional office at the following address via certified mail or hand delivered:

**MassDEP Northeast Region**  
**205B Lowell Street**  
**Wilmington, Massachusetts 01887**  
**Main Phone: 978-694-3200**

Please send the following:

- \_\_\_ Photocopy of WPA filing permit fee (Commonwealth of Mass check)
- \_\_\_ A photocopy of the “NOI Wetland Fee Transmittal Form”
- \_\_\_ Signed and dated permit application
- \_\_\_ All relevant plans stamped by a professional engineer or architect etc.
- \_\_\_ Affidavit of Service signed and dated
- \_\_\_ Certified list of abutters signed and dated by the Assessor’s office
- \_\_\_ Photocopy of city check
- \_\_\_ Any Wetland Reports

Filename: Checklist of docs needed.doc  
Directory: C:\Users\scott.west\Desktop  
Template: C:\Users\scott.west\AppData\Roaming\Microsoft\Templates\Normal.dotm  
Title:  
Subject:  
Author: lucia.delnegro  
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