



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)
- ___ **2** copies of RDA application and Plans
- ___ thumb drive or disk with full application and plans etc.
- ___ 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)
- ___ **2** copies of application (SIGNED & DATED) and Plans (STAMPED)
- ___ Digital copy of submitted documents (thumb drive or disk or downloadable link)
- ___ 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 mailbox in Boston with copy of NOI:**
(DEP, PO Box 4062, Boston MA 02211)
- ___ **DPS to receive copy via interoffice mail*****

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