

**NOI SUBMISSION CHECKLIST**  
*June 28, 2023*

- 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](mailto: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](mailto:planning@burlington.org)
  - Engineering – email address: [engineering@burlington.org](mailto:engineering@burlington.org)
  - Board of Health - email address: [boh@burlington.org](mailto:boh@burlington.org)
  - Selectmen's Office – email address: [selectmenstaff@burlington.org](mailto:selectmenstaff@burlington.org)
  
- Copy of NOI application package and State share of MA DEP fee** to be delivered to the MA DEP Northeast Regional Office, 150 Presidential Way, Woburn, MA 01801
  
- Burlington Bylaw fee and Town share of MA DEP fee