



## WENHAM CONSERVATION COMMISSION

Wenham Massachusetts 01984

Dear Applicant of a Notice of Intent:

Online links to the State forms that you need to file with the Wenham Conservation Commission for your Notice of Intent are listed below. Included are instructions explaining how to complete the forms, but if you need further assistance, please feel free to call me at the Conservation Office.

- Instructions only <http://www.mass.gov/dep/water/approvals/wpa3inst.doc>
- Word version (can be typed into)  
<http://www.mass.gov/dep/water/approvals/wpaform3.doc>
- PDF application with instructions  
<http://www.mass.gov/dep/water/approvals/wpaform3.pdf>

The Commission would like eight (8) copies of the forms, including a detailed plan, signed by a Massachusetts approved Professional Engineer, Registered Surveyor, or Registered Sanitarian. In addition to filing the State forms, we ask that you submit to the Commission:

1. A copy of the checks you have made to the State and to the Town of Wenham
2. A signed copy of the Affidavit of Service
3. A list of the abutters
4. The returned receipts from the abutters (may be submitted at the meeting)
5. A completed Notification to Abutters
6. A locus map showing where your property is located. (This map is also required to be sent to the state.)

Once I receive your filing, I will schedule you on the next available Conservation Commission meeting and submit an ad to the Hamilton-Wenham Chronicle. You will be billed directly by the paper for this ad. The meetings take place on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Mondays of the month and the filing is required at a minimum two (2) weeks prior to the meeting. I will call you to inform you of the date and time that you are on the meeting agenda.

We look forward to working with you on this project, and should you have any questions please do not hesitate to call.

Emilie Cademartori  
Conservation Coordinator