



## WENHAM CONSERVATION COMMISSION

Wenham Massachusetts 01984

Dear Applicant of an Abbreviated Notice of Intent:

Online links for the State forms that you need to file with the Wenham Conservation Commission for the Abbreviated Notice of Intent for your project are listed below. There 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/wpa4inst.doc>
- Word version (can be typed into)  
<http://www.mass.gov/dep/water/approvals/wpaform4.doc>
- PDF application with instructions  
<http://www.mass.gov/dep/water/approvals/wpaform4.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 (see link to local fees [http://www.wenhamma.gov/depts\\_forms&docs/conscom/filingfees.pdf](http://www.wenhamma.gov/depts_forms&docs/conscom/filingfees.pdf) )
2. A signed copy of the Affidavit of Service
3. A list of the abutters
4. The returned receipts from the abutters,
5. A completed Notification to Abutters form
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. I will call you to inform you of the date and time that you are on the meeting schedule.

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