



City of Peabody
Conservation Commission

City Hall • 24 Lowell Street • Peabody, Massachusetts 01960 • Tel. 978-538-5900

CHECKLIST FOR CONCOMM PERMITTING

RDA

- Local Permit Fee \$20 (make check out to City of Peabody)
- 13** 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.
- 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)
- 13** 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).
- 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*****

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

Revised 7/30/2008 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?

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:

1. Photocopy of WPA filing permit fee (Commonwealth of Mass check)
2. A photocopy of the “NOI Wetland Fee Transmittal Form”
3. Original signed and dated permit application and all plans stamped by a professional engineer or architect etc.
4. Affidavit of Service signed and dated
5. Certified list of abutters signed and dated by the Assessor’s office
6. Photocopy of city check