

Using eDEP for NOIs

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1. Registration

1.1 Your eDEP Account

Introduction

The eDEP process enables online filing with MassDEP from its web site at <https://edep.dep.mass.gov>.

This document provides general instructions to file electronically a Notice of Intent (NOI) and an Abbreviated Notice of Resource Area Delineation (ANRAD). Refer to the individual form-specific document for detailed [Instructions](#).

To use eDEP, set up an account as follows:

- From the eDEP homepage, read the eDEP Requirements;
- If you satisfy these requirements, create an account as a New User.
- Creating your account takes only a few minutes and allows secure access to eDEP.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

eDEP MassDEP's Online Filing System

Login or Get Username & Password

Note: eDEP is unavailable from 9:00PM Friday through 3:00AM Saturday for backup purposes.

New eDEP Features: [Preview](#)

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

- [What is eDEP & other FAQ's?](#)
- [What forms can I file in eDEP?](#)
- [Instructions for eDEP Forms](#)
- [eDEP Contacts & Feedback](#)

Log into eDEP

Username:

Password:

[Forgot your Password?](#)

Register and get Username and Password

Read the eDEP Requirement

For PC's:

- Microsoft Windows NT, 4.0, 2000, or XP.
- Browsers: IE 5.0, Firefox 3.0, Navigator 7.0 and higher.
- Adobe Reader 7.0.7 or higher.

For Mac:

Continued on next page

Your eDEP Account (cont)

Complete all required fields identified with red asterisks (*).

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

User Registration

Create an account in eDEP by completing all the required fields *. Then click Next.

Personal Information - create your account profile. Please Read the [DEP's Privacy Policy](#).

*First Name

Middle Name

*Last Name

Salutation

Suffix

Job Title

*E-mail Address e.g., jsmith@domain.com

Business Name

*Contact Address Line 1

Contact Address Line 2

*City

After completing all required fields, review and agree to the eDEP Terms and Conditions.

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1.2 Proof of Identity

What is Proof of Identity?

Proof of Identity is a process used in eDEP to verify the identity of individuals who need to secure access to Orders of Conditions (OOCs) and Orders of Resource Area Delineation (ORADs) for issuing Wetlands Permits; and/or to obtain Administrative Privileges (explained below) for conservation commissions, businesses, and organizations.

Proof of Identity Approval is not required for applicants who wish to access or submit a Notice of Intent (NOI) or Abbreviated Notice of Resource Area Delineation (ANRAD) form to MassDEP except if you are requesting administrative privileges.

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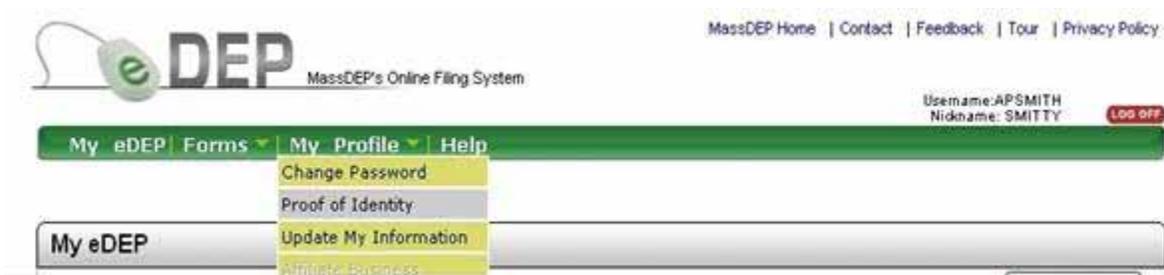
1.3 Administrative Privileges

What are Administrative Privileges?

Administrative privileges are optional rather than required for using eDEP forms. Individuals may obtain administrative privileges for a conservation commission, business, or organization by submitting a notarized Proof of Identity form for approval to MassDEP. The administrator for a consulting firm might be the president or other corporate officer. An Administrator for a conservation commission might be the Agent or Chair. An Administrator can affiliate other eDEP users with their company or organization and specify a time period during which the affiliation is valid. See below for information on Affiliations.

How to Obtain Proof of ID Approval for Administrative Privileges for Your Company?

To request Proof of Identity approval for administrative privileges, follow the steps below. Once registered for eDEP, select “Proof of Identity” from the pull down menu under “My Profile”.



On the page that comes up, Click the box next to “Apply for Administrative Privileges.” Enter your business Tax ID Number “TIN” and your “Business Name” in the fields provided. Click “Apply”



Click the “Print” button at the bottom of the next page. This is your receipt that you will need to sign and mail into MassDEP at the address written at the top of the page. Within approximately 48 hours of when MassDEP receives the signed document, you will receive your approval by email.

My eDEP | Forms | My Profile | Help

Proof of Identity

 **MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION**

STANDARD PROOF OF IDENTITY FORM
(For the eDEP online filing system)

Instructions:

1. ALL users must print this form.
2. Must provide a hand-written signature.
3. Mail the printed signed form to:
eDEP Manager
4th Floor - ITO
1 Winter Street
Boston, MA 02108

Apply for a eDEP Administrator

First Name:	ALICE
Last Name:	SMITH
User Name:	ALICE@SMITH

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1.4 Affiliation

How does an Affiliation work?

An Affiliation 1) allows the users to file in eDEP as representatives of your organization, and 2) gives you access to view any forms that they start on behalf of your organization. To affiliate other users with or in your organization, you must therefore first establish a Proof of Identity and Administrative Privileges.

To affiliate a user, as administrator you should first obtain the user's eDEP nickname. An administrator establishes affiliation through the eDEP 'Share Business' page. The Administrator can access the 'Share Business' page and establish affiliations by following this path;

- ✓ Click "Log In"
- ✓ Select "My Profile"
- ✓ Click "Manage my organization"
- ✓ Select "Add" button and provide the nickname of the user that you are affiliating. Then indicate the privileges you want the user to have by picking either Employee/Agent or Administrator as their role.

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2. Filling Out the Forms

2.1 Online Forms

The wetland *permit application* forms available in eDEP include

- WPA Form 3 – Notice of Intent (NOI)
- WPA Form 4A – Abbreviated Notice of Resource Area Delineation (ANRAD).

The following view will appear when you first log on to your eDEP account.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: APSMITH
Nickname: SHMITTY **LOG OFF**

My eDEP | Forms | My Profile | Help

My eDEP

Welcome to eDEP..

Username: APSMITH
Nickname: SHMITTY

Note: Your Username/Nickname appears on the top right hand corner next to the log off button.

Thank you for registering.

Protect your Password!

- Do not reveal your password to others. Do not leave your password in plain sight. If your password security is compromised, you must inform DEP to deactivate the account.
- You are responsible for information submitted using your password. Remember, there may be significant penalties for submitting false information, including possible fines and imprisonment.

You may begin using eDEP. My eDEP will list all your transactions. You currently have no transactions.

To start, click the Forms menu above. Then select your form by category or pick All Forms.

Select “Wetland Forms” from the “Forms” drop down menu

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: APSMITH
Nickname: SHMITTY **LOG OFF**

My eDEP | Forms | My Profile | Help

Air & Climate
Business Sectors
Cleanup of Sites & Spills
Drinking Water
Toxics & Hazards
Waste & Recycling
Wastewater
Wetlands
All Forms
Recent Forms

My eDEP

Welcome to eDEP..

Username: APS
Nickname: SHM

Note: Your User... the top right hand corner next to the log off button.

Thank you for registering.

Protect your Password!

- Do not reveal your password to others. Do not leave your password in plain sight. If your password security is compromised, you must inform DEP to deactivate the account.
- You are responsible for information submitted using your password. Remember, there may be significant penalties for submitting false information, including possible fines and imprisonment.

You may begin using eDEP. My eDEP will list all your transactions. You currently have no transactions.

To start, click the Forms menu above. Then select your form by category or pick All Forms.

The wetland permit application forms available in eDEP include WPA Form 3 – Notice of Intent (NOI), WPA Form 4A – Abbreviated Notice of Resource Area Delineation (ANRAD).

Select either an NOI or an ANRAD by clicking the “Start Transaction” button on the right column of the form you wish to file. Then follow the instructions provided below for each individual form.

My eDEP | Forms ▾ | My Profile ▾ | Help

Wetlands

Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
Wetlands		
WPA Form 3 - NOI	This form is for a Wetlands Permit. It provides the Conservation Commission and MassDEP with a complete and accurate description of the site and proposed work within areas subject to jurisdiction for the review and issuance of an Order of Conditions.	Instructions 
WPA Form 4A - ANRAD	This form is used to obtain confirmation of a delineated boundary of bordering vegetated wetlands and other resource areas on the site to establish the extent of the buffer zone and resource areas prior to filing a Notice of Intent for proposed work.	Instructions 



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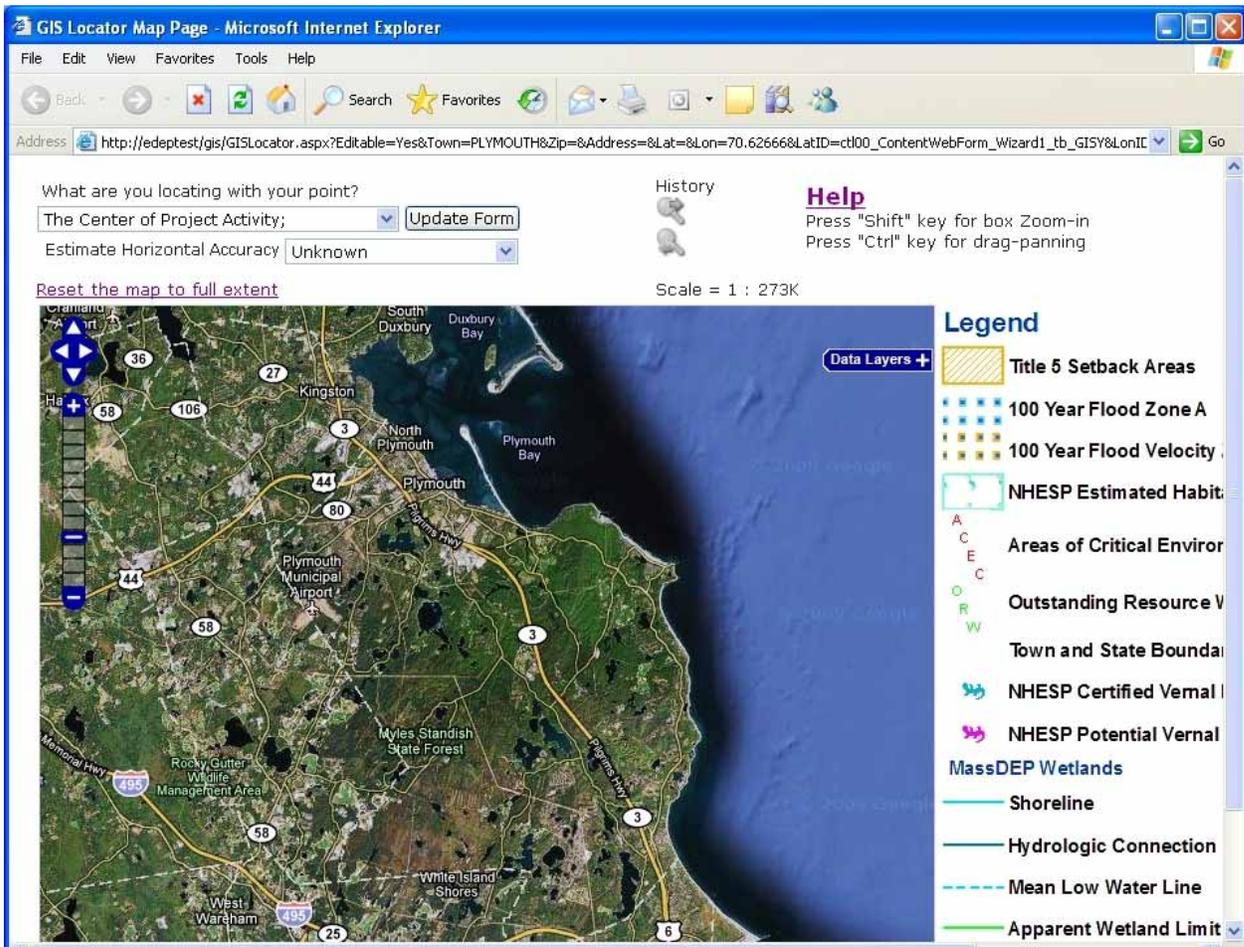
2.2 How to Use the Map Viewer Tool in Section A(1).

Map Viewer Tool: GIS Locator Function

To use the Map Viewer tool, first complete Section A, Item 1a and 1b in the NOI form. Select the Town where the project is located from the pull down menu (1b) and enter the street address into the data fields provided. You can enter the latitude and longitude in decimal degrees or click on the “View Map” button to use the GIS locator to identify the project site and have the boxes automatically populated.

Section A	A. General Information	
Section B	1. Project Location:	
Section C	a. Street Address	<input type="text"/>
Section D	b. City/Town	PLYMOUTH <input type="button" value="v"/>
	c. Zip Code	<input type="text"/>
	d. Latitude	<input type="text"/> N
	e. Longitude	70.62666 W
	f. Map/Plat #	<input type="text"/>
	g. Parcel/Lot #	<input type="text"/>
	<input type="button" value="View Map"/>	
	2. Applicant:	
	<input type="radio"/> Individual <input type="radio"/> Organization	
	<input type="button" value="Click here if Applicant Address is same as Project Location"/>	

The GIS Locator Map will “pop up” in a separate window showing the locus of the project. If you enter only the name of the Town in the NOI form (Item 1a), the map will display the entire town.



If you enter the street address as well as the name of the Town, the GIS Locator Map pops-up in the general location of the project. Some residences have street numbers to help you get the correct bearing on the project location. If you have Lat/Long the system will ignore the address, town and zip code.

Section A

A. General Information

1. Project Location:

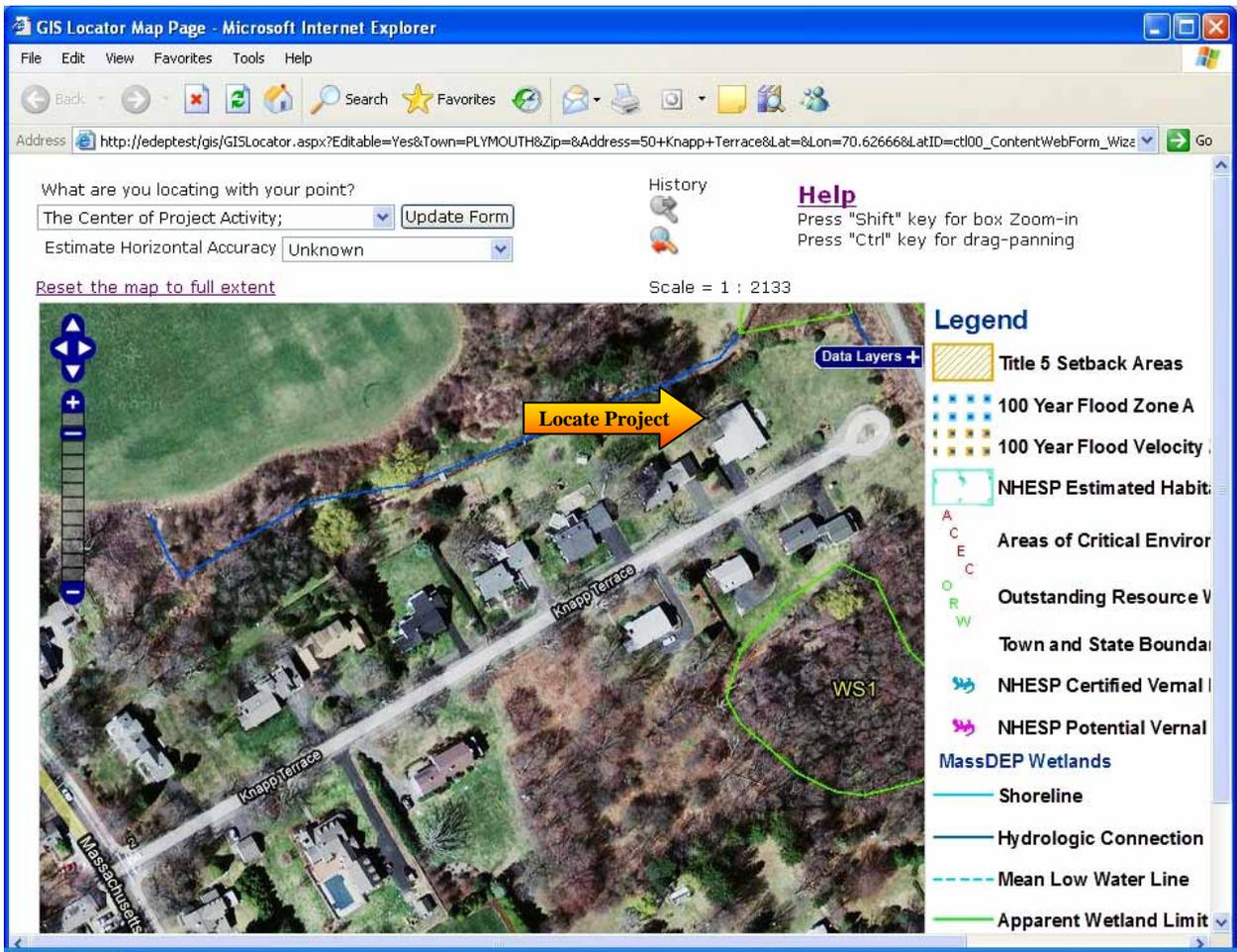
a. Street Address	50 Knapp Terrace		
b. City/Town	PLYMOUTH	Zip Code	
d. Latitude		e. Longitude	70.62666
	(e.g. 42.355767)		(e.g. 71.060996)
f. Map/Plat #		g. Parcel/Lot #	

2. Applicant:

Individual Organization

[Click here if Applicant Address is same as Project Location](#)

[View Map](#)



Map Viewer Tool: GIS Locator Function (continued)

To locate the exact position of the project on the GIS orthophoto, click the cursor on the center of the project site. The Map Viewer will position a “Red Dot” where you clicked. You can click and relocate the dot to change its position.

Note that the latitude and longitude will then appear in the top left corner of the map viewer page above the question, “What are you locating with your point?”, on the upper left side of the map

GIS Locator Map Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://edepetest/gis/GISLocator.aspx?Editable=Yes&Zip=PLYMOUTH&Address=50+Knapp+Terrace&Lat=41.96879&Lon=70.67495> Go

Lat = 41.96879N Lon = 70.67495W
What are you locating with your point?
The Center of Project Activity; Update Form
Estimate Horizontal Accuracy Unknown

Reset the map to full extent Scale = 1 : 2133

Legend

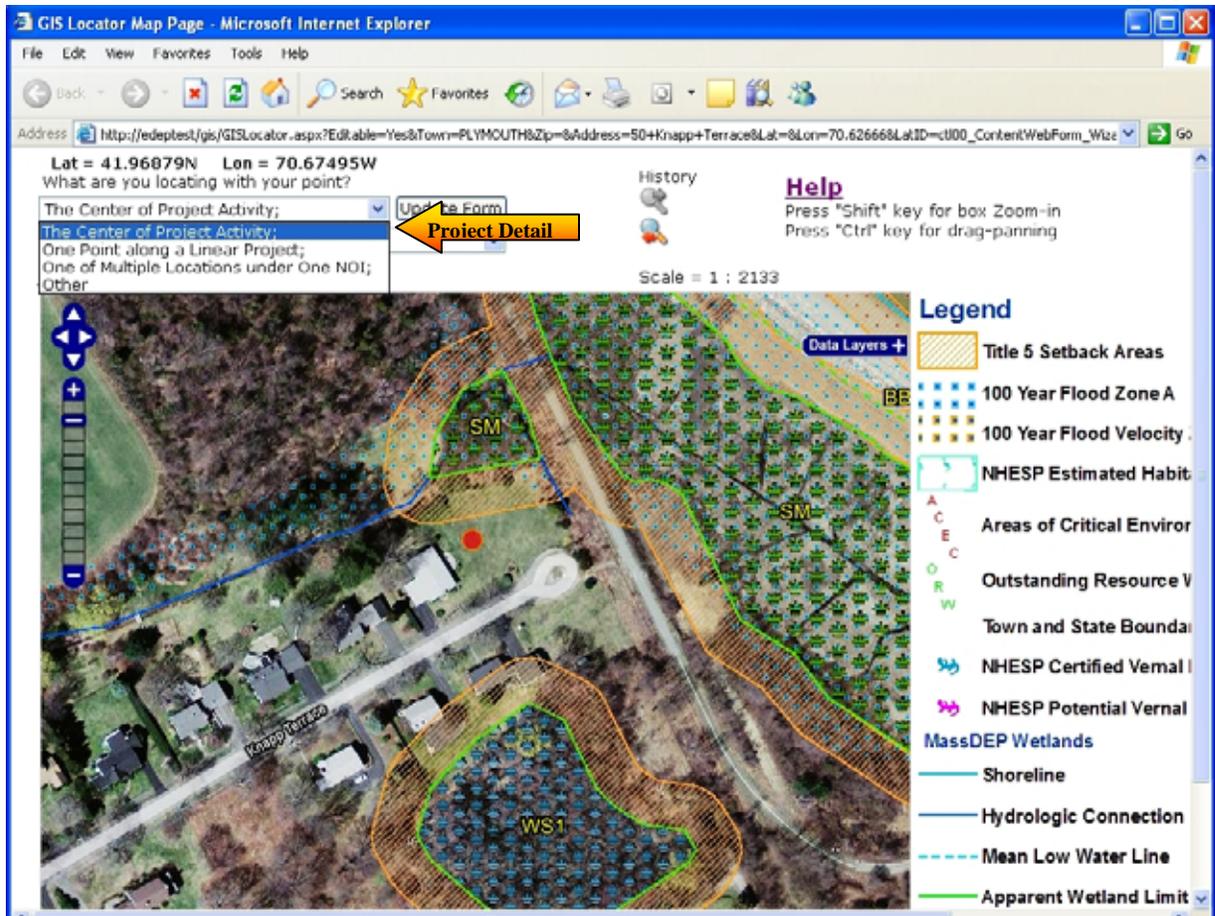
- Title 5 Setback Areas
- 100 Year Flood Zone A
- 100 Year Flood Velocity
- NHESP Estimated Habitats
- Areas of Critical Environmental Concern
- Outstanding Resource Value
- Town and State Boundaries
- NHESP Certified Vernal Pools
- NHESP Potential Vernal Pools
- MassDEP Wetlands
- Shoreline
- Hydrologic Connection
- Mean Low Water Line
- Apparent Wetland Limit

Map Viewer Tool: What are you locating with your point?

The question, “What are you locating with your point?” on the top, left side of the screen is intended to provide additional detail about what the “Red Dot” actually represents. The dropdown menu beneath the question, gives you four options to select that further defines what the dot means;

1. a point at the center of the project activity;
2. one point along a linear project;
3. one of multiple locations under one NOI; or
4. other.

Select the appropriate one for your project location. If you are uncertain, you may want to select “The Center of Project Activity” as a default.



Map Viewer Tool: Estimate Horizontal Accuracy

The “Estimated Horizontal Accuracy” button identifies the level of accuracy of pinpointing the project location that you select or how close is the “Red Dot” to the actual location where the activity will take place. For example, if you select a particular residence, and the accuracy of the point is 100 feet, then you are saying that the project activity is within 100 feet of the location of the “Red Dot”.

GIS Locator Map Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://edeptest/gis/GISLocator.aspx?Editable=Yes&Town=PLYMOUTH&Zip=&Address=50+Knapp+Terrace&Lat=&Lon=70.62666&LatID=ctl00_ContentWebForm_Wize

Lat = 41.96879N Lon = 70.67487W
What are you locating with your point?
The Center of Project Activity; [Update Form]
Estimate Horizontal Accuracy: Unknown [dropdown menu]
Reset the map to full extent

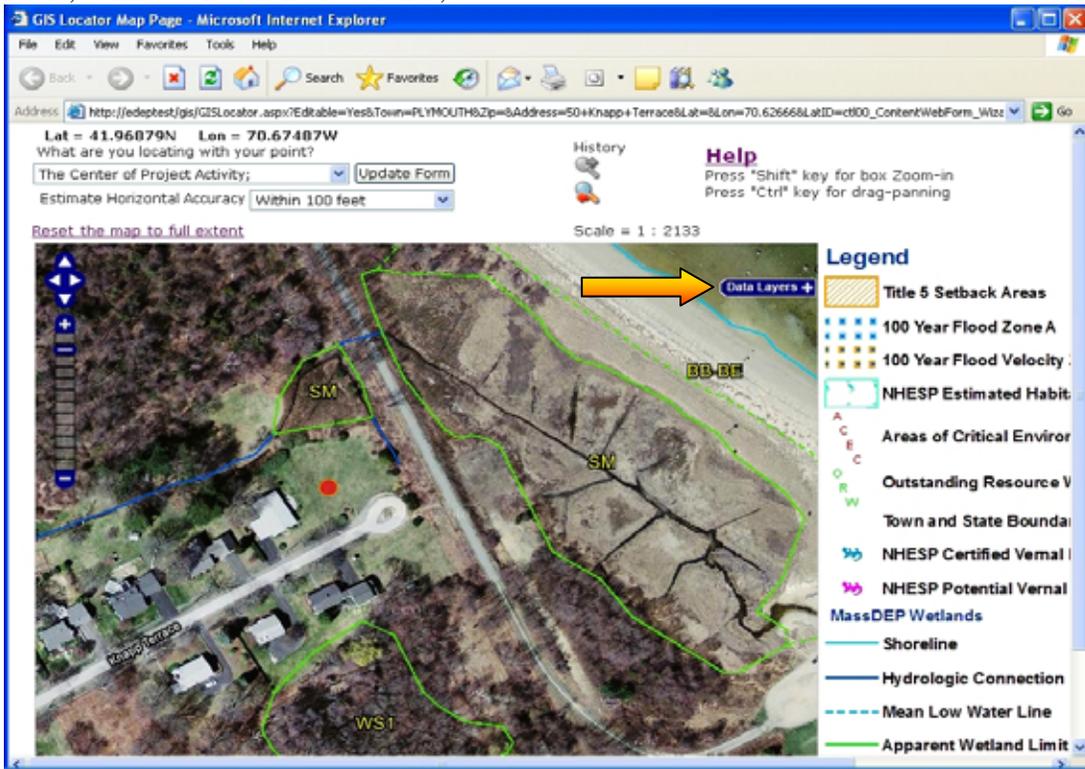
History
Help
Press "Shift" key for box Zoom-in
Press "Ctrl" key for drag-panning
Scale = 1 : 2133

Legend

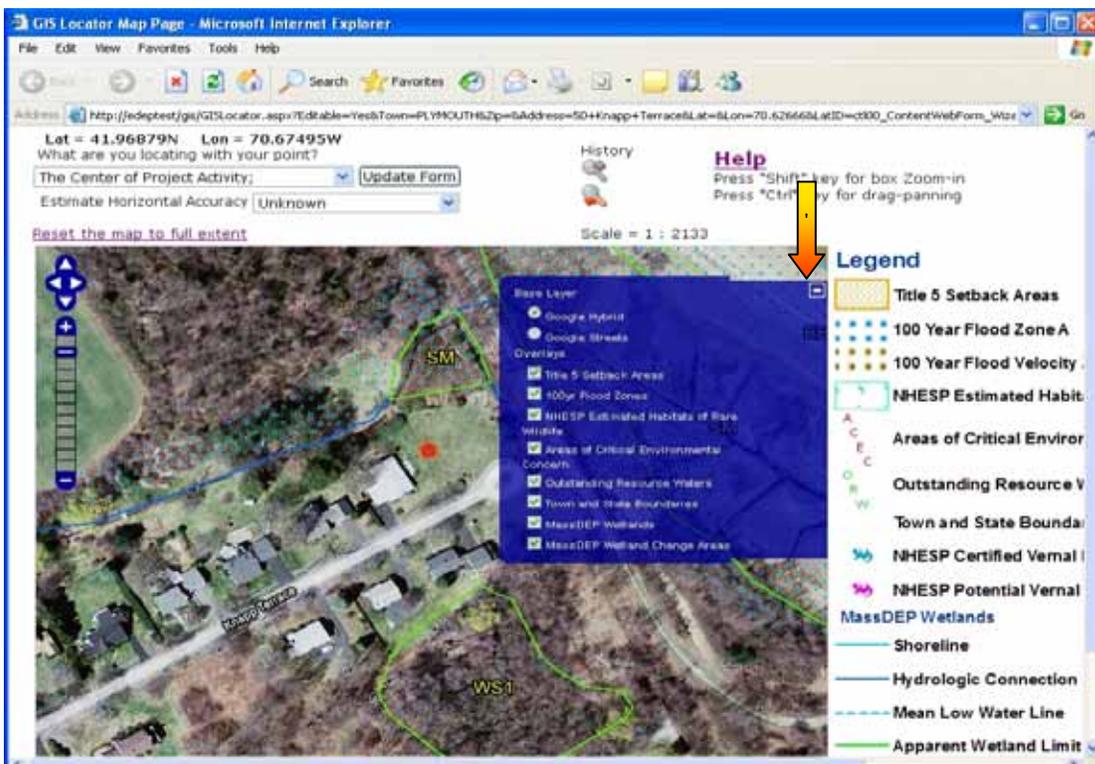
- Title 5 Setback Areas
- 100 Year Flood Zone A
- 100 Year Flood Velocity
- NHESP Estimated Habitat
- Areas of Critical Environment
- Outstanding Resource Value
- Town and State Boundaries
- NHESP Certified Vernal Pools
- NHESP Potential Vernal Pools
- MassDEP Wetlands
 - Shoreline
 - Hydrologic Connection
 - Mean Low Water Line
 - Apparent Wetland Limit

Map Viewer Tool: Resource Area Data Layers

The Blue Button to the left of the “Legend” that says, “Data Layer +” allows you to check on/off and view the different layers such as the location of Title 5 Setbacks, NHESP Certified Vernal Pools, estimated location of wetlands, etc.

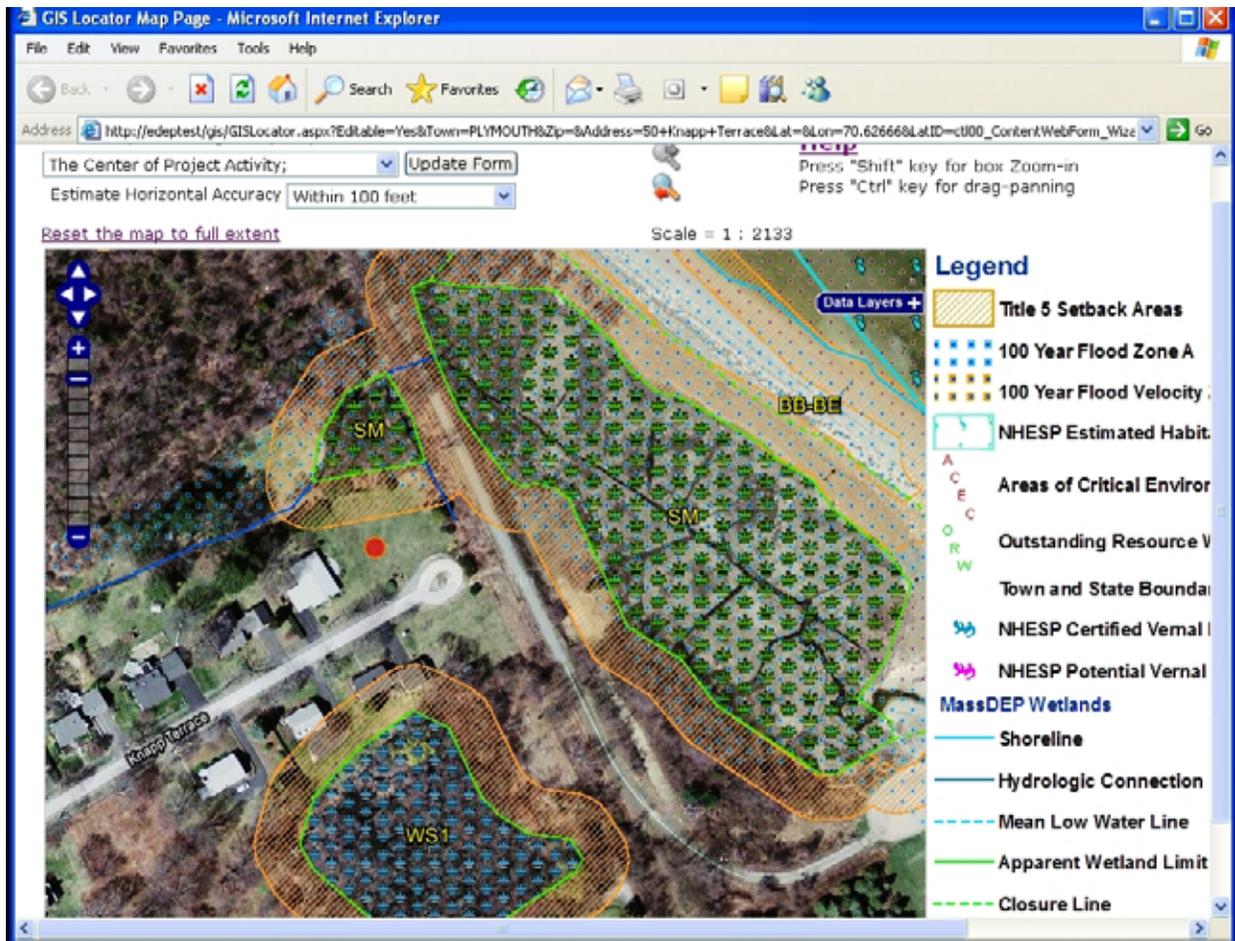


Click on the plus sign (+) to view the menu and select as many data layers as you wish to view for the project location. Click the minus sign (-) to minimize the menu.



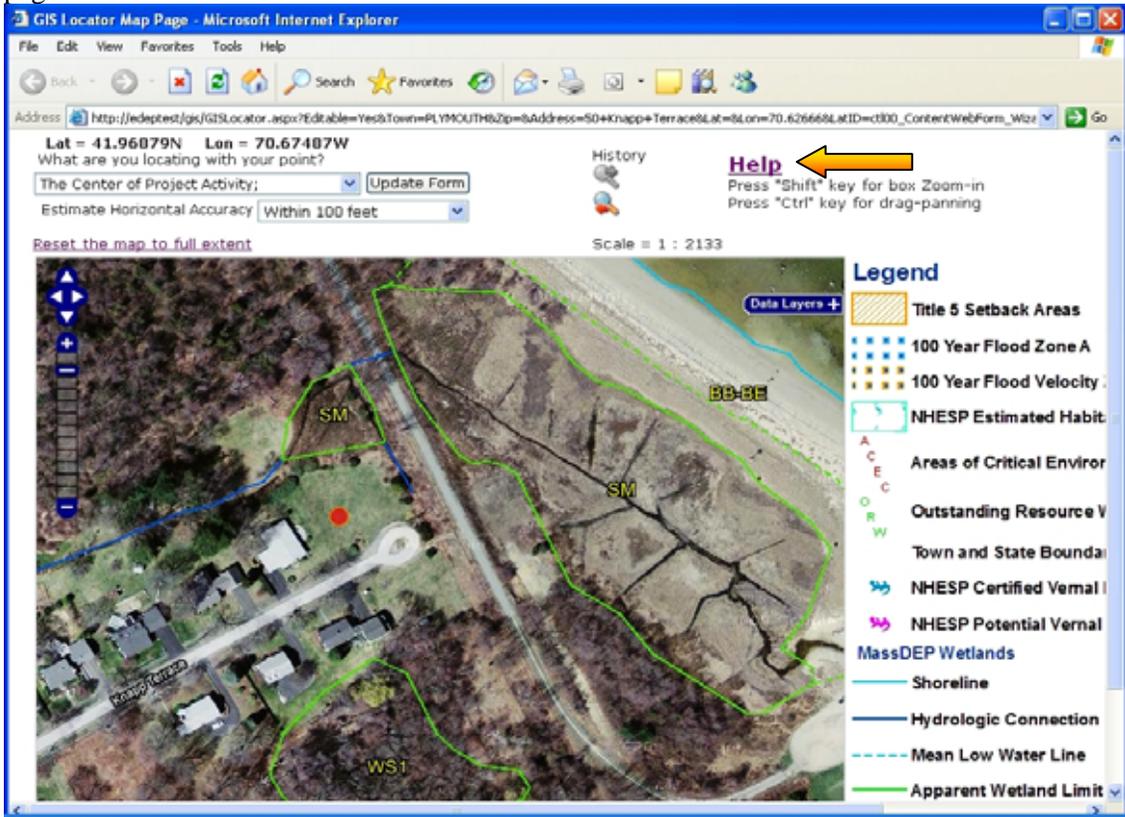
Map Viewer Tool: Resource Area Data Layers

The map viewer tool will overlay the GIS orthophoto with each of the data layers that you have selected. If the map scale does not coincide with the scale that the features were drawn in, for example salt marsh (SM), the features may not show until you select the appropriate scale. The Legend to the right of the map allows you to distinguish the different resource layers.

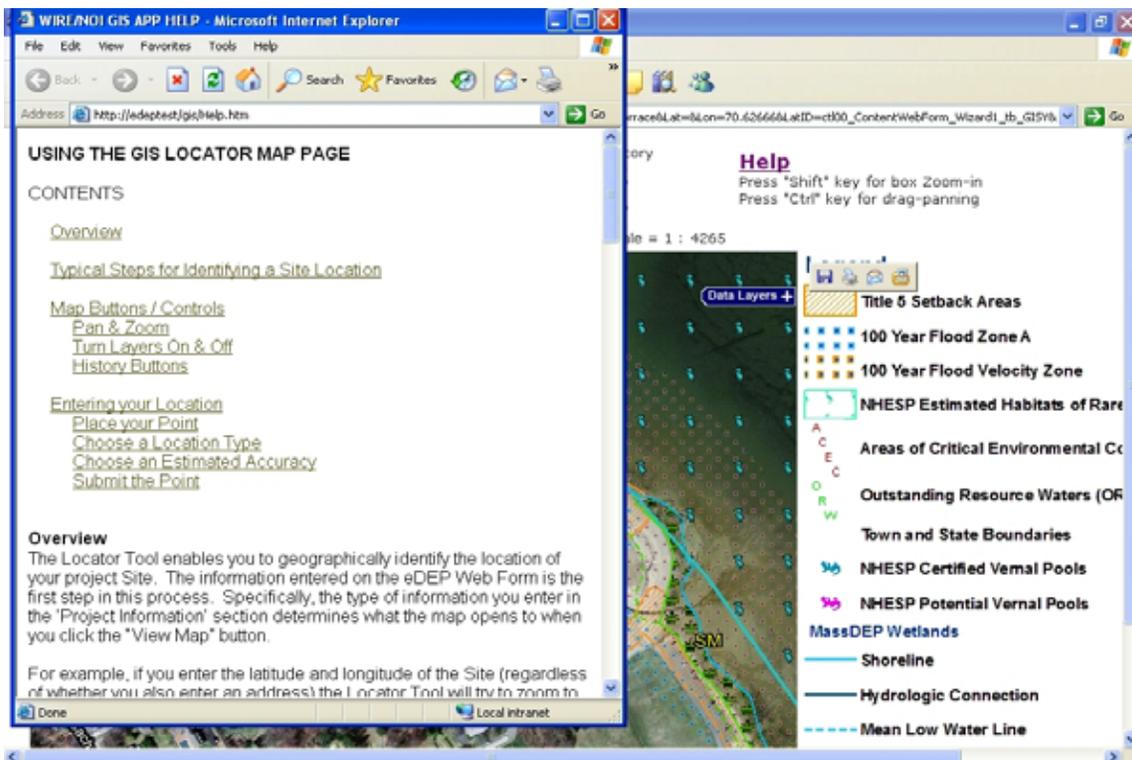


Map Viewer Tool: Online Help

Select the "Help" Link will give you additional instructions on how to use the GIS Locator Map page.

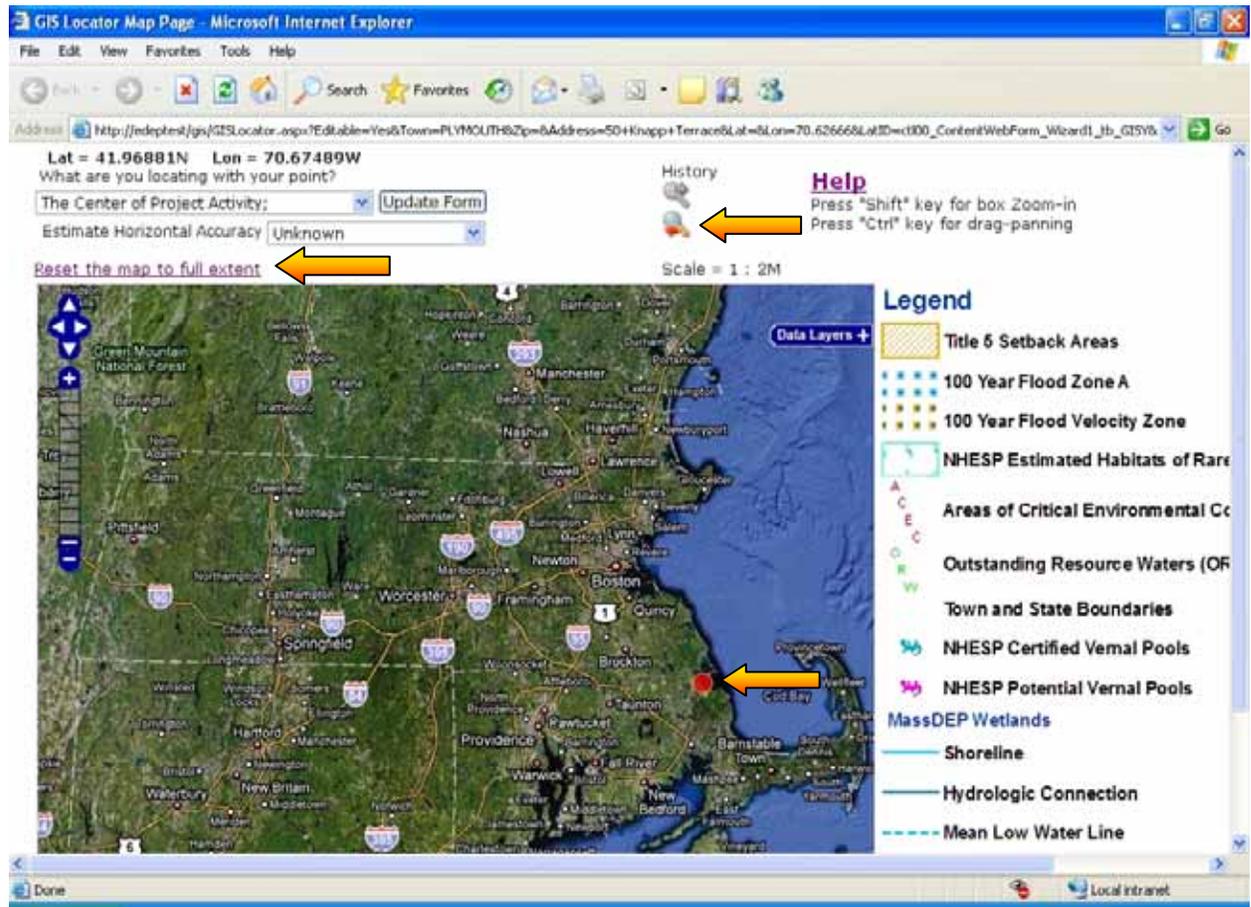


The pop up menu provides a table of contents to optimally use the features of the Map Viewer.



Map Viewer Tool: Reset Map to Full Extent

If you click the “Reset the map to full extent” link you will get a large scale regional view of the project location and state. The two arrows under “History” will help you go back and forward among the maps are provided.



Map Viewer Tool: Update the Notice of Intent Form with Map Viewer Info

When you are satisfied that the “Red Dot” points to the correct location of your project, click “UPDATE FORM” to transfer the latitude and longitude data to the Notice of Intent Form. Then click “OK” when the Microsoft Explorer Window asks you to, “Please confirm you want the Lat/Long value reported back to the form...” The Latitude and Longitude will automatically populate your NOI form.

The screenshot shows a web browser window titled "GIS Locator Map Page - Microsoft Internet Explorer". The address bar contains the URL: http://edeprest/gis/GISLocator.aspx?Editable=Yes&Town=PLYMOUTH&Zip=&Address=50+Knapp+Terrace&Lat=&Lon=70.62666&LatID=ctl00_ContentWebForm_Wizard1_tb_GISY&. The page displays a map with a red dot indicating a location. The map is overlaid with various data layers, including Title 5 Setback Areas, 100 Year Flood Zone A, Flood Velocity Zone, Estimated Habitats of Rare, Critical Environmental Co, Outstanding Resource Waters (OR, Town and State Boundaries, NHESP Certified Vernal Pools, NHESP Potential Vernal Pools, MassDEP Wetlands, Shoreline, Hydrologic Connection, and Mean Low Water Line. A legend on the right side of the map lists these layers. A dialog box is open, asking for confirmation to report the Lat/Long value back to the form. The dialog box has "OK" and "Cancel" buttons. A yellow arrow points to the "Update Form" button on the page, and another yellow arrow points to the "OK" button in the dialog box.

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2.3 Completing WPA Form 3 – Notice of Intent (NOI)

2.3.1 Section A: General Information

Section A: Item 1 - Project Location

Complete this section by entering the address information, the Latitude and Longitude, and the Assessor’s Map and Parcel numbers for the project site in the data fields provided. You can enter the latitude and longitude numerically or click on the “View Map” button to use the GIS locator to identify the project site. Detailed instructions for using the Map Viewer tool is in Section 2.2.

WPA Form 3 - NOI - Transaction #211491

Error Check Save Instructions Print Exit

Section A

A. General Information

1. Project Location:

a. Street Address

b. City/Town c. Zip Code

d. Latitude N e. Longitude W [View Map](#)

(e.g. 42.355767) (e.g. 71.060996)

f. Map/Plat # g. Parcel/Lot #

2. Applicant:

Individual Organization [Click here if Applicant Address is same as Project Location](#)

a. First Name b. Last Name

c. Organization

d. Mailing Address

e. City/Town f. State g. Zip Code

h. Phone Number i. Fax j. Email



Section A: Item 2 - Applicant Information

Click the blue button on the right in Item 2 if the Applicant's address is the same as the project location. The information will automatically be entered into the address fields. Then complete the other fields and go to Item 3.

Section A: Item 3 - Property Owner

Check the box on the top left if the property has "more than one owner" The property owner information should be for the primary owner to contact. Click the blue button on the right in Item 3 if the property owner's address is the same as the applicant's address. The information will automatically be entered into the address fields. Then complete the other fields and go to Item 4.

All Related Forms Save & Validate Instructions Print Exit

Section A
[Section B](#)
[Section C](#)
[Section D](#)

WPA Form 3 - NOI (NEW) - Transaction #148990

1. Project Location:

a. Street Address: INTERSTATE 495 AND US ROUTE ONE
b. City/Town: PLAINVILLE
c. Zip Code: 027620000
d. Latitude: 42.036630 N e. Longitude: 71.301430 W View Map
f. Map/Plat #
g. Parcel/Lot #

2. Applicant:

Individual Organization [Click here if Applicant Address is same as Project Location](#)

a. First Name
b. Last Name
c. Organization: MANAGEMENT ACQUISITION CORPORATION
d. Mailing Address: P.O. BOX 1568
e. City/Town: PLAINVILLE f. State: MASSACHUSETTS g. Zip Code: 02762
h. Phone Number: 6172925000 i. Fax
j. Email

3. Property Owner:

more than one owner [Click here to clear the Property Owner Address](#)

a. First Name
b. Last Name
c. Organization: MANAGEMENT ACQUISITION CORPORATION
d. Mailing Address: P.O. BOX 1568
e. City/Town: PLAINVILLE f. State: MASSACHUSETTS g. Zip Code: 02762
h. Phone Number: 6172925000 i. Fax
j. Email

4. Representative:

a. First Name
b. Last Name

Section A: Item 4 - Representative (if any)

Fill in required fields and go to Section 6.

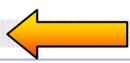
3. Property Owner:			
<input type="checkbox"/> more than one owner		Click here if Applicant Address is same as Property Owner Address	
a. First Name	<input type="text"/>	b. Last Name	<input type="text"/>
c. Organization <input type="text"/>			
d. Mailing Address <input type="text"/>			
e. City/Town	<input type="text"/>	f. State	<input type="text"/>
g. Zip Code	<input type="text"/>		
h. Phone Number	<input type="text"/>	i. Fax	<input type="text"/>
j. Email <input type="text"/>			
4. Representative: 			
a. First Name	<input type="text"/>	b. Last Name	<input type="text"/>
c. Organization <input type="text"/>			
d. Mailing Address <input type="text"/>			
e. City/Town	<input type="text"/>	f. State	<input type="text"/>
g. Zip Code	<input type="text"/>		
h. Phone Number	<input type="text"/>	i. Fax	<input type="text"/>
j. Email <input type="text"/>			
5. Total WPA Fee Paid (Automatically inserted from NOI Wetland Fee Transmittal Form):			
a. Total Fee Paid \$	<input type="text"/>	b. State Fee Paid \$	<input type="text"/>
c. City/Town Fee Paid \$		<input type="text"/>	
6. General Project Description:			
<input type="text"/>			

Section A: Item 5 - Wetland Fees

Skip Item 5 and complete the rest of the NOI form. When the form is complete and you have saved the form and checked for errors, eDEP will send you to the Transaction Overview page and then to the Wetland Fee Transmittal Form. When the Fee Transmittal form is complete, eDEP will automatically backfill the fields in Item 5a-c. Go to Item 6.

Section A: Item 6 - General Project Description

In Item 6, provide a brief description of the project. Describe both existing and proposed site conditions, including temporary construction impacts, replication areas, and/or other mitigation measures. **If your description extends beyond three lines, the entire text of the project description will automatically transfer to an attachment at the end of the NOI form when you print it.** Maps, plans, and other documents identifying proposed activities and their location relative to the boundaries of each wetland resource area and Buffer Zone (if applicable) can be attached to the NOI when the form is submitted. Details on how to attach information will be provided in Section 3.

5. Total WPA Fee Paid (Automatically inserted from NOI Wetland Fee Transmittal Form): 			
a. Total Fee Paid \$	<input type="text"/>	b. State Fee Paid \$	<input type="text"/>
c. City/Town Fee Paid \$		<input type="text"/>	
6. General Project Description:			
<input type="text"/>			

Section A: Items 7a and 7b - Project Type and Limited Projects

Complete Item 7a by checking the box next to every project type that is appropriate.

For Item 7b, select either yes or no to indicate whether your proposed activity is eligible to be treated as a limited project. If yes, describe which limited project applies to your proposal in the space provided. Limited projects are described in the wetlands regulations under 310 CMR 10.24 for coastal wetland resources and under 310 CMR 10.53 for inland wetland resources.

7a. Project Type:

1. <input type="checkbox"/> Single Family Home	2. <input type="checkbox"/> Residential Subdivision
3. <input type="checkbox"/> Limited Project Driveway Crossing	4. <input type="checkbox"/> Commercial/Industrial
5. <input type="checkbox"/> Dock/Pier	6. <input type="checkbox"/> Utilities
7. <input type="checkbox"/> Coastal Engineering Structure	8. <input type="checkbox"/> Agriculture (eg., cranberries, forestry)
9. <input type="checkbox"/> Transportation	10. <input type="checkbox"/> Other

7b. Is any portion of the proposed activity eligible to be treated as a limited project subject to 310 CMR 10.24 (coastal) or 310 CMR 10.53 (inland)?

1. Yes No If yes, describe which limited project applies to this project:

2. Limited Project

8. Property recorded at the Registry of Deeds for:

a. County	b. Certificate	c. Book	d. Page
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section A: Item 8 - Property Recorded at the Registry of Deeds

Enter Registry information in the fields provided. Click the “New Row” button at the bottom right corner to add book and page numbers for each additional parcel.

7b. Is any portion of the proposed activity eligible to be treated as a limited project subject to 310 CMR 10.24 (coastal) or 310 CMR 10.53 (inland)?

1. Yes No If yes, describe which limited project applies to this project:

2. Limited Project

8. Property recorded at the Registry of Deeds for:

a. County	b. Certificate	c. Book	d. Page
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7b. Is any portion of the proposed activity eligible to be treated as a limited project subject to 310 CMR 10.24 (coastal) or 310 CMR 10.53 (inland)?

1. Yes No If yes, describe which limited project applies to this project:

2. Limited Project

8. Property recorded at the Registry of Deeds for:

a. County	b. Certificate	c. Book	d. Page	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/> <input type="button" value="New Row"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/> <input type="button" value="New Row"/>

Save Section A by pressing the SAVE button at the top of the page

 MassDEP's Online Filing System

Section A WPA Form 3 - NOI (NEW)- Transaction #210954

[Section B](#)
[Section C](#)
[Section D](#)

1. Project Location:

a. Street Address

b. City/Town c. Zip Code

d. Latitude N e. Longitude W

(e.g. 42.355767) (e.g. 71.060996)

f. Map/Plat# g. Parcel/Lot#

and then click the NEXT button at the bottom of the page to move on to Section B

8. Property recorded at the Registry of Deeds for:

a. County	b. Certificate	c. Book	d. Page	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/> <input type="button" value="New Row"/>

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2.3.2 Section B: Buffer Zone and Resource Area Impact

Prior to completing Section B, all wetland resource areas on site must be identified, their boundaries delineated, and the surveyed location of the wetland resource area(s) represented on the NOI plan. For additional details, see [BRP WPA Form 3 - Notice of Intent Instructions](#).

Section B: Item 1 - Buffer Zone Only

To determine if the project is within the “Buffer Zone Only”, click on the link for details regarding what constitutes a buffer zone only project. If the project is within the “Buffer Zone Only” check the box on the left. The Inland and Coastal Resource area fields will then be locked and you must proceed to Section C. Click the SAVE button at the top of the page and the NEXT button at the bottom of the page.

[Error Check](#) [Save](#) [Print](#) [Exit](#)

[Section A](#)
[Section B](#)
[Section C](#)
[Section D](#)

B. Buffer Zone & Resource Area Impacts (temporary & permanent)

1. Buffer Zone only:

This is a Buffer Zone only project [\(Click here to hide details\)](#)

The boundary of the buffer zone is determined by measuring 100 feet horizontally from the outer (landward) boundaries of bordering vegetated wetland, inland or coastal bank, coastal or barrier beach, rocky intertidal shore, salt marsh, and/or coastal dune. If your answer to this question is yes, then there is no work within a wetland resource area and you will automatically go to the next question. If your answer to this question is no, then a list of inland and coastal resource areas will appear and you should enter the amount of impact for each wetland resource area affected by your project. Note that buffer zones can overlap with upland resource areas such as riverfront area and bordering land subject to flooding.

2. Inland Resource Areas: (See 310 CMR 10.54 - 10.58, if not applicable, go to Section B.3, Coastal Resource Areas)

Section B: Item 2 - Inland Resource Areas

Check the box to the left of all the inland resource areas that apply. To the right of the selected inland resource areas, indicate the size of the proposed alteration and proposed replacement by filling in the associated fields. Note these fields will be locked if you have selected “Buffer Zone Only” in Item 1 of Section B.

2. Inland Resource Areas: (See 310 CMR 10.54 - 10.58, if not applicable, go to Section B.3, Coastal Resource Areas)

Check all that apply below. Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.

Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
a. <input type="checkbox"/> Bank	<input type="text"/> 1. linear feet	<input type="text"/> 2. linear feet
b. <input type="checkbox"/> Bordering Vegetated Wetland	<input type="text"/> 1. square feet	<input type="text"/> 2. square feet
c. <input type="checkbox"/> Land under Waterbodies and Waterways	<input type="text"/> 1. square feet <input type="text"/> 3. cubic yards dredged	<input type="text"/> 2. square feet
d. <input type="checkbox"/> Bordering Land Subject to Flooding	<input type="text"/> 1. square feet <input type="text"/> 3. cubic feet of flood storage lost	<input type="text"/> 2. square feet <input type="text"/> 4. cubic feet replaced
e. <input type="checkbox"/> Isolated Land Subject to Flooding	<input type="text"/> 1. square feet <input type="text"/> 2. cubic feet of flood storage lost	<input type="text"/> 3. cubic feet replaced
f. <input type="checkbox"/> Riverfront Area	<input type="text"/> 1. Name of Waterway (if any)	
2. Width of Riverfront Area (check one)	<input type="checkbox"/> 25 ft. - Designated Densely Developed Areas only <input type="checkbox"/> 100 ft. - New agricultural projects only	



Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the inland resource areas altered, including standards requiring consideration of alternative project design or location.

Section B: Item 3 - Coastal Resource Areas

Check the box to the left of all coastal resource areas that on or near the project site. To the right of the selected coastal resource areas, indicate the size of the proposed alteration and proposed replacement by filling in the associated fields. Note these fields will be locked if you have selected “Buffer Zone Only” in Item 1 of Section B.

3. Coastal Resource Areas: (See 310 CMR 10.25 - 10.35)		
Check all that apply below. Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the resource areas altered, including standards requiring consideration of alternative project design or location.		
Resource Area	Size of Proposed Alteration	Proposed Replacement (if any)
a. <input type="checkbox"/> Designated Port Areas		
b. <input type="checkbox"/> Land Under the Ocean	<input type="text"/> 1. square feet	
	<input type="text"/> 2. cubic yards dredged	
c. <input type="checkbox"/> Barrier Beaches	Indicate size under Coastal Beaches and/or Coastal Dunes, below	
d. <input type="checkbox"/> Coastal Beaches	<input type="text"/> 1. square feet	<input type="text"/> 2. cubic yards beach nourishment
e. <input type="checkbox"/> Coastal Dunes	<input type="text"/> 1. square feet	<input type="text"/> 2. cubic yards dune nourishment
f. <input type="checkbox"/> Coastal Banks	<input type="text"/> 1. linear feet	
g. <input type="checkbox"/> Rocky Intertidal Shores	<input type="text"/> 1. square feet	
h. <input type="checkbox"/> Salt Marshes	<input type="text"/> 1. square feet	<input type="text"/> 2. sq ft restoration, rehab, crea.
i. <input type="checkbox"/> Land Under Salt Beach	<input type="text"/>	



Attach narrative and any supporting documentation describing how the project will meet all performance standards for each of the coastal resource areas altered, including meeting standards that require considering alternative project design or location.

Section B: Item 4 - Restoration and Enhancement

If the project proposes restoration or enhancement of wetland resource areas, check the box to the left and follow instructions in the text.

Section B: Item 5 - Stream Crossings

Enter the number of stream crossings and/or replacement stream crossings proposed.

	<input type="checkbox"/> Land Subject to Coastal Storm Flowage	1. cubic yards dredged 1. square feet
	4. Restoration/Enhancement	
	<input type="checkbox"/> Restoration/Replacement	
	If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.2.b or B.3.h above, please entered the additional amount here.	
	<input type="text"/>	<input type="text"/>
	a. square feet of BWI	b. square feet of Salt Marsh
	5. Projects Involves Stream Crossings	
	<input type="checkbox"/> Project Involves Streams Crossings	
	If the project involves Stream Crossings, please enter the number of new stream crossings/number of replacement stream crossings.	
	<input type="text"/>	<input type="text"/>
	a. number of new stream crossings	b. number of replacement stream crossings

Click the SAVE button at the top of the page and then click the NEXT button at the bottom of the page to proceed to Section C.

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2.3.3 Section C: Other Applicable Standards and Requirements

Section C: Item 1 - Streamlined Massachusetts Endangered Species/WPA Review

a. Location in Estimated Habitat of Rare Wildlife?

To determine if your project is located in Estimated Habitat, view the Estimated Habitat for Rare and Endangered Species map by selecting the “Click here for details” button. The VIEW MAP button in Section A includes the Estimated Habitat data layer.

b. Provide the date of the Estimated Habitat Map.

If your project is located in Estimated Habitat, then check for details regarding Massachusetts Endangered Species Act review by selecting the “Click here for details” button and complete Section C.1.c or C.1.d. **If the information regarding NHESP is taken from eDEP Map Viewer, then eDEP will populate the “Date of Map” data field with the default text. Otherwise enter the Date of the Map in C.1.d.**

Error Check	Save	Instructions	Print	Exit
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Section A Section B Section C Section D	<h3>C. Other Applicable Standards and Requirements</h3> <p>Streamlined Massachusetts Endangered species Act/Wetlands Protection Act Review</p> <p>1. Is any portion of the proposed project located in Estimated Habitat of Rare Wildlife as indicated on the most recent Estimated Habitat Map of State-Listed Rare Wetland Wildlife published by the Natural Heritage and Endangered Species Program (NHESP)? To view habitat maps, see the <i>Massachusetts Natural Heritage Atlas</i> or go to http://www.mass.gov/dfwele/dfw/nhESP/regulatory_review/priority_habitat/online_viewer.htm. (Click here to hide details)</p> <p>a. <input type="radio"/> Yes <input type="radio"/> No</p> <p>If yes, include proof of mailing or hand delivery of NOI to: Natural Heritage and Endangered Species Program Division of Fisheries and Wildlife Route 135, North Drive Westborough, MA 01581</p> <p>b. Date of map: <input type="text" value="FROM MAP VIEWER"/></p>
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Section C: Item 1 - Streamlined Massachusetts Endangered Species (continued)

c. Massachusetts Endangered Species Act (MESA)

If your project is located in Estimated Habitat, the project is also subject to Massachusetts Endangered Species Act (MESA) review (321 CMR 10.18). To qualify for a streamlined, 30-day, MESA/Wetlands Protection Act review, you will need to complete Section C.1.c, and include requested materials with this Notice of Intent (NOI); OR complete Section C.1.d, if applicable.

If MESA supplemental information is not included with the NOI, by completing Section 1 of this form, the NHESP will require a separate MESA filing which may take up to 90 days to review (unless noted exceptions in Section 2 apply, see below)

c. Submit Supplemental Information for Endangered Species Review * (Check boxes as they apply)	
1. <input type="checkbox"/> Percentage/acreage of property to be altered:	
(a) within Wetland Resource Area	<input type="text"/> percentage/acreage
(b) outside Resource Area	<input type="text"/> percentage/acreage
2. <input type="checkbox"/> Assessor's Map or right-of-way plan of site	
3. <input type="checkbox"/> Project plans for entire project site, including wetland resource areas and areas outside of wetland jurisdiction, showing existing and proposed conditions, existing and proposed tree/vegetation clearing line, and clearly demarcated limits of work **	
a. <input type="checkbox"/> Project description (including description of impacts outside of wetland resource area & buffer zone)	
b. <input type="checkbox"/> Photographs representative of the site	
c. <input type="checkbox"/> MESA filing fee (fee information available at: http://www.mass.gov/dfwele/dfw/nhesp/regulatory_review/mesa/ mesa_home.htm)	
Make check payable to "Natural Heritage & Endangered Species Fund" and mail to NHESP at above address	
<i>Projects altering 10 or more acres of land, also submit:</i>	
d. <input type="checkbox"/> Vegetation cover type map of site	
e. <input type="checkbox"/> Project plans showing Priority & Estimated Habitat boundaries	
d. OR Check One of the following	
1. <input type="checkbox"/> Project is exempt from MESA review. Attach applicant letter indicating which MESA exemption applies. (See 321 CMR 10.14, http://www.mass.gov/dfwele/dfw/nhesp/regulatory_review/mesa/ mesa_exemptions.htm ; the NOI must still be sent to NHESP if the project is within estimated habitat pursuant to 310 CMR 10.37 and 10.59.)	
2. <input type="checkbox"/> Separate MESA review ongoing.	
a. NHESP Tracking Number	<input type="text"/>
b. Date submitted to NHESP	<input type="text"/>

Section C: Item 2 - Coastal projects.

Indicate if your project involves only inland wetland resources by checking the box “Not Applicable” box in Item 2a.

The *mean high water line* in coastal areas is described in the regulatory definitions at [310 CMR 10.23](#). The definition of *anadromous/catadromous “fish runs”* is found at [310 CMR 10.35\(2\)](#).

If the proposed work is located in either such area, the applicant is *requested* to send the Massachusetts Division of Marine Fisheries (DMF) a copy of the Notice of Intent. The DMF addresses are

South Shore (from Cohasset to Rhode Island, and the Cape & Islands):

Massachusetts Division of Marine Fisheries
Southeast Marine Fisheries Station
1213 Purchase Street – 3rd Floor
New Bedford, MA 02740-6694
Attn: Environmental Reviewer

North Shore (from Hull to New Hampshire):

Massachusetts Division of Marine Fisheries
North Shore Marine Fisheries Office
30 Emerson Avenue
Gloucester, MA 01930
Attn: Environmental Reviewer

* Some projects **not** in Estimated Habitat may be located in Priority Habitat, and require NHESP review...
[\(Click here for details\)](#)

2. For coastal projects only, is any portion of the proposed project located below the mean high waterline or in a fish run?

a. Not applicable - project is in inland resource area only

b. Yes No If yes, include proof of mailing or hand delivery of NOI to either:

South Shore - Cohasset to Rhode Island, and the Cape & Islands:		North Shore - Hull to New Hampshire:
MA Division of Marine Fisheries		Division of Marine Fisheries -
Attn: Environmental Reviewer		North Shore Office
1213 Purchase Street – 3rd Floor		Attn: Environmental Reviewer
New Bedford, MA 02740-6694		30 Emerson Avenue
		Gloucester, MA 01930

If yes, it may require a Chapter 91 license.
For coastal towns in the Northeast Region, please contact MassDEP's Boston office. For coastal towns in the Southeast Region, please contact MassDEP's Southeast Regional office.

Section C: Item 3 – ACECs

Indicate whether your project is located within an Area of Critical Environmental Concern (ACEC) by checking either YES or NO. For a listing of ACEC sites go to [ACEC](#).

Section C: Item 4 – Outstanding Resource Waters (ORW)

Indicate whether your project is located within an area designated as an [Outstanding Resource Waters](#) by checking either YES or NO.

Section C: Item 5 - Wetlands Restriction Orders

Indicate whether a Wetlands Restriction Order applies to your site by checking either YES or NO. Check the web site [Communities with Previously-Registered Wetlands](#). MassDEP Regional Offices have detailed maps of sites with restrictions and the associated Wetland Restriction Orders.

3. Is any portion of the proposed project within an Area of Critical Environmental Concern (ACEC)?
a. Yes No
If yes, provide name of ACEC (see instructions to WPA Form 3 or the following link:
<http://www.mass.gov/dcr/stewardship/acec/listACEC.pdf>

b. ACEC Name

4. Is any portion of the proposed project within an area designated as an Outstanding Resource Water (ORW) as designated in the Massachusetts Surface Water Quality Standards, 314 CMR 4.00?
a. Yes No

5. Is any portion of the site subject to a Wetlands Restriction Order under the Inland Wetlands Restriction Act (M.G.L.c. 131, § 40A) or the Coastal Wetlands Restriction Act (M.G.L.c. 130, § 105)?
a. Yes No

Section C: Item 6 - Stormwater Management

Indicate whether MassDEP Stormwater Standards apply to your project. For details on how to answer the above questions, go to [BRP WPA Form 3 - Notice of Intent Instructions](#).

6. Is this project subject to provisions of the MassDEP Stormwater Management Standard?
a. Yes, Attach a copy of the Stormwater Report as required by the Stormwater Management Standards per 310 CMR 10.05(6)(k)-(q) and check if:
1. Applying for Low Impact Development (LID) site design credits (as described in Stormwater Management Handbook Vol.2, Chapter 3)
2. A portion of the site constitutes redevelopment
3. Proprietary BMPs are included in the Stormwater Management System
b. No, Explain why the project is exempt:
1. Single Family Home
2. Emergency Road Repair
3. Small Residential Subdivision (less than or equal to 4 single-family houses or less than or equal to 4 units in multi-family housing project) with no discharge to Critical Areas.

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2.3.4 Section D: Additional Information

All the information listed in Section D of the Notice of Intent must be provided, as applicable, along with the Notice of Intent form when it is filed with the conservation commission and MassDEP.

MassDEP accepts all related NOI documents as electronic attachments with limitations applied to plans only. See below for details.

Each document (file) attached with this the NOI when it is submitted, must include the transaction number located at the top of the NOI form in eDEP and cannot exceed 30 Mega Bytes in size. The files may be in any of several standard desktop formats including [xls](#), [doc](#), [xml](#), [txt](#), [xsl](#), [jpeg](#), [jpg](#), [rtf](#), [pdf](#), [html](#), [gif](#), [tiff](#), [zip](#). Plans can be submitted electronically if project meets the following criteria.

- ✓ Project is buffer zone only with no resource area impacts and,
- ✓ Project is not subject to Stormwater Management Standards.

In the event that the file size limitation of 30 Mbytes is exceeded, or additional information is requested by MassDEP after the NOI has been submitted, additional attachments can be forwarded electronically to MassDEP by mailing either a paper copy or a CD containing the files. Another option is to email the files to the appropriate regional office at the following addresses:

Region	Email Address
Central Region:	CERO_NOI@state.ma.us
Northeast Region:	NERO_NOI@state.ma.us
Southeast Region:	SERO_NOI@state.ma.us
Western Region:	WERO_NOI@state.ma.us

Be sure to include the NOI transaction number on your email subject line so that MassDEP staff can route the documents to the correct NOI filing.

Section D: Item 1 - USGS Locus Map

Not required for electronic filers. The map viewer provides the necessary locus map.

Section D: Item 2 - Plans

Check the box to the right of item 2 indicating that plans will be submitted with the NOI. Plans should be of adequate size, scale, and detail to completely and accurately describe the site, resource area boundaries, and proposed work. The following guidelines are provided to encourage uniformity:

Sheet Size

- ✓ Maximum 24" x 36".
- ✓ If more than one sheet is required to describe the proposed work, add provide an additional sheet indexing all other sheets and showing a general composite of all work proposed within the Buffer Zone and areas subject to protection under the Act.

Scale

- ✓ Not more than 1" = 50'.
- ✓ If plans are reduced, display graphical scales.

Title Block

- ✓ Included Title Block on all plans.
- ✓ Located at the lower right hand corner, oriented to be read from the bottom when bound at the left margin
- ✓ Include original date plus additional space to reference the title and dates of revised plans.

Section D: Additional Information (continued)

Section D: Item 3 - Resource Area Delineation Methodology

If Bordering Vegetated Wetland is located on the project site, complete and attach the [BVW Delineation Field Data Form](#) and [BVW Delineation Methodology Guidance](#). Check the box to the left of Item 3 indicating that the delineation forms will be submitted with the NOI.

Section D: item 4 - Plan Titles

Check the box to the left of Item 4 to indicate that plan titles are listed below. Press the ADD PLAN TITLE button.

 MassDEP's Online Filing System

WPA Form 3 - NOI - Transaction #211543

[Error Check](#) [Save](#) [Instructions](#) [Print](#) [Exit](#)

Section A Section B Section C Section D	<h3>D. Additional Information</h3> <p>Applicants must include the following with this Notice of Intent (NOI). See instructions for details.</p> <p>Online Users: Attach the document transaction number (provided on your receipt page) for any of the following information you submit to the Department by regular mail delivery.</p> <ol style="list-style-type: none"><input checked="" type="checkbox"/> USGS or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation Commission and the Department to locate the site. (Electronic filers may omit this item.)<input checked="" type="checkbox"/> Plans identifying the location of proposed activities (including activities proposed to serve as a Bordering Vegetated Wetland [BVW] replication area or other mitigating measure) relative to the boundaries of each affected resource area.<input checked="" type="checkbox"/> Identify the method for BVW and other resource area boundary delineations (MassDEP B V W Field Data Form(s). Determination of Applicability, Order of Resource Area Delineation, etc.), and attach documentation of the methodology.<input checked="" type="checkbox"/> List the titles and dates for all plans and other materials submitted with this NOI. Add Plan Titles<input type="checkbox"/> If there is more than one property owner, please attach a list of these property owners not listed on this form.<input type="checkbox"/> Attach proof of mailing for Natural Heritage and Endangered Species Program, if needed.<input type="checkbox"/> Attach proof of mailing for Massachusetts Division of Marine Fisheries, if needed.<input type="checkbox"/> Attach NOI Wetland Fee Transmittal Form.<input type="checkbox"/> Attach Stormwater Report, if needed.
--	---

[<< Prev](#) [Error Check & Next](#)

EDEP will open a row of data fields in which you can enter the information about the plans. Click on NEW ROW for each sheet in the set of plans submitted with the NOI form. You can add or delete as many rows as are needed to list each page in the plan set.

Error Check
Save
Print
Exit

[Section A](#)

[Section B](#)

[Section C](#)

[Section D](#)

D. Additional Information

Applicants must include the following with this Notice of Intent (NOI). See instructions for details.

Online Users: Attach the document transaction number (provided on your receipt page) for any of the following information you submit to the Department by regular mail delivery.

1. USGS or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation Commission and the Department to locate the site. (Electronic filers may omit this item.)
2. Plans identifying the location of proposed activities (including activities proposed to serve as a Bordering Vegetated Wetland [BWW] replication area or other mitigating measure) relative to the boundaries of each affected resource area.
3. Identify the method for BWW and other resource area boundary delineations (MassDEP BWW Field Data Form(s). Determination of Applicability, Order of Resource Area Delineation, etc.), and attach documentation of the methodology.
4. List the titles and dates for all plans and other materials submitted with this NOI.

Plan Title	Prepared By/ Signed and Stamped By	Final Revision Date/Scale	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

5. If there is more than one property owner, please attach a list of these property owners not listed on this form.

Section D: Item 5 - Multiple Property Owners

Check the box to the left of Item 5. Scan and attach a list of other property owners not listed on this form.

Section D: Item 6 – NHESP

Check the box to the left of Item 6. Scan and attach a proof of mailing for Natural Heritage and Endangered Species Program.

Section D: Item 7 - MDMF

Check the box to the left of Item 7. Scan and attach a proof of mailing for Massachusetts Division of Marine Fisheries.

Section D: Item 8 - NOI Wetland Fee Transmittal Form

Check the box to the left of Item 8. Fill in the Fee Transmittal Form after Error Checking the NOI Form.

Section D: Item 9 - Stormwater Report

Check the box to the left of Item 9 if the project is subject to Stormwater Standards. Attach the Stormwater Report if needed.

Error Check

Save

Print

Exit

Section

A

Section

B

Section

C

Section

D

D. Additional Information

Applicants must include the following with this Notice of Intent (NOI). See instructions for details.

Online Users: Attach the document transaction number (provided on your receipt page) for any of the following information you submit to the Department by regular mail delivery.

1. USGS or other map of the area (along with a narrative description, if necessary) containing sufficient information for the Conservation Commission and the Department to locate the site. (Electronic filers may omit this item.)
2. Plans identifying the location of proposed activities (including activities proposed to serve as a Bordering Vegetated Wetland [BVW] replication area or other mitigating measure) relative to the boundaries of each affected resource area.
3. Identify the method for BVW and other resource area boundary delineations (MassDEP BVW Field Data Form(s). Determination of Applicability, Order of Resource Area Delineation, etc.), and attach documentation of the methodology.
4. List the titles and dates for all plans and other materials submitted with this NOI.

Plan Title	Prepared By/ Signed and Stamped By	Final Revision Date/Scale		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/>	<input type="button" value="New Row"/>

5. If there is more than one property owner, please attach a list of these property owners not listed on this form.
6. Attach proof of mailing for Natural Heritage and Endangered Species Program, if needed.
7. Attach proof of mailing for Massachusetts Division of Marine Fisheries, if needed.
8. Attach NOI Wetland Fee Transmittal Form.
9. Attach Stormwater Report, if needed.

<< Prev

Error Check & Next

Error Check and Next

You can save your work at any time by pressing the SAVE button at the top of the NOI Form.

To check the form for errors and proceed to the next step in the NOI filing process, select either the ERROR CHECK & NEXT button in the bottom right hand corner of the NOI Form, Section D or the ERROR CHECK button on the menu across the top of the NOI Form in any section.

If the form has errors, they will be listed at the bottom of the screen in **RED**. See below. All errors must be corrected before you can move on to the Fee Transmittal Form. Running the Error Check will update the list of errors at the bottom of the page to reflect only the remaining errors.

When the form is error free, selecting ERROR CHECK or ERROR CHECK & NEXT will send you directly to the Transaction Overview page.

4. List the titles and dates for all plans and other materials submitted with this NOI.

Plan Title	Prepared By/ Signed and Stamped By	Final Revision Date/Scale		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/>	<input type="button" value="New Row"/>

5. If there is more than one property owner, please attach a list of these property owners not listed on this form.

6. Attach proof of mailing for Natural Heritage and Endangered Species Program, if needed.

7. Attach proof of mailing for Massachusetts Division of Marine Fisheries, if needed.

8. Attach NOI Wetland Fee Transmittal Form.

9. Attach Stormwater Report, if needed.

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Section A	Project Street Address
A response to this question is required in order to continue.	Section A	Longitude
A response to this question is required in order to continue.	Section A	Latitude
A response to this question is required in order to continue.	Section A	Map/Plat#
A response to this question is required in order to continue.	Section A	Parcel/Lot#
A response to this question is required in order to continue.	Section A	Applicant Address
A response to this question is required in order to continue.	Section A	Applicant City

Transaction Overview Page

The “Transaction Overview” page shows your current step in the NOI filing process as well as the NOI Form and the Fee Transmittal Form. NOTE: there is a check to the left of the WPA Form 3 – NOI indicating that the NOI Form is complete, but the green triangle is still under “Forms” and the arrow above the green triangle is still obscured. When you have completed all the forms, the arrow will become dark indicating that that step in the NOI filing process is complete. Click NEXT in the lower right hand corner to proceed to the Fee Transmittal Form.

[My eDEP](#) | [Forms](#) | [My Profile](#) | [Help](#)

Transaction Overview Trans# 210953 ID# WPA Form 3 - NOI (NEW)

Forms Attach Files Signature Submit

Forms

[Print Transaction](#) [Delete Transaction](#) [Share Transaction](#) [Exit](#)

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	WPA Form 3 - NOI (NEW) ()
-	Wetland Fee Transmittal Form (ONLINE ONLY)

[Next](#)

[MassDEP Home](#) | [Contact](#) | [Feedback](#) | [Tour](#) | [Privacy Policy](#)

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2.4 Completing the NOI Fee Transmittal Form

Once you are in the NOI Fee Transmittal Form, select YES or NO to indicate whether or not you are exempt from paying a fee or not. Exempt agencies and groups are listed on the form. If you are an exempt agency or group select YES, click the SAVE button and then the Error Check button on the menu across the top of the page.

Mass DEP's Online Filing System

All Related Forms Error Check Save Instructions Print Exit

Are you exempted from Fee?

Note: Fee will be exempted if you are one of the following:

- City/Town/County/District
- Municipal Housing Authority
- Indian Tribe Housing Authority
- MBTA

[State agencies are only exempt if the fee is less than \\$100](#)

Fees

A. Highlight activities in the category dropdown lists and press "Select" to add the activity to the list below then enter the number of each activity selected. Remove an activity by pressing the remove button.

In addition to the Riverfront Area, are any of these activities in another Resource Area or the Buffer Zone, please check the checkbox next to activity list and please note the fees will be multiplied by 1.5 times and then added to the subtotal amount.

If you are not an exempt agency or group select NO. Selecting NO will enable you to access Wetland Fee Categories: 1 through 5. See below

Fees

A. Highlight activities in the category dropdown lists and press "Select" to add the activity to the list below then enter the number of each activity selected. Remove an activity by pressing the remove button.

In addition to the Riverfront Area, are any of these activities in another Resource Area or the Buffer Zone, please check the checkbox next to activity list and please note the fees will be multiplied by 1.5 times and then added to the subtotal amount.

		River-Front Area Multiplier (RFA)	
1.	A.) WORK ON SINGLE FAMILY LOT; ADDITION, POOL, ETC.;	<input type="checkbox"/>	<input type="button" value="SELECT"/>
2.	A.) CONSTRUCTION OF SINGLE FAMILY HOUSE;	<input type="checkbox"/>	<input type="button" value="SELECT"/>
3.	A.) SITE PREPARATION (FOR DEVELOPMENT) BEYOND NOTICE OF INTENT SCOPE;	<input type="checkbox"/>	<input type="button" value="SELECT"/>
4.	A.) EACH CROSSING FOR DEVELOPMENT OR COMMERCIAL ROAD;	<input type="checkbox"/>	<input type="button" value="SELECT"/>
5.	A.) WORK ON DOCKS, PIERS, REVETMENTS, DIKES, ETC. (COASTAL OR INLAND).	<input type="checkbox"/>	<input type="button" value="SELECT"/>

of linear ft.

City/Town share of filing fee	State share of filing fee (*)	Total Project Fee
\$0.00	\$0.00	\$0.00
1/2 total fee plus \$12.50	1/2 total fee less \$12.50	Total fee

(*) = You may not pay by credit card if the State share of the Fee is \$1000 or greater, however you will be able to pay by ACH and Check.

Each Category has a drop-down list that you can view and from which you can select as many activities as apply to your project. For each activity that applies to your project, hi-light the activity in the pull down menu and click the SELECT button to the right of the pull-down menu. Below is an illustration of the Category 1 through Category 5 drop-down menus.

Category 1 Dropdown List

A. Highlight activities in the category dropdown lists and press "Select" to add the activity to the list below then enter the number of each activity selected. Remove an activity by pressing the remove button.

In addition to the Riverfront Area, are any of these activities in another Resource Area or the Buffer Zone, please check the checkbox next to activity list and please note the fees will be multiplied by 1.5 times and then added to the subtotal amount.

1. A.) WORK ON SINGLE FAMILY LOT; ADDITION, POOL, ETC.;

2. A.) WORK ON SINGLE FAMILY LOT; ADDITION, POOL, ETC.;

3. B.) SITE, WORK WITHOUT A HOUSE;

4. C.) CONTROL VEGETATION;

5. D.) RESOURCE IMPROVEMENT;

6. E.) WORK ON SEPTIC SYSTEM SEPARATE FROM HOUSE;

7. F.) MONITORING WELL, ACTIVITIES MINUS ROADWAY;

8. G.) NEW AGRICULTURAL OR AQUACULTURE PROJECTS.

River-Front Area
Multiplier (RFA)

SELECT

SELECT

SELECT

SELECT

SELECT

City/Town share of filing fee	State share of filing fee (*)	Total Project Fee
\$0.00	\$0.00	\$0.00
1/2 total fee plus \$12.50	1/2 total fee less \$12.50	Total fee

(*) = You may not pay by credit card if the State share of the Fee is \$1000 or greater, however you will be able to pay by ACH and Check.

Category 2 Dropdown List

Fees

A. Highlight activities in the category dropdown lists and press "Select" to add the activity to the list below then enter the number of each activity selected. Remove an activity by pressing the remove button.

In addition to the Riverfront Area, are any of these activities in another Resource Area or the Buffer Zone, please check the checkbox next to activity list and please note the fees will be multiplied by 1.5 times and then added to the subtotal amount.

1. A.) WORK ON SINGLE FAMILY LOT; ADDITION, POOL, ETC.;

2. A.) CONSTRUCTION OF SINGLE FAMILY HOUSE;

3. A.) CONSTRUCTION OF SINGLE FAMILY HOUSE;

4. B.) PARKING LOT;

5. C.) BEACH NOURISHMENT;

6. D.) ELECTRIC GENERATING FACILITY ACTIVITIES;

7. E.) INLAND LIMITED PROJECTS MINUS ROAD CROSSINGS AND AGRICULTURE;

8. F.) EACH CROSSING FOR DRIVEWAY TO SINGLE FAMILY HOUSE;

9. G.) EACH PROJECT SOURCE (STORM DRAIN) DISCHARGE;

10. H.) CONTROL VEGETATION IN DEVELOPMENT;

11. I.) WATER LEVEL VARIATIONS;

12. J.) ANY OTHER ACTIVITY NOT IN CATEGORY 1,3,4,5 OR 6;

13. K.) WATER SUPPLY EXPLORATION.

River-Front Area
Multiplier (RFA)

SELECT

SELECT

SELECT

SELECT

SELECT

1/2 total fee plus \$12.50	1/2 total fee less \$12.50	Total fee
----------------------------	----------------------------	-----------

(*) = You may not pay by credit card if the State share of the Fee is \$1000 or greater, however you will be able to pay by ACH and Check.

Category 3 Dropdown List

Fees

- A. Highlight activities in the category dropdown lists and press "Select" to add the activity to the list below then enter the number of each activity selected. Remove an activity by pressing the remove button.

In addition to the Riverfront Area, are any of these activities in another Resource Area or the Buffer Zone, please check the checkbox next to activity list and please note the fees will be multiplied by 1.5 times and then added to the subtotal amount.

		River-Front Area Multiplier (RFA)
1.	A.) WORK ON SINGLE FAMILY LOT; ADDITION, POOL, ETC.;	<input type="checkbox"/> SELECT
2.	A.) CONSTRUCTION OF SINGLE FAMILY HOUSE;	<input type="checkbox"/> SELECT
3.	A.) SITE PREPARATION (FOR DEVELOPMENT) BEYOND NOTICE OF INTENT SCOPE;	<input type="checkbox"/> SELECT
4.	A.) SITE PREPARATION (FOR DEVELOPMENT) BEYOND NOTICE OF INTENT SCOPE; B.) EACH BUILDING (FOR DEVELOPMENT) INCLUDING SITE;	<input type="checkbox"/> SELECT
5.	C.) ROAD CONSTRUCTION NOT CROSSING OR DRIVEWAY; D.) HAZARDOUS CLEANUP; E.) WATER SUPPLY DEVELOPMENT.	<input type="checkbox"/> SELECT

City/Town share of filing fee	State share of filing fee (*)	Total Project Fee
\$0.00	\$0.00	\$0.00
1/2 total fee plus \$12.50	1/2 total fee less \$12.50	Total fee

(*) = You may not pay by credit card if the State share of the Fee is \$1000 or greater, however you will be able to pay by ACH and Check.

Category 4 Dropdown List

Fees

- A. Highlight activities in the category dropdown lists and press "Select" to add the activity to the list below then enter the number of each activity selected. Remove an activity by pressing the remove button.

In addition to the Riverfront Area, are any of these activities in another Resource Area or the Buffer Zone, please check the checkbox next to activity list and please note the fees will be multiplied by 1.5 times and then added to the subtotal amount.

		River-Front Area Multiplier (RFA)
1.	A.) WORK ON SINGLE FAMILY LOT; ADDITION, POOL, ETC.;	<input type="checkbox"/> SELECT
2.	A.) CONSTRUCTION OF SINGLE FAMILY HOUSE;	<input type="checkbox"/> SELECT
3.	A.) SITE PREPARATION (FOR DEVELOPMENT) BEYOND NOTICE OF INTENT SCOPE;	<input type="checkbox"/> SELECT
4.	A.) EACH CROSSING FOR DEVELOPMENT OR COMMERCIAL ROAD;	<input type="checkbox"/> SELECT
5.	A.) EACH CROSSING FOR DEVELOPMENT OR COMMERCIAL ROAD; B.) DAM, SLUICeway, TIDEGATE (SAFETY) WORK; C.) LANDFILLS OPERATION/CLOSURES D.) SAND AND GRAVEL OPERATIONS; E.) RAILROAD LINE CONSTRUCTION; F.) BRIDGE; G.) HAZARDOUS WASTE ALTERATIONS TO RESOURCE AREAS; H.) DREDGING; I.) PACKAGE TREATMENT PLANT AND DISCHARGE; J.) AIRPORT TREE CLEARING; K.) OIL AND/OR HAZARDOUS MATERIAL RELEASE RESPONSE ACTIONS.	<input type="checkbox"/> SELECT

(*) = You may not pay by credit card if the State share of the Fee is \$1000 or greater, however you will be able to pay by ACH and Check.

Category 5 Dropdown List

Fees

A. Highlight activities in the category dropdown lists and press "Select" to add the activity to the list below then enter the number of each activity selected. Remove an activity by pressing the remove button.

In addition to the Riverfront Area, are any of these activities in another Resource Area or the Buffer Zone, please check the checkbox next to activity list and please note the fees will be multiplied by 1.5 times and then added to the subtotal amount.

		River-Front Area Multiplier (RFA)	
1.	A.) WORK ON SINGLE FAMILY LOT; ADDITION, POOL, ETC.;	<input type="checkbox"/>	SELECT
2.	A.) CONSTRUCTION OF SINGLE FAMILY HOUSE;	<input type="checkbox"/>	SELECT
3.	A.) SITE PREPARATION (FOR DEVELOPMENT) BEYOND NOTICE OF INTENT SCOPE;	<input type="checkbox"/>	SELECT
4.	A.) EACH CROSSING FOR DEVELOPMENT OR COMMERCIAL ROAD;	<input type="checkbox"/>	SELECT
5.	A.) WORK ON DOCKS, PIERS, REVETMENTS, DIKES, ETC. (COASTAL OR INLAND);	<input type="checkbox"/>	SELECT
	A.) WORK ON DOCKS, PIERS, REVETMENTS, DIKES, ETC. (COASTAL OR INLAND);	<input type="checkbox"/>	SELECT

of linear ft.

City/Town share of filing fee	State share of filing fee (**)	Total Project Fee
\$0.00	\$0.00	\$0.00
1/2 total fee plus \$12.50	1/2 total fee less \$12.50	Total fee

(*) = You may not pay by credit card if the State share of the Fee is \$1000 or greater, however you will be able to pay by ACH and Check.

When you select an activity in any category, eDEP automatically calculates the fee and enters a row of information at the bottom showing the appropriate fees to the community, the state, and the total cost. If the activity is in the riverfront area, check the Riverfront Area Multiplier box to the left of the SELECT button **before** pressing SELECT.

A. Highlight activities in the category dropdown lists and press "Select" to add the activity to the list below then enter the number of each activity selected. Remove an activity by pressing the remove button.

In addition to the Riverfront Area, are any of these activities in another Resource Area or the Buffer Zone, please check the checkbox next to activity list and please note the fees will be multiplied by 1.5 times and then added to the subtotal amount.

		River-Front Area Multiplier (RFA)	
1.	A.) WORK ON SINGLE FAMILY LOT; ADDITION, POOL, ETC.;	<input type="checkbox"/>	SELECT
2.	A.) CONSTRUCTION OF SINGLE FAMILY HOUSE;	<input type="checkbox"/>	SELECT
3.	A.) SITE PREPARATION (FOR DEVELOPMENT) BEYOND NOTICE OF INTENT SCOPE;	<input checked="" type="checkbox"/>	SELECT
4.	A.) EACH CROSSING FOR DEVELOPMENT OR COMMERCIAL ROAD;	<input type="checkbox"/>	SELECT
5.	A.) WORK ON DOCKS, PIERS, REVETMENTS, DIKES, ETC. (COASTAL OR INLAND);	<input type="checkbox"/>	SELECT

of linear ft.

Type of Activity	Number of Activities	Individual Activity Fee		Subtotal Activity Fee	
A.) WORK ON SINGLE FAMILY LOT; ADDITION, POOL, ETC.;	1	\$110.00		\$110.00	Remove
C.) CONTROL VEGETATION;	1	\$110.00		\$110.00	Remove
C.) BEACH NOURISHMENT;	1	\$500.00		\$500.00	Remove
C.) ROAD CONSTRUCTION NOT CROSSING OR DRIVEWAY;	1	\$1050.00	RFA multiplier 1.5	\$1575.00	Remove

City/Town share of filing fee	State share of filing fee (**)	Total Project Fee
\$1,160.00	\$1,135.00	\$2,295.00
1/2 total fee plus \$12.50	1/2 total fee less \$12.50	Total fee

(*) = You may not pay by credit card if the State share of the Fee is \$1000 or greater, however you will be able to pay by ACH and Check.

Press the “ERROR CHECK” button on the top menu to check the form for errors. If no errors are found eDEP will populate the NOI Form with all the appropriate fee information and then return to the Transaction Overview page.

eDEP MassDEP's Online Filing System

All Related Forms Error Check Save Instructions Print Exit

Are you exempted from Fee?

Note: Fee will be exempted if you are one of the following:

- City/Town/County/District
- Municipal Housing Authority
- Indian Tribe Housing Authority
- MBTA

State agencies are only exempt if the fee is less than \$100.

5. Total WPA Fee Paid (Automatically inserted from NOI Wetland Fee Transmittal Form):

a. Total Fee Paid \$2,295.00 b. State Fee Paid \$1,135.00 c. City/Town Fee Paid \$1,160.00

6. General Project Description:

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3. Attach Files to Submit with the NOI Form

Note upon return to the Transaction Overview page, that the Wetland Fee Transmittal Form has been checked off as complete. Pressing the NEXT button moves you forward in the NOI filing process to “Attach Files”.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

MassDEP's Online Filing System

Username: ASMITH
Nickname: ALICESMITH **LOG OFF**

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview Trans# 210954 ID# Wetland Fee Transmittal Form

Forms Attach Files Signature Submit

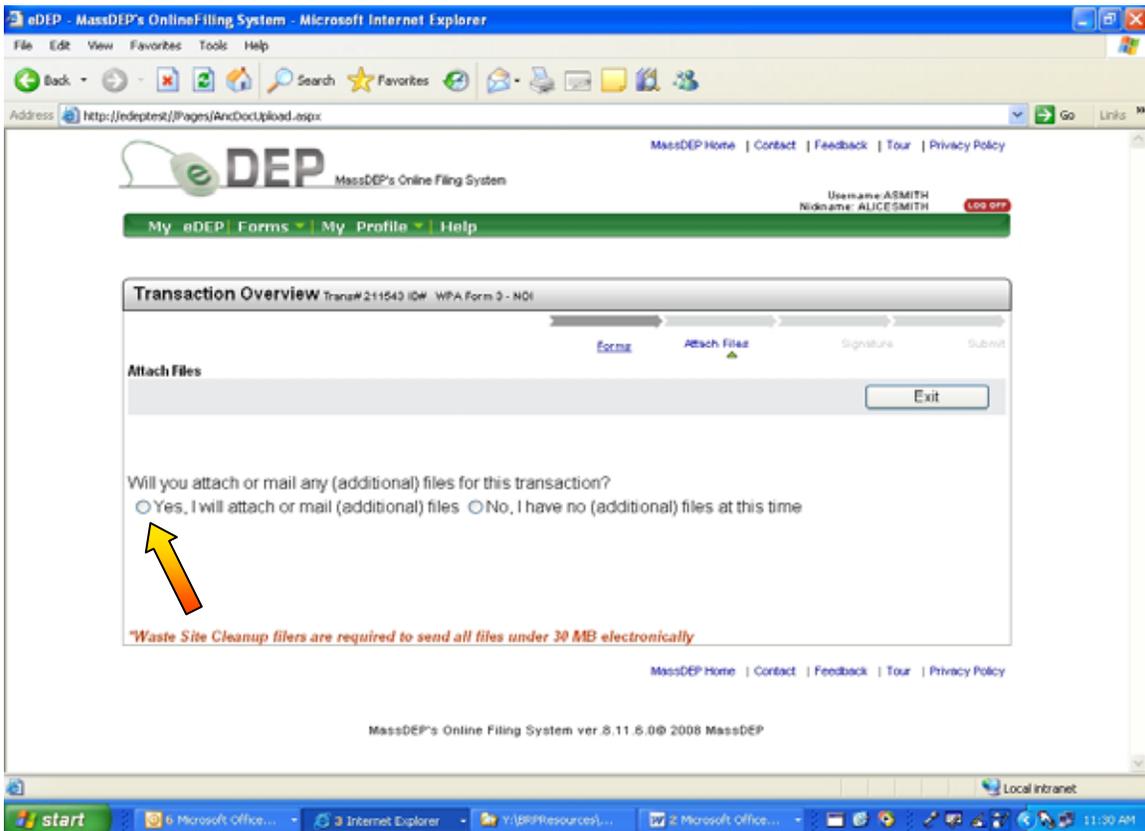
Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	WPA Form 3 - NOI (NEW) ()
✓	Wetland Fee Transmittal Form (ONLINE ONLY)

Next

Note that the green triangle previously under the “Forms” arrow has now moved to the “Attach Files” arrow indicating that you have moved to the next step in the NOI filing process. Indicate whether additional documents are included with the NOI form by checking YES. If no additional documents are included with the NOI, check NO.



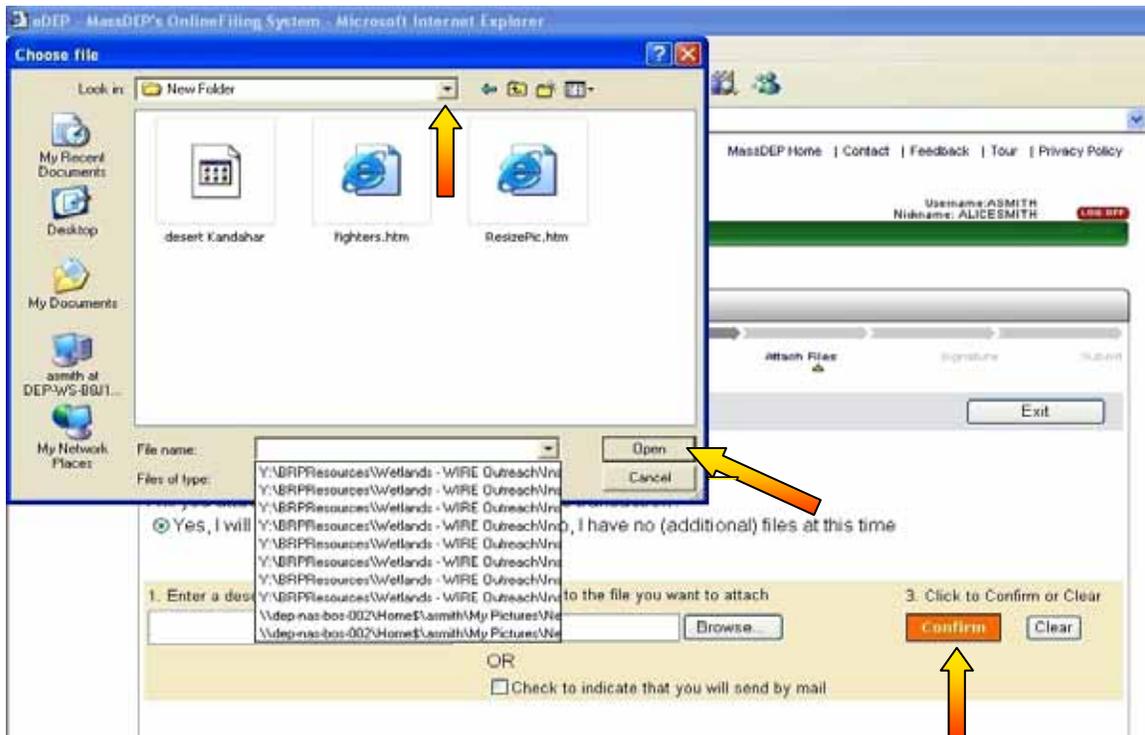
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3.1 EDEP Browser

When you select “Yes”, eDEP opens a browser that allows you to select files from your desktop and attach the files electronically to the NOI form.



To include additional files, press the “BROWSE” button and select files from your desktop folders. EDEP allows each file you attach to be as large as 30 Mbytes.



Enter the file title or a brief description of the file in Window 1. EDEP will enter the file that you've selected on the Browser in the Browse window (2). When the information in the windows is correct, press the orange CONFIRM button to add the file to a list of the files that eDEP creates at the bottom of the page. You can modify the list by selecting [View](#) or [Remove](#) on the right.

When all the files shown in the list are correct, click NEXT. Pressing NEXT will attach the files to the NOI form for submittal and return to the Transaction Overview page to proceed to the next step in the NOI filing process.

Forms **Attach Files** Signature Submit

Attach Files Exit

1. Enter a description or title for the file

2. Browse to the file you want to attach

OR

Check to indicate that you will send by mail

3. Click to Confirm or Clear

Confirmed Attachments/Mailings

CR MACC	2009 MACC - Circuit Rider Accomplishments.pdf		View Remove
CR Annual Report	2009 MACC - Circuit Rider Accomplishments.pdf		View Remove
jpeg image	Attach Files Browse1.jpg		View Remove

**Waste Site Cleanup filers are required to send all files under 30 MB electronically*

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3.2 File Size Limitations

EDEP cannot accept any single file that is greater than 30 Mbytes in size. If an individual file in excess of 30 Mbytes is detected, an error is generated.

If one or more of the files is greater than 30 MB, check the box that indicates you will send by mail. Fill in the title or description in Window 1, but no information is required to be entered into Window 2. Then click the Confirm button and the browse box will automatically populate with the note that the file will be send by mail. Select the Next button and proceed to the next step in the NOI filing process “SIGNATURES”.

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4. Signatures

After attaching the files, the Transaction Overview page will look like the image below. The green triangle will have moved to the next step in the NOI filing process, Signature. The Attach Files arrow at the top of the Transaction Overview page will be dark, indicating that the previous step is complete.

Applicants **MUST** check the “SIGNATURE” box, read the certification language and fill in the Applicant’s name. This serves as the Signature of Applicant for electronic submittals. EDEP pre-populates the “Date” field with the current date.

If applicable, include the Signature of the Property Owner, if different from applicant and signature of the applicant’s representative, if any. Again, eDEP pre-populates the “Date” fields with the current date.

When the information is complete, select either “I ACCEPT” or “I DO NOT ACCEPT”. Then press the NEXT button to return to the Transaction Overview page.

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview **Trans# 210954 ID# WPA Form 3 - NOI (NEW)**

Forms Attach Files Signature Submit

Signature Exit

Please select the box below and then indicate your acceptance.

WPA Form 3 - NOI (NEW) - 1 Form(s)

SIGNATURE

I hereby certify under the penalties of perjury that the foregoing Notice of Intent and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will place notification of this Notice in a local newspaper at the expense of the applicant in accordance with the wetlands regulations, 310 CMR 10.05(5)(a).

I further certify under penalties of perjury that all abutters were notified of this application, pursuant to the requirements of M.G.L. c. 131, § 40. Notice must be made in writing by hand delivery or certified mail (return receipt requested) to all abutters within 100 feet of the property line of the project location.

By entering my name I acknowledge that I have read and agree with the certification statement.

Applicant Date

Owner Date

Representative Date

If you select the “I do not accept” button instead of the “I accept” button you will not be able to proceed to the NEXT page.

In the Transaction Overview page, note that the arrow above “Signature” is dark indicating that the “Signature” step is complete. Press the NEXT button in the bottom right corner to proceed to the next step in the NOI filing process, Electronic Fee [Payment](#).

My eDEP | Forms ▾ | My Profile ▾ | Help Log Off

Transaction Overview Trans# 211543 ID# WPA Form 3 - NOI

Forms [Attach Files](#) [Signature](#) [Payment](#) Submit

Forms

[Print Transaction](#) [Delete Transaction](#) [Share Transaction](#) [Exit](#)

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	WPA Form 3 - NOI ()
✓	WPA Form 3 - NOI (Fee Transmittal) (ONLINE ONLY)

[Next](#)

[MassDEP Home](#) | [Contact](#) | [Feedback](#) | [Tour](#) | [Privacy Policy](#)

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5. Electronic Fee Payment

5.1. Payment Amount

Note that the green triangle has moved under the Payment arrow at the top of the Transaction Overview. EDEP pre-populates the “Payment Amount” window with fee information from the Fee Transmittal Form. The amount in the “Pay Amount” data field represents the fee to be sent to MassDEP only. Fees due to local commissions are not included in this payment transaction.

The screenshot shows the 'Payment' window for 'Wetland Fee Transmittal Form' (Trans# 211018). The window has a green header with 'My eDEP | Forms | My Profile | Help'. Below the header is a progress bar with steps: Forms, Attach Files, Signature, Payment (with a green triangle), and Submit. The 'Payment' section contains: 'DEP TRANS # 211018', 'Payment Type' (Credit Card), and 'Payment amount: 237.50'. A yellow arrow points to the '237.50' with the text 'Fee Carried Over From Fee Calculator'. At the bottom are 'Continue' and 'Cancel' buttons. A footer contains 'MassDEP Home | Contact | Feedback | Tour | Privacy Policy'.

Select a method of payment from the pull-down menu for “Payment Type” and then press “Continue”.

Automated Clearing House (ACH) or Check must be selected for fees in excess of \$1,000.00.

The screenshot shows the 'Payment' window for 'WPA Form 3 - NOI' (Trans# 211703). The window has a green header with 'My eDEP | Forms | My Profile | Help' and a user login area: 'Username: ASMITH', 'Nickname: ALICESMITH', and a 'LOG OFF' button. Below the header is a progress bar with steps: Forms, Attach Files, Signature, Payment (with a green triangle), and Submit. The 'Payment' section contains: 'DEP TRANS # 211703', 'Payment Type' (Credit Card), and 'Payment amount:'. A pull-down menu is open showing options: Credit Card, Credit Card, ACH, and Check. A yellow arrow points to the 'ACH' option. At the bottom are 'Continue' and 'Cancel' buttons. A footer contains 'MassDEP Home | Contact | Feedback | Tour | Privacy Policy'.

5.2. Fee Payment Types: Automated Clearing House (ACH)

Fees in excess of \$1,000.00 cannot be paid using a credit card. The **Automated Clearing House (ACH)** and personal/business check are available as payment methods for wetlands fees.

 **MassDEP's Online Filing System** MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: ASMITH
Nickname: ALICESMITH LOG OFF

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview Trans# 211543 ID# WPA Form 3 - NOI

Forms → Attach Files → Signature → **Payment** → Submit

Payment Exit

DEP TRANS # 211543

Payment Type 

Payment amount:



Select the “Method of Payment” for the ACH transaction from the pull down menu.

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview Trans# 211543 ID# WPA Form 3 - NOI

Forms → Attach Files → Signature → **Payment** → Submit

Payment Exit

PAYMENT ENTRY

DEP TRANS # 211543

Current Payment

Payment Amount \$1,232.50

Method Of Payment 

Bank Account Number \$

Confirm Bank Account Number

Bank Account Type

Bank Routing Number

Using the pull down menu, indicate if the “Bank Account Type” is a personal or business account and fill in the required bank information to allow processing the fee payment electronically. When the information is complete, press the CONTINUE button to move to the next step in the fee payment process and receive your receipt.

Transaction Overview **Trans# 211543 ID# WPA Form 3 - NOI**

Forms Attach Files Signature **Payment** Submit

Payment

DEP TRANS # 211543

Current Payment

Payment Amount \$1,232.50

Method Of Payment

Bank Account Number [\(what's this?\)](#)

Confirm Bank Account Number

Bank Account Type

Bank Routing Number [\(what's this?\)](#)

Name On Account

Read the authorization carefully and indicate if you accept the terms and conditions by checking the box provided. Then PRINT your payment authorization and keep for your records.

Transaction Overview **Trans# 211543 ID# WPA Form 3 - NOI**

Forms Attach Files Signature **Payment** Submit

Payment

Bank Account type Business

Bank Routing Number 021000021

Bank Name JPMORGAN CHASE BANK

Name On Account Mary Jones

I have authorized Commonwealth of Mass DEP to initiate the entry to my account. I have an agreement with Commonwealth of Mass DEP under which I agreed to be bound by the NACHA Rules. This is a similarly authenticated authorization that satisfies compliance with the Electronic Signatures in the Global and National Commerce Act (15 USC 7001 et seq), which defines electronic records (as contracts or other records created, generates, sent, communicated, received, or stored by electronic means) and electronic signatures. Electronic signatures include, but are not limited to, digital signatures and security codes. I understand I can revoke the authorization by notifying Commonwealth of Mass DEP within 60 days. I have signature authority to this account or have been authorized by an individual who has signature authority to this account to authorize this entry.

I have read and accept the above terms and conditions

Please press Submit to charge your account, and to receive a confirmation number.

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5.3. Fee Payment Types: Credit Card

EDEP accepts credit card payment on fees that are less than \$1,000.00. To pay the NOI fee by credit card, select “Credit Card” from the Payment Type pull-down menu.

Transaction Overview **Trans# 211018 ID# Wetland Fee Transmittal Form**

Forms Attach Files Signature Payment Submit

Payment Exit

DEP TRANS # 211018

Payment Type
 Credit Card
 ACH
 Check

Payment amount:

Continue Cancel

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

EDEP pre-populates the “Payment Amount” with the MassDEP portion of the total fee from the NOI Fee Transmittal Form. Press CONTINUE.

Transaction Overview **Trans# 211018 ID# Wetland Fee Transmittal Form**

Forms Attach Files Signature Payment Submit

Payment Exit

DEP TRANS # 211018

Payment Type
 Credit Card

Payment amount:

Continue Cancel

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Select the type of credit card being used for payment from the “Method of Payment” pull down menu and then press CONTINUE. EDEP accepts American Express, Discover, Visa, and MasterCard.

My eDEP | Forms | My Profile | Help

Transaction Overview Trans# 211018 ID# Wetland Fee Transmittal Form

Forms Attach Files Signature Payment Submit

Payment

Exit

PAYMENT ENTRY

DEP TRANS # 211018

Current Payment

Payment Amount \$237.50

Method Of Payment American Express

Card Number

Expiration Date

ZIP/Postal Code

Continue Cancel

Select the “Expiration Date” from the pull down menus, enter your Postal Zip Code, and then press CONTINUE.

My eDEP | Forms | My Profile | Help

Transaction Overview Trans# 211018 ID# WPA Form 3 - NOI (NEW)

Forms Attach Files Signature Payment Submit

Payment

Exit

PAYMENT ENTRY

DEP TRANS # 211018

Current Payment

Payment Amount \$237.50

Method Of Payment American Express

Card Number 371012442055006

Expiration Date Nov 2009

ZIP/Postal Code 01890

Continue Cancel

Print the Payment Confirmation as your receipt of payment and then press NEXT to return to the Transaction Overview page. MassDEP will send a confirmation of submission by email and issue a NOI file number promptly.

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview Trans# 211018 ID# Wetland Fee Transmittal Form

Forms → Attach Files → Signature → Payment ▲ → Submit

Payment

print Exit

Payment Confirmation

Thank you. Your payment has been received.

Note: Payment received after 3:30pm will not be posted until the next business day.

Next

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5.4. Fee Payment Types: Check

Selecting “Check” as the Payment Type” allows you to file a NOI electronically and continue to pay the NOI fee using a check sent by US Postal Service.

EDEP pre-populates the Payment Amount with the MassDEP portion of the fee from the Fee Transmittal Form. You fill in the required “Payer’s Name” and “Check Number”. When the information is complete, press the CONTINUE to move to the next step in the fee payment process and receive your receipt.

My eDEP | Forms | My Profile | Help

Transaction Overview Trans# 211491 ID# WPA Form 3 - NOI (Fee Transmittal)

Forms Attach Files Signature Payment Submit

Payment

Exit

DEP TRANS # 211491

Payment Type: Check

Payment amount: 362.50

Payer's Name: Jennifer Lind

Check Number: 021000021

Continue Cancel

Clicking CONTINUE will generate a Payment Confirmation. PRINT the Payment Confirmation for your records and then press NEXT. Please send a copy of your Receipt page (generated after submitting the NOI) and your NOI Transmittal form with the Check to the address shown on the NOI transmittal form.

My eDEP | Forms | My Profile | Help

Transaction Overview Trans# 211491 ID# WPA Form 3 - NOI (Fee Transmittal)

Forms Attach Files Signature Payment Submit

Payment Confirmation

print Exit

DEP Transaction ID : 211491

Payment Date : 11/2/2009 11:32:15 AM

Your payment is not complete until DEP receives notice that check # 021000021 for \$362.50 is cleared through the bank . Please send a copy of your receipt page and your transmittal form along with your check to Commonwealth of Massachusetts, P.O. Box 4062, Boston, MA 02211.

Transaction Information

DEP Payment Code# 34871

Next

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6. Submit Forms and Attachments

6.1 Review and Submit Your Transaction

The final step in the NOI filing process is to review your transaction and submit the forms. Once the fee payment step is complete, eDEP generates a Transaction Summary for your review. If everything appears correct, press the orange, SUBMIT button in the bottom right corner of the page. The NOI form and all attachments will be electronically submitted to MassDEP.

The screenshot shows the eDEP online filing system interface. At the top, there is a navigation bar with links for 'MassDEP Home', 'Contact', 'Feedback', 'Tour', and 'Privacy Policy'. The user is logged in as 'ASMITH' with the nickname 'ALICESMITH'. Below the navigation bar, there are tabs for 'My eDEP', 'Forms', 'My Profile', and 'Help'. The main content area is titled 'Transaction Overview' and shows a progress bar with steps: 'Forms', 'Attach Files', 'Signature', 'Payment', and 'Submit'. The 'Submit' step is currently active. The page contains a 'Review and Submit your Transaction' section with an 'Exit' button. Below this, there is a message asking the user to review their transaction and a confirmation email address field (Alice Smith@state.ma.us). The transaction details include: DEP Transaction ID: 211018, Date and Time Submitted: 09/21/2009 10:28:26, and Other Email: (empty). The form name is 'WPA Form 3 - NOI (NEW)'. Project location details include City/Town Name: WINCHESTER, location: 40 HENRY STREET, and General Description: ADDITION TO SINGLE FAMILY HOUSE. Applicant information includes Name: JENNIFER LUNN, Company, and Address: 40 HENRY STREET, WINCHESTER, MA, 01890. Payment information states the fee for the state share is \$: 237.50 and provides instructions for payment by check or money order. Additional forms submitted include 'Wetland Fee Transmittal Form(OHNE ONLY)'. A large orange 'Submit' button is located at the bottom right of the page.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username:ASMITH
Nickname: ALICESMITH **LOG OFF**

My eDEP | Forms | My Profile | Help

Transaction Overview **Transf 211018 ID# - Wetland Fee Transmittal Form**

Forms | Attach Files | Signature | Payment | **Submit**

Review and Submit your Transaction

Please review your transaction. If you are satisfied, scroll down and click submit.

An email confirmation will be automatically sent to the owner of this account at

If you would like to send this confirmation to others please enter their address below separated by a semicolon;

DEP Transaction ID: 211018
Date and Time Submitted: 09/21/2009 10:28:26
Other Email :

Form Name: WPA Form 3 - NOI (NEW)

Project Location
City/Town Name: WINCHESTER
location: 40 HENRY STREET
General Description: ADDITION TO SINGLE FAMILY HOUSE

Applicant Information
Name: JENNIFER LUNN
Company
Address: 40 HENRY STREET, WINCHESTER, MA, 01890

Payment Information
Your fee for the state share is \$: 237.50
If you have paid by credit card or ACH, thank you for your payment. If you are paying by check or money order, please send your check (payable to the Commonwealth of Massachusetts) to MassDEP, Box 4062, Boston MA 02211

Additional Forms Submitted
Wetland Fee Transmittal Form(OHNE ONLY)

EDEP will generate a Summary of the NOI Transaction that is your Receipt. The summary contains the DEP Transaction ID, the date and time that the NOI was submitted and other information related to the filing. PRINT THIS RECEIPT. This receipt also becomes a permanent record in eDEP which you can view at any time simply by clicking on Receipt in the Transaction Overview Box.

From this page you can either go back to the eDEP home page by selecting [My eDEP](#) in the lower right corner or press the EXIT button at the top of the page to end the session.

My eDEP | Forms ▾ | My Profile ▾ | Help

Receipt

Forms → Attach Files → Signature → Payment → Receipt ▲

Summary/Receipt

print receipt Exit

Your submission is complete. Thank you for using DEP's online reporting system. You can select "My eDEP" to see a list of your transactions.

DEP Transaction ID: 211018
Date and Time Submitted: 9/21/2009 10:30:56 AM
Other Email :

Form Name: WPA Form 3 - NOI

Project Location
City/Town Name: WILMINGTON
location: 44 WEDGEWOOD AVENUE
General Description

Applicant Information
Name: JENNIFER WEDGEWOOD
Company
Address: 44 WEDGEWOOD AVENUE, WILMINGTON, MA,

Payment Information
Your fee for the state share is \$: 1,232.50
If you have paid by credit card or ACH, thank you for your payment. If you are paying by check or money order, please send your check (payable to the Commonwealth of Massachusetts) to MassDEP, Box 4062, Boston, MA 02211

Additional Forms Submitted
WPA Form 3 - NOI (Fee Transmittal)(ONLINE ONLY)

[My eDEP](#)

6.2 *Who to Contact to Get Help*

If you need to speak to a MassDEP staff person to help answer your questions regarding these forms, contact our regional Wetlands Circuit Rider or our Circuit Rider Coordinator. They will also be available to provide group training sessions by appointment.

Circuit Rider Coordinator: Alice Smith

email: Alice.Smith@state.ma.us

Telephone: (617) 292-5854

Regional Wetlands Circuit Riders

Northeast Region: Pam Merrill email: Pamela.Merrill@state.ma.us

Telephone: (978) 694-3249

Southeast Region: Christine Odiaga email: Christine.Odiaga@state.ma.us

Telephone: (508) 946-2836

Central Region: Jennifer Gensel email: Jennifer.Gensel@state.ma.us

Telephone: (508) 767-2765

Western Region: Mark Stinson email: Mark.Stinson@state.ma.us

Telephone: (413) 755-2257

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