

Town of Amherst  
Conservation Department  
Notice of Intent (NOI)  
Guidance for Applicants

The NOI form must be electronically filed through eDEP. For this reason and due to the complexity of NOI submission requirements, we recommend applicants have professional, competent representation.

- A link to the NOI instructions is provided below:  
<https://www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent>
  
- Contact the Assessor's office to get a Certified Abutters list:  
[assessors@amherstma.gov](mailto:assessors@amherstma.gov)  
413-259-3024
  
- Notice of the time and place of the public hearing and an electronic copy of application materials also must be provided to by the applicant to the Town Engineer, Board of Health, Planning Board, and Building Commissioner.
  
- This form (link below) must be filed out and sent to each abutter on the certified list at least 7-days prior to the public hearing (staff will set the hearing date and time once the full application package is received and confirmed to be complete):  
<https://www.amherstma.gov/DocumentCenter/View/50858/NOTIFICATION-TO-ABUTTERS-Temporary>  
The time and date of the hearing, site address and project description must be included on the abutter notification. Please provide the Conservation Commission with a copy of the completed abutter notification form along with mailing receipts.
  
- Abutter notices must be sent certified mail OR certificate of mailing. Please save the receipt cards. You will provide them to the Conservation Commission prior to the start of the public hearing.
  
- Staff will prepare and submit the legal ad to the daily Hampshire gazette. The cost of the ad must be paid by the applicant. Once the town gets the bill from the gazette, we will notify the applicant of the cost. Applicant must provide a check to the town made payable to the **Daily Hampshire Gazette**.
  
- Notice of Intent Plan Requirements  
Please see the Town of Amherst Wetlands Protection Bylaw Regulations (pg. 56)  
[https://www.amherstma.gov/DocumentCenter/View/62563/BylawRegulationsAmended\\_06222022\\_FINAL](https://www.amherstma.gov/DocumentCenter/View/62563/BylawRegulationsAmended_06222022_FINAL)
  
- Site Requirements Prior to Inspection

Before site inspections can be made by the Commission or the Commission's agent, the following conditions must be met (and please note that failure to meet these requirements may result in non-review and delay of the project):

1. Stakes indicating the corners of proposed houses or other proposed structures within Conservation Commission jurisdiction.
2. Stakes indicating the limit of proposed work
3. Boundaries of all resource areas clearly delineated with numbered flags or stakes.

Site visits are scheduled prior to the start of the hearing.

Please make sure the above items are completed prior to scheduling the site inspection.