



**CANTON CONSERVATION COMMISSION
STORMWATER NOTICE OF INTENT INSTRUCTIONS
TOWN OF CANTON STORMWATER MANAGEMENT BY-LAW
ARTICLE XXI**

revised 9/18/19

Stormwater Notices of Intent (NOI) are permit applications required for projects that disturb more than 5,000 square feet of land area. Please consult the Canton Stormwater Management By-law (Article XXI) and By-law Regulations prior to filing with the Conservation Commission. A project that disturbs more than 5,000 square feet of land area is also required to submit a Land Disturbance Permit application under the Canton Soil Erosion and Sediment Control By-law (Article XX).

Step 1

Download the application form from the Conservation Department web page, <https://town.canton.ma.us/479/Stormwater-Permitting>. Please **read the instructions** first.

Step 2

Plan your submission date based on the meeting schedule. The Conservation Commission generally meets the 2nd and 4th Wed. of the month. The application deadlines are posted on the Conservation Department web page at <https://town.canton.ma.us/548/Meeting-Schedule>.

Step 3

Complete the Stormwater NOI form. If you have questions, please call the Conservation Office. **Applications must include a site plan.**

Plan Checklist – please refer to Section L. of the Stormwater Regulations.

Step 4

Contact the Canton Assessor's Office and obtain a Certified Abutters List for all of the property owners within a 300 foot radius of the subject property (can be emailed by excel, Canton ConCom does not provide printed labels). The applicant is responsible for notifying each abutter via certified mail, return receipt requested or by certificates of mailing. **Please note: proof of abutter notification in the form of green certified mail slips or white certificates of mailing must be submitted at the beginning of the public hearing otherwise the hearing cannot be opened.**

Step 5

Submit the following materials to the Conservation Commission:

- The original signed copy of the Stormwater NOI application - must include signatures from both the applicant and the property owner (if different)
- One copy of the Stormwater NOI application
- Full size site plan signed and stamped by a registered civil engineer (2 copies)

Stormwater NOI Application Instructions

Page 2 of 2

- Electronic PDF files of both the application and the plan (email to: hcahill@town.canton.ma.us or rmilani@town.canton.ma.us)
- A copy of the Certified Abutters List provided by the Canton Assessor's Office
- A copy of the Notification Letter
- A signed Affidavit of Service
- Two (2) copies of the Stormwater Management Report in conformance with the current Massachusetts Stormwater Handbook
- Stormwater fee made payable to "Town of Canton" and completed fee calculation sheet
- Check in the amount of \$25.00 payable to "The Canton Citizen"

Step 6

Once a **complete** Stormwater application has been received, the project will be scheduled for a hearing at the next available Conservation Commission public meeting. **The applicant or the representative must be present at the scheduled public meeting.**

Step 7

The Conservation Commission or its agent will perform a site visit to confirm existing conditions prior to the public hearing.