



# MESA PROJECT REVIEW CHECKLIST

Massachusetts Endangered Species Act M.G.L. c. 131A and Regulations (321 CMR 10.00)

Massachusetts Division of Fisheries & Wildlife  
Natural Heritage & Endangered Species Program

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## ~~~~ CONTACT INFORMATION ~~~~

*If you already completed your Notice of Intent- Form 3, you can send page 1 of the NOI in place of questions 1 through 4 in this section*

### 1. Project Location:

Street Address/Location	City/Town	Zip Code
Assessors Map/Plat Number	Parcel /Lot Number	

### 2. Applicant:

First Name	Last Name	Company
Mailing Address		
City/Town	State	Zip Code
Phone Number	Fax Number	Email address

### 3. Property owner (if different from applicant):

First Name	Last Name	Company
Mailing Address		
City/Town	State	Zip Code
Phone Number	Fax Number	Email address

### 4. Representative (if any):

Company		
Contact Person First Name	Contact Person Last Name	
Mailing Address		
City/Town	State	Zip Code
Phone Number	Fax Number	Email address

~~~~**ADDITIONAL INFORMATION**~~~~

- 1. Will this project require a filing with the Conservation Commission and/or DEP?  No  Yes
- 2. Will this project meet any threshold for a MA Environmental Policy Act (MEPA) filing (excluding rare species, 301 CMR 11.03 (2))?  No  Yes
- 3. Has this project previously been issued a NHESP Tracking Number (either by previous NOI Submittal or MESA Information Request Form)?  No  Yes

If Yes - Tracking No. \_\_\_\_\_

~~~~**PROJECT DESCRIPTION** (attach separate sheet, as needed)~~~~

*Please note, certain projects or activities are exempt from review, see 321 CMR 10.14. The MESA does not allow project segmentation. Your filing must reflect all anticipated work associated with the proposed project (CMR 321 10.16).*

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~~~~**INCLUDE THE FOLLOWING INFORMATION**~~~~

*The NHESP will notify the applicant within 30 days if the materials submitted do not satisfy requirements for a filing and request submission of any missing materials (321 CMR 10.18(1)).*

**ALL Applicants must submit:**

- USGS map (1:24,000 or 1:25,000) with property boundary clearly outlined
- Project plans for entire site (including wetland Resource Areas, showing existing and proposed conditions, existing and proposed tree/vegetation clearing line, and clearly demarcated limits of work)
- Assessor's map or right-of-way plan of site
- Project description
- Statement/proof that applicant is the Record Owner or that applicant is a person authorized in writing by the record owner to submit this filing
- Photographs representative of the site

**Projects altering\* 10 or more acres, must also submit:**

- A vegetation cover type map of the site
- Project plans showing Priority Habitat boundaries

The NHESP may request additional information, such as, but not limited to, species and habitat surveys, wetland reports, soil map and reports, and stormwater management reports (321 CMR 10.16).

\*Alteration: Any physical alteration of land, soils, drainage or destruction of plant life, see "Project or Activity" (321 CMR 10.02).

~~~~ FILING FEES ~~~~

*See Fee Schedule below*

a. Total MESA Fee Paid \_\_\_\_\_ b. Acreage of Disturbance\* \_\_\_\_\_ c. Total Site Acreage \_\_\_\_\_

~~~~ REQUIRED SIGNATURES ~~~~

I hereby certify under the penalties of perjury that the foregoing MESA filing and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Property Owner/Record Owner of Property Date

\_\_\_\_\_  
Signature of Applicant (required, if different from Owner) Date

**Please send form, required information, and filing fee (payable to “Comm. of MA - NHESP”) to:**

Regulatory Review  
Natural Heritage & Endangered Species Program  
1 Rabbit Hill Road  
Westborough, MA 01581



**Questions regarding this form should be directed according to the county that the property is located:**

Berkshire, Essex, Franklin, Hampshire, Hampden, Middlesex & Worcester Counties call: 508-389-6361  
Barnstable, Bristol, Dukes, Nantucket, Norfolk, Plymouth & Suffolk Counties call: 508-389-6364

| PROJECT REVIEWS<br>321 CMR 10.18  |                                                                          |                                                |                                               |
|-----------------------------------|--------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------|
| Project Definition                | Project Criteria                                                         | Fee                                            | Response Time                                 |
| Simple                            | Less than 5 acres of disturbance*                                        | \$ 300.00                                      | 60 days from determination of complete filing |
| Intermediate<br><i>(Moderate)</i> | 5 to 20 acres of disturbance*                                            | \$ 1800.00                                     | 60 days from determination of complete filing |
| Complex                           | More than 20 acres of disturbance* or project requires wetlands variance | \$ 4000.00                                     | 60 days from determination of complete filing |
| Linear                            | Projects greater than 1 mile in length.                                  | \$ 4000.00<br>per Priority Habitat intersected | 60 days from determination of complete filing |

\* Disturbance means direct physical disturbance of the land surface or waterbody, soil and/or vegetation, if only a portion of the project site is located within Priority Habitat, indicate total area of disturbance for site as a whole.