

Using eDEP to file a Notice of Intent (NOI)

MassDEP Wetlands Program

May 2025



Why use eDEP?

- Once you are authorized, it's relatively easy to use
- Auto population saves time
- No need to mail MassDEP a copy, so it saves postage and paper
- Allows uploading *or* mailing attachments
- Allows you to pay the state's share of the fee via credit card or mail in a check
- Creates a permanent archive of your submissions.



[It is the wave of the future.](#)



Log in to your eDEP Account



MassDEP's Online Filing System

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Login or Get Username & Password

Note: eDEP is unavailable from 8:55 PM Friday through 5:00 AM Saturday for backup purposes and from 8:00 PM Sunday to 8:00 AM Monday for server maintenance.

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.

- [eDEP Help & Instructions](#)
- [What forms can I file in eDEP?](#)
- [eDEP Contacts & Feedback](#)

Log into eDEP

Username:

Password:

[Reset Password](#)

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Register and get Username and Password

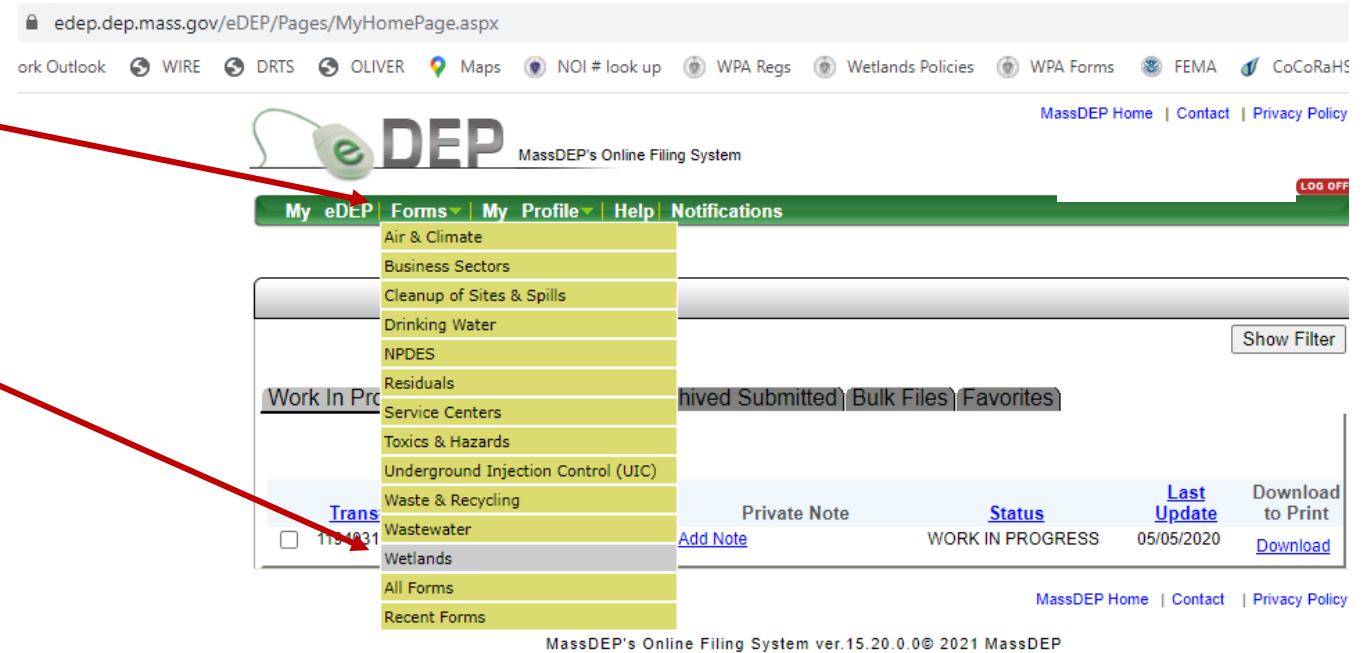
- If you forgot your password;
- If you forgot username or need other login help.

Email questions to:
edep-support@mass.gov



Getting started

To start a permit, click on the “Forms” drop down, and then click on “Wetlands Forms”.




The screenshot shows the MassDEP eDEP web application interface. The browser address bar displays `edep.dep.mass.gov/eDEP/Pages/MyHomePage.aspx`. The top navigation bar includes links for [Work Outlook](#), [WIRE](#), [DRTS](#), [OLIVER](#), [Maps](#), [NOI # look up](#), [WPA Regs](#), [Wetlands Policies](#), [WPA Forms](#), [FEMA](#), and [CoCoRaHS](#). The main header features the MassDEP logo and the text "MassDEP's Online Filing System". A green navigation bar contains [My eDEP](#), [Forms](#) (selected), [My Profile](#), [Help](#), and [Notifications](#). A red arrow points from the text "Forms" in the instruction to the "Forms" dropdown menu. The dropdown menu lists various categories: Air & Climate, Business Sectors, Cleanup of Sites & Spills, Drinking Water, NPDES, Residuals, Service Centers, Toxics & Hazards, Underground Injection Control (UIC), Waste & Recycling, Wastewater, Wetlands (highlighted), All Forms, and Recent Forms. Another red arrow points from the text "Wetlands Forms" in the instruction to the "Wetlands" option in the dropdown menu. Below the dropdown, a table displays a list of permits. The first row shows a checkbox, the permit number "115-1031", a "Trans" link, a "Private Note" link, the status "WORK IN PROGRESS", the last update date "05/05/2020", and a "Download to Print" link. The footer includes the text "MassDEP's Online Filing System ver.15.20.0.0© 2021 MassDEP" and links for [MassDEP Home](#), [Contact](#), and [Privacy Policy](#).



Getting started – cont.

NOTE: Once you have permits drafted, you can see them under “Work in Progress”.

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My eDEP Forms My Profile Help Notifications

LOG OFF

Work In ProgressRecent SubmittedArchived SubmittedBulk FilesFavorites

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.

Certain forms require a **Proof of Identity** form be submitted. Go to My Profile -> Proof of Identity for a list of Proofs.


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.

Protect your Security Questions!

- Please protect answers to your Security Questions. System will prompt you to provide answers to a randomly selected question at the time of a transmittal submission or user profile change..



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LOG OFF

Work In ProgressRecent SubmittedArchived SubmittedBulk FilesFavorites

Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria.

	Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/>	1530888	090-1394	WPA Form 5 - OOC	Add Note	WORK IN PROGRESS	03/21/2023	Download
<input type="checkbox"/>	1530887		WPA Form 3 - NOI	Add Note	WORK IN PROGRESS	03/21/2023	Download
<input type="checkbox"/>	1456220	144-0886	WPA Form 4B - ORAD	Add Note	WORK IN PROGRESS	12/07/2022	Download

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MassDEP's Online Filing System ver.17.1.0.0© 2023 MassDEP

Choose your Wetland Form

Click the **Start Transaction** button for the NOI.

NOTE: “Instructions” leads you to general form instructions, *not eDEP instructions*.

Then click the “WPA Form 3 – NOI” hotlink or click **Next**

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	
Submittal Platform for WPA Form 1 - RDA	This platform can be used to upload a completed Request for Determination of Applicability to MassDEP.	Instructions	Start Transaction
Submittal Platform for WPA Form 2 - DOA	This platform can be used to upload a completed Determination of Applicability to MassDEP.	Instructions	Start Transaction
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. This form is used to obtain confirmation	Instructions	Start Transaction

Transaction Overview Trans# 1685836 ID# WPA Form 3 - NOI

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
—	WPA Form 3 - NOI

Next

OR

MassDEP

NOI - Section A (1 – 4)

- Fill in the **Project Location**, including *map and lot #*. Click the **View Map** button to enter latitude and longitude (described on the next slide)
- Fill in applicant's name. If the applicant's address is the same as the project address, click the blue bar and it auto populates.
- If applicant and owner are the same, click the blue bar. **If not, enter the owner's information**
- If there is more than one owner, click the box, and be prepared to upload the complete list of owners as an attachment.
- Enter **representative** information (if you have/are one)

MassDEP's Online Filing System

WPA Form 3 - NOI - Transaction #1685836

Error Check Save Instructions Print Exit

Section A
Section B
Section C
Section D

A. General Information

1. Project Location:

a. Street Address

b. City/Town

c. Zip Code

d. Latitude e. Longitude **View Map**

(Click "View Map" button to obtain Latitude/Longitude coordinates.)

(If you are having issues with the View Map function, then use Google Earth or other mapping program to acquire latitude and longitude in decimal degrees. For example, use decimal degree (e.g. 42.17345) instead of 42° 10' 24.42". Then save your work and then continue with the form.)

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

3. Property Owner:

☐ more than one owner **Click here if Property Owner Address is same as Applicant Address**

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

4. Representative:

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

MassDEP



MassDEP's Online Filing System

WPA Form 3 - NOI - Transaction #1685836

Error Check

Save

Instructions

Print

Exit

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

A. General Information

1. Project Location:

a. Street Address

150 Presidential Way

b. City/Town

WILMINGTON

c. Zip Code

01801

d. Latitude

N

e. Longitude

W

View Map

(Click "View Map" button to obtain Latitude/longitude coordinates.)

(If you are having trouble with the view Map function, then use Google Earth or other mapping program to obtain latitude and longitude in decimal degrees. For example, use decimal degree (e.g. 42.17345) instead of 42° 10' 24.42". Then save your work and then continue with the form.)

f. Map/Plat #

g. Parcel/Lot #

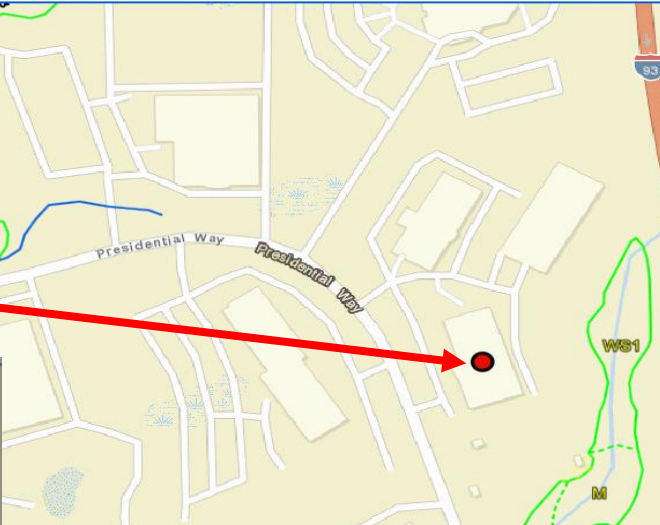
2. Applicant:


Project Activity:

Put Lat/Long in Form

Map Accuracy

Unknown



- 
- A screenshot of a web application showing a map. A white dialog box is centered on the screen, overlaying the map. The dialog box contains the logo of the Massachusetts Department of Environmental Protection (edep) and the URL 'edep.dep.mass.gov'. Below this, it asks the user to confirm reporting their Lat/Long value back to the form, stating that the map viewer window will be closed after clicking OK. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'. The map in the background shows a green line representing a path or boundary, with a blue line indicating a road or waterway. The text 'Academy Way' is visible at the bottom of the map.



NOI - Section A (5 - 8)

- **Fee** – You *do not* enter the fee amount here. The eDEP system will auto populate it when you fill out the Fee Form online.
- Enter a **brief description** (e.g., “New detached garage, deck replacement, new paver patio, and landscaping”. **PLEASE do not only write “see attached”**)
- Choose the **Project Type(s)** that best fits your project
- Note if your project is eligible for review as a Limited Project, and if so, which category
- Click drop down box for the Registry of Deeds and enter information (add rows if needed)

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

a. Total Fee Paid \$ b. State Fee Paid \$ c. City/Town Fee Paid \$

6. General Project Description:

REPAVE PARKING LOT, UPGRADE STORMWATER MANAGEMENT BMPS, ADD CONCRETE PAD FOR GENERATOR, LANDSCAPING WORK, AND CULVERT REPLACEMENT TO MEET STREAM CROSSING STANDARDS .

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 checked="" 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 10.53(3)(I) REPLACEMENT OF CULVERT

8. Property recorded at the Registry of Deeds for:

a. Registry	b. Certificate	c. Book	d. Page	
NORTHERN MIDDLESEX ▾	<input type="text"/>	255001	25	Delete Row New Row

<< Prev Next >>

Click “Next”



NOI - Section B

If **work** is proposed **ONLY** in the 100' Buffer Zone to a Resource Area (i.e., not in a resource area like Riverfront or BLSF), check “Buffer Zone Only”, and then click “Next” until you reach Section C.

If work is proposed within an Inland Resource Area:

1. Check the box(es) in B.2 for the Inland Resource Area(s) and/or B.3 for Coastal Resource Area(s) where work is proposed
2. Enter the amount of proposed alteration (temporary *and* permanent alterations)
3. Enter proposed “replacement” (e.g., BVW replication, Bank Restoration, Riverfront Area Mitigation, Compensatory Flood Storage, etc.)



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

1. Buffer Zone only:

☐ This is a Buffer Zone only project ([Click here for details](#))

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 checked="" type="checkbox"/> Bank	20 1. linear feet	20 2. linear feet
b. <input type="checkbox"/> Bordering Vegetated Wetland	 1. square feet	 2. square feet
c. <input checked="" type="checkbox"/> Land under Waterbodies and Waterways	9 1. square feet	9 2. square feet
d. <input type="checkbox"/> Bordering Land Subject to Flooding	 1. square feet	 2. square feet
e. <input type="checkbox"/> Isolated Land Subject to Flooding	 1. square feet	 2. cubic feet of flood storage lost
f. <input checked="" type="checkbox"/> Riverfront Area	 1. square feet	 3. cubic feet replaced

2. Width of Riverfront Area (check one)

1. Name of Waterway (if any):

☐ 25 ft. - Designated Densely Developed Areas only
☐ 100 ft. - New agricultural projects only
☒ 200 ft. - All other projects

3. Total area of Riverfront Area on the site of the proposed project: square feet

4. Proposed Alteration of the Riverfront Area:

a. total square feet: b. square feet within 100 ft.: c. square feet between 100 ft. and 200 ft.:

5. Has an alternatives analysis been done and is it attached to this NOI? ☒ Yes ☐ No

6. Was the lot where the activity is proposed created prior to August 1, 1996? ☒ Yes ☐ No

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

NOI - Section B (Continued)

If work is proposed in a Coastal Resource Area:

1. Check that box (B.3)
2. Check the box(es) for the Resource Area(s) where work is proposed
3. Enter the amount of proposed alteration (temporary and permanent)
4. Enter proposed “replacement”

If project includes restoration that is not mitigation (i.e., voluntary restoration) *beyond* what is required, enter that in #4

If project involves a stream crossing, enter that information, and then

Click **Next>>**



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	1. square feet 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	1. square feet	2. cubic yards beach nourishment
e. <input type="checkbox"/> Coastal Dunes	1. square feet	2. cubic yards dune nourishment
f. <input type="checkbox"/> Coastal Banks	1. linear feet	
g. <input type="checkbox"/> Rocky Intertidal Shores	1. square feet	
h. <input type="checkbox"/> Salt Marshes	1. square feet	2. sq. ft. restoration, rehab, crea.
i. <input type="checkbox"/> Land Under Salt Ponds	1. square feet 2. cubic yards dredged	
j. <input type="checkbox"/> Land Containing Shellfish	1. square feet	
k. <input type="checkbox"/> Fish Runs	Indicate size under Coastal Banks, Inland Bank, Land Under the Ocean, and/or Inland Land Under Waterbodies and Waterways, above	
l. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	1. cubic yards dredged 2. square feet	

4. Restoration/Enhancement

☐ 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 enter the additional amount here.

a. square feet of BVW
b. square feet of Salt Marsh

5. Projects Involves Stream Crossings

☒ Project Involves Stream Crossings

If the project involves Stream Crossings, please enter the number of new stream crossings/number of replacement stream crossings.

a. number of new stream crossings
b. number of replacement stream crossings

<< Prev Next >>

NOI - Section C 1

Confirm if work is proposed in Estimated Habitat (EH) of Rare Wildlife use the **View Map** function as previously described.

If that doesn't work, use [MassMapper](#) to check for EH.

If project is within EH, fill out the rest of Section C1.

If not, click **Next**

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

C. Other Applicable Standards and Requirements

Streamlined Massachusetts Endangered species Act/Wetlands Protection Act Review

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... ([Click here for details](#))

a. ☐ Yes ☒ No

If yes, include proof of mailing or hand delivery of NOI to:
Natural Heritage and Endangered Species Program
Division of Fisheries and Wildlife
1 Rabbit Hill Road
Westborough, MA 01581

b. Date of map: [View Map](#)
(Click View Map button to obtain NHESP layers.)

If yes, the project is also subject to Massachusetts Endangered Species Act (MESA) review (321 CMR 10.18).... ([Click here for details](#))

c. Submit Supplemental Information for Endangered Species Review * (Check boxes as they apply)

1. ☐ Percentage/acreage of property to be altered:
(a) within Wetland Resource Area

percentage/acreage

- ☐ Images
- ☐ Index (grids/tiling schemes for certain layers)
- ☐ Infrastructure
- ☐ Physical Resources
- ☐ Political / Administrative Boundaries
- ☐ Regulated Areas
- ☐ Status / Availability (maps showing where data is available or date of data)
- ☐ Tiled Layers

☒ [NHESP Estimated Habitats of Rare Wildlife](#)

☒ [NHESP Priority Habitats of Rare Species](#)

☒ [Map Features for Imagery](#)

Wetland line, and
buffer zone)
atural-
address
option applies.
0-
ject is within



NOI - Sections C, 2 - 5

Check boxes as applicable.

For more information, review the [NOI Instructions](#), which are available in four languages.

To check for ACEC, use the [link](#) or MassMapper, or go to <https://www.mass.gov/info-details/acec-program-overview>

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 - Bourne to Rhode Island, and the Cape & Islands:	North Shore - Plymouth 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.

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/eea/docs/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



NOI - Section C 6

- Confirm if Stormwater Standards apply to the project. [See 310 CMR 10.05\(6\)\(k\) – \(q\)](#)
- If Stormwater Standards apply, be sure to upload a completed [Checklist for Stormwater Report](#), signed and stamped by a PE, as well as stormwater calculations
- Click **Next>>**

NOTE: if your project is not listed as one of the exempt categories, then Stormwater Standards apply to the project.

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.

<< Prev Next >>



NOI – Section D

- Complete as appropriate, entering in all plans of support documents you wish to upload. Click **New Row** to add more rows.
- Click **Save**
- You can go back to any section of the NOI that you need to complete or revise, using the **<<Prev** button, or go to a specific section using navigation bar
- When finished, click **Error Check & Next**

 MassDEP's Online Filing System

WPA Form 3 - NOI - Transaction #1685836

[Error Check](#) [Save](#) [Instructions](#) [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.

- ☒ 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.)
- ☒ 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.
- ☒ 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.
- ☒ 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	
Plan of Land at 150 Presidential Way, Woburn	ACME Survey & Engineerir Ahmed Mohamed	2/20/2024 1:20	Delete Row New Row
Delineation Report	ACME Wetland Scientists Gabby Johnson	2/20/2024 NA	Delete Row New Row

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

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



Tips on moving around in eDEP

With the NOI Form

- ✓ Quickly navigate between NOI sections using the sidebar
- ✓ Move forward or backward one page in the NOI by using the **<<Prev** and **Next>>** buttons at the bottom of every page

Within the Transaction

- ✓ After completing the form, you can move from one transaction section to another from **Transaction Overview**.
- ✓ The gray arrow means that section has been completed
- ✓ The green up carrot notes where currently are in the transaction

MassDEP's Online Filing System

WPA Form 3 - NOI - Transaction #1685836

Error Check Save Instructions Print Exit

Section A
Section B
Section C
Section D

C. Other Applicable Standards and Requirements

Streamlined Massachusetts Endangered species Act/Wetlands Protection Act Review

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... ([Click here for details](#))

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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Username: ALICIA2020
Nickname: ALICIA_DEP LOG OFF

My eDEP Forms My Profile Help Notifications

Transaction Overview Trans# 1530887 ID#

Forms Attach Files Signature Payment Submit

Signature

Exit

WPA Form 3 - NOI - 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)(e).

MassDEP

TIP: DO NOT UPLOAD DOCUMENTS to eDEP until you are ready to submit the NOI.

Correct any errors


- The program will tell you where they are.
- After correcting, click **Save** and go back to Section D
- Then click “Error Check & Next” again.
- You’ll know you were successful when you move on.

9. ☒ Attach Stormwater Report, if needed.

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

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	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#
Please enter a value for NORTH and WEST fields of GPS	Section A	GPS

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Transaction Overview Trans# 1685836 ID# WPA Form 3 - NOI

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
-	WPA Form 3 - NOI (Fee Transmittal) (ONLINE ONLY)

[Next](#)



Fee Form

1. If project is not fee exempt, check **No**. If your organization is not listed, you are not fee exempt
2. Use the dropdown menu for each category (1 – 5) to find the appropriate subcategory
3. If work is in Riverfront, check the RA Multiplier box
4. Click **Select** to add that subcategory
5. Adjust the number of activities for that fee category if needed
6. Repeat 2 - 5 as needed for additional categories
7. When finished, click **Error Check & Next**

Are you exempted from Fee? **Yes** **No** (You have selected 'No')

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.

Select the "Riverfront Area Multiplier" box for each activity located in both the Riverfront Area and another Resource Area or Buffer Zone. The fee for each selected activity will automatically be multiplied by 1.5 and will be included in the subtotal. Do NOT select the "Riverfront Area Multiplier" box if the activity is in the Riverfront Area but outside all other Resource Areas or Buffer Zones.

		Riverfront Area Multiplier (RFA)	
Category 1.	A.) WORK ON SINGLE FAMILY LOT; ADDITION, POOL, ETC.;	<input type="checkbox"/>	SELECT
Category 2.	J.) ANY OTHER ACTIVITY NOT IN CATEGORY 1,3,4,5 OR 6;	<input checked="" type="checkbox"/>	SELECT
Category 3.	A.) SITE PREPARATION (FOR DEVELOPMENT) BEYOND NOTICE OF INTENT SCOPE;	<input type="checkbox"/>	SELECT
Category 4.	A.) EACH CROSSING FOR DEVELOPMENT OR COMMERCIAL ROAD;	<input type="checkbox"/>	SELECT
Category 5.	A.) WORK ON DOCKS, PIERS, REVETMENTS, DKES, ETC. (COASTAL OR INLAND	<input type="checkbox"/>	SELECT

of linear ft.

Type of Activity	Number of Activities	Individual Activity Fee		Subtotal Activity Fee	
B.) PARKING LOT;	1	\$ 500.00	RFA multiplier 1.5	\$ 750.00	Remove
J.) ANY OTHER ACTIVITY NOT IN CATEGORY 1,3,4,5 OR 6;	1	\$ 500.00	RFA multiplier 1.5	\$ 750.00	Remove

City/Town share of filing fee	State share of filing fee (*)	Total Project Fee
\$ 762.50	\$ 737.50	\$ 1,500.00
1/2 total fee plus \$12.50	1/2 total fee less \$12.50	Total fee

(*) = Check and ACH (Automated Clearing House) can be used for all payments. Credit Cards are accepted only if the State share of the Fee is less than \$1000.

Error Check & Next



Attach (Upload) Files

- Click **Next**
- Click **Yes, I will attach or mail**

At a minimum you will need to upload a plan or sketch of your proposed work and the location of wetlands. You may also need to upload a narrative description of your project, and how it meets applicable requirements.
- A tan box will appear for uploading your proposed documents.
- Type the description in the box, and click “Browse”, which opens your computer directory.

continued

Transaction Overview Trans# 1685836 ID# WPA Form 3 - NOI (Fee Transmittal)

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
✓	WPA Form 3 - NOI (Fee Transmittal) (ONLINE ONLY)

Next

Transaction Overview Trans# 1685836 ID# WPA Form 3 - NOI (Fee Transmittal)

Forms Attach Files Signature Submit

Attach Files

Exit

Will you attach or mail any (additional) files for this transaction?

☒ Yes, I will attach or mail (additional) files

☐ No, I have no (additional) files at this time

1. Enter a description or title for the file

Plan of Land 150 Presidential Way

2. Browse to the file you want to attach

Browse... No file selected.

3. Click to Confirm or Clear

Confirm Clear

OR

☐ Check to indicate that you will send by mail



Attaching Files (cont.)

- Select the file you want to upload (one at a time) and click **Open**
- You must click **Confirm** or the file will not be uploaded.
- OR Check the box that you'll submit attachments via US Mail.

The screenshot displays the MassDEP online filing system interface. At the top, a file explorer window shows a list of files in the 'NOIs_Plans from Tech Review' folder. The file 'Plan of Land_150 Presidential Way_2-20-24' is selected. A red arrow points from the 'Open' button in the file explorer to the 'Attach Files' dialog box. The dialog box has three steps: 1. Enter a description or title for the file (filled with 'Plan of Land 150 Presidential Way'), 2. Browse to the file you want to attach (with a 'Browse...' button and the file path 'Plan of Land_...y_2-20-24.pdf' shown), and 3. Click to Confirm or Clear (with 'Confirm' and 'Clear' buttons). Below these steps, there is an 'OR' section with a checkbox labeled 'Check to indicate that you will send by mail'. A red arrow points from the 'Confirm' button in the dialog box to the 'Confirm' button in the 'Attach Files' dialog box. The 'Attach Files' dialog box also has an 'Exit' button. At the bottom of the dialog box, a note states: '*Waste Site Cleanup files are required to send all files under 50 MB electronically'. The MassDEP logo is at the bottom center.

Name	Status	Date modified
Framingham abutter concern		9/16/2020 10:10 AM
Freeman lake NOI_12-19-2022		12/28/2022 12:13 PM
Ipswich_21-05-15 Public Safety Building Feasibility Study Report		1/6/2022 1:31 PM
N Andover-Middleton_massmapper		6/9/2023 9:05 AM
NOI Booklet_760 Shirely St_Winthrop		5/1/2023 3:12 PM
NOI Combined Setpdf_Takeda Pharm_Lexington		9/28/2020 1:22 PM
NOI Lexington Technology Park_08182020pdf		9/10/2020 2:49 PM
NOI Lexington Technology Park_Combined Setpdf		9/10/2020 2:50 PM
Pages from 760 Shirley St_Winthrop_NOI Booklet		5/1/2023 4:00 PM
Plan of Land_150 Presidential Way_2-20-24		2/29/2024 2:34 PM
plan_84 Dennison GLOU		8/15/2023 12:56 PM
Quincy WIRE screen shot		9/1/2020 11:14 AM
Salem Full site		11/24/2020 12:15 PM
Salem Project site		11/24/2020 12:15 PM
Salisbury-Merrimack River near Rt 1 Bridge		6/25/2021 10:45 AM

File name: Plan of Land_150 Presidential Way_2-20-24

All Files

Open Cancel

1. Enter a description or title for the file
Plan of Land 150 Presidential Way

2. Browse to the file you want to attach
Browse... No file selected.

3. Click to Confirm or Clear
Confirm Clear

OR
☐ Check to indicate that you will send by mail

*Waste Site Cleanup files are required to send all files under 50 MB electronically

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Attaching Files (cont.)

Make sure to **click “Confirm”** to upload each document.

You’ll know you were successful if your attachment is listed under “Confirmed Attachments/Mailings”.

When done uploading all attachments, click **Next**

If submitting attachments via US Mail, be sure to include the eDEP Transmittal Number.

Transaction Overview Trans# 1685836 ID# WPA Form 3 - NOI (Fee Transmittal)

[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
 No file selected.
OR
☐ Check to indicate that you will send by mail

3. Click to Confirm or Clear

Confirmed Attachments/Mailings

Plan of Land_150 Presidential Way_2-20-24	Plan of Land_150 Presidential Way_2-20-24.pdf	View Remove
Delineation Report	Delineation Report_150 Presidential Way.pdf	View Remove

Next



Signing the form

Check SIGNATURE box

Read the certification you are attesting to

Type in the applicant's name, the owner's name (if different), and representative (if appropriate)

Click **I accept**

Click **Next**



My eDEP Forms My Profile Help Notifications

Transaction Overview Trans# 1685836 ID# WPA Form 3 - NOI (Fee Transmittal)

Forms Attach Files Signature Submit

Signature

Please select the box below and then indicate your acceptance.

WPA Form 3 - NOI - 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

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Transaction Overview Trans# 1685836 ID# WPA Form 3 - NOI (Fee Transmittal)

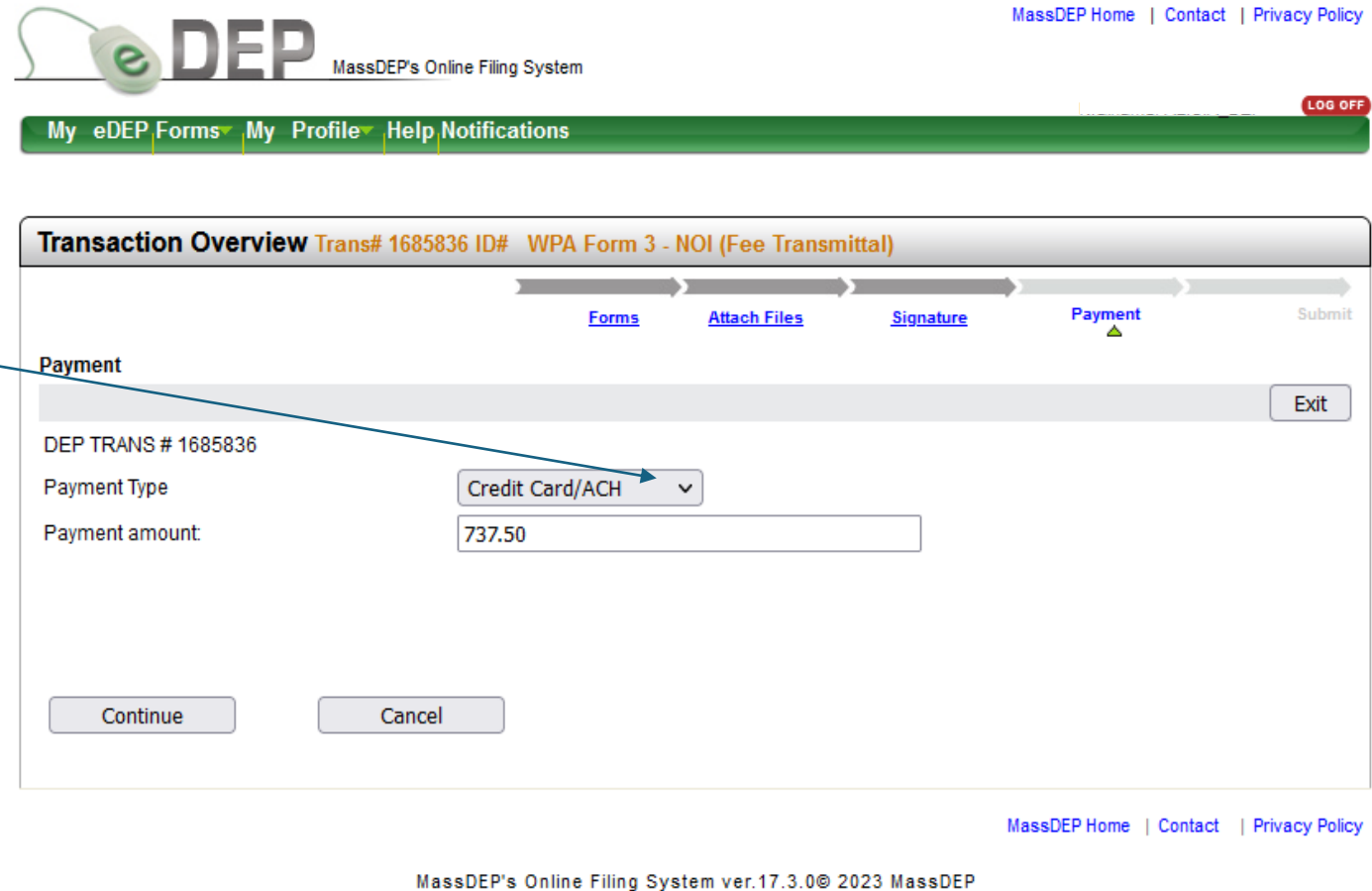
Forms Attach Files Signature Payment Submit

Forms

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

Paying the State's Share of the WPA Fee

- eDEP will note the fee due.
This in addition to the local share of the WPA fee, and any locally-required fees.
- Use the dropdown to choose Credit Card/ACH or Check
- If State's share of the fee is over \$1,000, **you must pay by check**
- If paying by check, enter Payer's name and Check number when prompted
- Click **Continue**



The screenshot shows the MassDEP eDEP Online Filing System interface. At the top, there is a navigation bar with links for "MassDEP Home", "Contact", and "Privacy Policy". Below this is a green header with "My eDEP Forms", "My Profile", and "Help Notifications". A "LOG OFF" button is in the top right corner. The main content area is titled "Transaction Overview" and shows "Trans# 1685836 ID# WPA Form 3 - NOI (Fee Transmittal)". A progress bar indicates the steps: Forms, Attach Files, Signature, Payment (current step), and Submit. The "Payment" section includes a dropdown menu for "Payment Type" set to "Credit Card/ACH" and a text field for "Payment amount" with the value "737.50". There are "Continue" and "Cancel" buttons at the bottom. A blue arrow points from the text "you must pay by check" in the list to the "Payment Type" dropdown.

MassDEP's Online Filing System ver.17.3.0@ 2023 MassDEP



If paying State's Share of the WPA Fee **by check**

- Enter check number and other required information
- Print Fee Form and mail with check to
Commonwealth of Massachusetts
Department of Environmental Protection
Box 4062
Boston, MA 02211
- Click **Next**

Payment

DEP TRANS # 1530887

Payment Type:

Payment amount:

Payer's Name:

Check Number:

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Transaction Overview Trans# 1685836 ID# WPA Form 3 - NOI (Fee Transmittal)

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

Payment Confirmation

DEP Transaction ID : 1685836

Payment Date : 2/29/2024 3:00:35 PM

Your payment is not complete until DEP receives notice that check # 1001 for \$737.50 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# 248864



If Paying state share of WPA fee online

You have elected to pay for the following item(s).

Description	Attendee	Amount
DEP Tracking ID: 1558324 -	eDEP Online Filing System Test	\$987.50
		\$987.50

Total Convenience Fee Due: \$23.21
Total Amount Due: \$1,010.71

Billing Information

☐ Same As Previous Information

First Name

Alicia

Last Name

Geilen

Street

150 Presidential Way

City

WOBURN

State/Territory

Massachusetts

Zip

01801

Phone Number

(617) 751-9738

Email

alicia.geilen@mass.gov

Confirm Email

alicia.geilen@mass.gov

Payment Information

☐ Credit/Debit Card

☐ Electronic Check/ACH

Card Type

Select Card Type

Card Number

4457010000000009

CVV Code

349

Expiration

01

2017

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.

☒ I Accept

Follow the prompts to pay online

You'll receive a confirmation email of online payment

From: customerservice@nCourt.com
To: [Gellen, Alicia \(NCP\)](mailto:Gellen, Alicia (NCP))
Subject: Receipt from nCourt
Date: Monday, June 26, 2023 1:21:01 PM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail

Paid To

Name: Massachusetts Department of Environmental Protection
Address 1: One Winter St
City: Boston
State: Massachusetts
Zip: 02108

Payment On Behalf Of

First Name: ALICIA Last Name: GEILEN
Address 1: 205B LOWELL STREET
City: WILMINGTON State/Territory: NH Zip: 01887
Phone: (617) 751-9738

Description	ID	Service Fee	Amount
DEP Tracking ID: 1558118 - WPA Form 3 - NOI (Fee Transmittal)	eDEP Online Filing System Test	\$8.52	\$362.50

Receipt Date: 6/26/2023 1:20:56 PM EDT
Invoice Number: e32aeacf-c5c6-4e5d-8da9-1c958b04a1dc

Total Amount Paid: \$371.02

Billing Information	Credit / Debit Card Information
First Name: Alicia Last Name: Gellen Address 1: 150 Presidential Way City: Woburn State/Territory: MA Zip: 01801 Email: alicia.geilen@mass.gov	Card Type: Visa Card Number: *****0009

IMPORTANT INFORMATION >>

Please verify the information shown above. Your payment has been submitted to the location listed above.



Submitting the NOI to MassDEP

- Confirm you uploaded all documents. If not, go back to Attach Files
- When ready click **Submit**
- You must **print a hard copy** for submittal to the municipal Conservation Commission. More on this in a minute.



Transaction Overview Trans# 1685836 ID# WPA Form 3 - NOI (Fee Transmittal)

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

Review and Submit your Transaction

[Exit](#)

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: 1685836
Date and Time Submitted: 02/29/2024 03:01:50
Other Email :

Form Name: WPA Form 3 - NOI

Project Location
City/Town Name: WILMINGTON
location: 150 PRESIDENTIAL WAY
General Description: REPAVE PARKING LOT, UPGRADE STORMWATER MANAGEMENT BMPS, ADD CONCRETE PAD FOR GENERATOR, LANDSCAPING WORK, AND CULVERT REPLACEMENT TO MEET STREAM CROSSING STANDARDS .

Applicant Information
Name: ALICIA GEILEN
Company: MASSDEP NERO
Address: 150 PRESIDENTIAL WAY, WILMINGTON, MA, 01801

Payment Information
Your fee for the state share is \$: 737.50
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)

Ancillary Document Uploaded/Mailed
Delineation Report_150 Presidential Way
Plan of Land_150 Presidential Way_2-20-24

Submit

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MassDEP's Online Filing System

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Receipt

Summary/Receipt

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: 1558118
Date and Time Submitted: 6/26/2023 1:22:23 PM
Other Email :

Form Name: WPA Form 3 - NOI

Project Location
City/Town Name: WOBURN
location: 150 PRESIDENTIAL WAY
General Description: TEST. TEST

Applicant Information
Name: ALICIA GEILEN
Company: MASSDEP-NERO
Address: 205B LOWELL STREET, WILMINGTON, NH, 01887

Payment Information
Your fee for the state share is \$: 362.50
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)

Ancillary Document Uploaded/Mailed
2022-09-21_Sabbia_Proposed Landscape Plan for Con. Com. - STAMPEDpdf
794 Elm Street - SW Memo 1.27.23pdf

[My eDEP](#)

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Your receipt confirms that your NOI has been submitted.

Print a copy of the receipt for your files.

BEST PRACTICE: provide a copy of this receipt to the Conservation Commission to prove you submitted the NOI to MassDEP.



You'll get a
confirmation email
when you have
successfully
submitted the NOI



From: edep.confirmation@mass.gov
To: [Gallen, Alicia \(DEP\)](#)
Subject: eDEP Submittal Confirmation for DEP Transaction ID: 1558118
Date: Monday, June 26, 2023 1:22:29 PM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Thank you for using eDEP Online Filing from the Massachusetts Department of Environmental Protection. Your transaction is complete and has been submitted to MassDEP.

This email is your receipt for the eDEP Online Filing transaction described below. Please review it and keep a copy for your records.

Please do NOT reply to this message, this email address will not receive messages. For assistance with eDEP Online Filing, please email the eDEP-Support at <mailto:edep-support@mass.gov> or call 617-626-1111.

MassDEP is interested in how we can serve you better. To help us make improvements to eDEP, please take a minute to complete our eDEP Online Filing Survey at <http://www.mass.gov/eea/agencies/massdep/service/online/edep-contacts-and-feedback.html>.

To contact MassDEP Programs, please see <http://mass.gov/dep/about/contacts.htm>.

DEP Transaction ID: 1558118

Date and Time Submitted: 06/26/2023 01:22:15

Form Name: WPA Form 3 - NOI

Project Location

City/Town Name: WOBURN


location: 150 PRESIDENTIAL WAY

Download and Save a PDF of the NOI

- 1. Go to “My eDEP”
 - click “Recent Submittals Tab”
 - click NOI transaction

2. Click Print Transaction

3. Click **download file**

MassDEP's Online Filing System

3

MassDEP Home | Contact

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Download to Print

Your file is ready to download.

Transaction # 1269015 WPA Form 5 - OOC

#	Approx. size (KB)	Download	Create Date	View Details
1	135006	download file	03/31/2021 10:33	view details

MassDEP's Online Filing System ver.15.17.1.0© 2019 MassDEP

MassDEP's Online Filing System

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MassDEP's Online Filing System ver.17.6.2.0© 2024 MassDEP

Transaction Overview Transaction# 1685836 ID#


FormsAttach FilesSignatureReceipt

Forms

Print TransactionShare TransactionExit

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

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MassDEP's Online Filing System

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LOG OFF

Only submitted transactions from the past 90 days are displayed by default. To view other transmittals, please apply additional filtering criteria.

Show Filter

Work In ProgressRecent SubmittedArchived SubmittedBulk FilesFavorites

Trans#	ID	Transaction	Private Note	Status	Last Update	Download Amend to Print TURA
<input type="checkbox"/>	1685836	WPA Form 3 - NOI	Add Note	SUBMITTED	03/21/2024	Download

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Print the NOI

- Keep a copy for your files
- Submit your NOI packet (NOI, plans, abutter list, abutter notification, etc.) to the Conservation Commission.
- Most Commissions require multiple copies of the NOI packet.
- Check with the Conservation Office for additional requirements.



Wrap up and Final thoughts on using eDEP



Common eDEP “Glitches”

- **Error message**

Sorry, eDEP can not be used with multiple browser windows or tabs.
Please close this window/tab to return to eDEP.

- ✓ Log out of eDEP and *shut down the web browser completely*, not just the eDEP tab.
TIP: use a separate web browser for eDEP or just open it in its own window
- ✓ **eDEP form won't let you enter the municipality**
 - ✓ Select another state, and pick a town in the dropdown for that state, then select MA again
- ✓ **You get an error message on your longitude and latitude**
 - ✓ Try using the “**View map**” feature to auto insert the location. If entering *by hand*, use decimal degrees (not 42° 10' 24.42”), and confirm there are five numbers after the decimal point (e.g. 42.17345). Do not include a minus sign (e.g., -71.137310)
- ✓ **You uploaded attachments and move on to signatures, but then have to go back and make changes to form before submitting, and now your attachments are gone**
 - ✓ You must upload/attach the documents again
- ✓ **You typed in the signatures(s) and saved the form, but now need to make changes to the form before submitting and can't**
 - ✓ You must delete the transaction and start over. So be SURE the form is complete and accurate before adding signatures




Making Changes to the NOI

- You can't make any changes to the NOI in eDEP once it's been submitted.
- If changes are required (e.g., correcting typos) after you've submitted the NOI, hand correct the page(s) and submit the revised pages to the Regional Office of MassDEP and to the ConCom as well.
- If you have additional/revised attachments or plans to submit to MassDEP, send them via regular mail or hand deliver them to the Regional Office, clearly noting the eDEP Transaction #, and DEP File number (if already issued).



You have permanent access to your eDEP Submittals



MassDEP's Online Filing System

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

Username:ALICIA2020
Nickname: ALICIA_DEP [LOG OFF](#)

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Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria.

Show Filter

[Work In Progress](#) [Recent Submitted](#) [Archived Submitted](#) [Bulk Files](#) [Favorites](#)

Trans#	ID	Transaction	Private Note	Status	Last Update	Download	Amend to Print	TURA
<input type="checkbox"/> 1566210		Submittal Platform for WPA Form 1 - RDA	Add Note	SUBMITTED	08/04/2023	Download		

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For More Assistance

- Contact your Regional Circuit Rider:

<https://www.mass.gov/info-details/massdeps-wetlands-circuit-rider-program>

Email: DEP.Wetlands@mass.gov

