

## PUBLIC NOTICE INSTRUCTIONS AND CERTIFICATION

### NRPA Permit by Rule

The Department's Chapter 2 rules, *Processing of Applications and Other Administrative Matters*, and Chapter 305 rules, *Natural Resources Protection Act – Permit by Rule Standards*, require an applicant for a Natural Resources Protection Act Permit by Rule (NRPA PBR) to provide public notice within 30 days prior to submitting the PBR to the Department (see Chapter 2, §13). In the notice, the applicant must provide the information included in the Department's Notice of Intent to File form.

Notice must be mailed to all abutters. ("Abutter" for the purposes of public notice means any person who owns property that is contiguous with the property on which the project requiring a license from the

Department is proposed.) The applicant also must provide a copy of the Notice of Intent to File and a duplicate of the PBR application to the municipal office.

1. **Abutters:** You must mail a copy of the Notice of Intent to File to all abutters. Their names and addresses can be obtained from the town tax maps or local officials. They must receive notice within 30 days prior to the filing of the application with the Department.
2. **Municipal Office:** You must mail a copy of the Notice of Intent to File and a duplicate of the entire application to the municipal office. The municipal office must receive notice within 30 days prior to the filing of the application with the Department.

**ATTACH a copy of the list of persons to whom notice was provided.**

### CERTIFICATION

By signing below, the applicant or authorized agent certifies that:

1. A mailing of the Notice of Intent to File was sent to all abutters within 30 days prior to filing of the application; and
2. A mailing of the Notice of Intent to File and a duplicate copy of the application was sent to the town office of the municipality in which the project is located.

\_\_\_\_\_  
*Signature of Applicant or Authorized Agent*

\_\_\_\_\_  
*Date*