



Administrative Checklist Certificate of Compliance

General Information:

All filings must be made on Town of Yarmouth forms.

All applications must be submitted two weeks prior to the next scheduled Conservation Commission meeting. Refer to Meeting Schedule.

Failure to follow the Administrative Checklist shall result in an *Administrative Incomplete Application* and will *not* be scheduled for a Public Hearing.

Contact the Conservation Office if you need assistance.

Submitting an Application:

_____ 1 complete original application, plan/sketch, and other supporting information to the Conservation Division - mailed to/dropped off at Town Hall.

_____ 1 complete pdf of application, plan/sketch, and other supporting information emailed to kgrant@yarmouth.ma.us.

_____ Statement from Engineer and/or stamped As-Built plan if required under the Order of Conditions to be included with both original and pdf application. Refer to 310 CMR 10.05(9)(d).

_____ Local filing fee. Refer to Fee Schedule. Make check payable to "Town of Yarmouth" and include property address in memo.

All forms, Fee Schedule and Meeting schedule can be found at
<https://www.yarmouth.ma.us/696/Filing-Forms>.