



Administrative Checklist

Notice of Intent

General Information:

All filings must be made on Town of Yarmouth forms. Applications must be submitted two weeks prior to the next scheduled Conservation Commission meeting. No new information may be accepted into the Commissioner's packet a week before the meeting. Failure to follow the Administrative Checklist guidelines shall result in an *Administrative Incomplete Application* and will not be advertised for a Public Hearing. Contact the office if you need assistance.

Submitting an Application:

- _____ 1 original application with original signatures (double sided).
- _____ 7 copies of the first and second page of the Notice of Intent (double sided).
- _____ 8 copies of a comprehensive and detailed narrative of the project including existing & proposed conditions, construction sequence, type of equipment, staging locations, drainage and stormwater, erosion controls, invasive species management and alternative analysis. The narrative shall document how the project meets performance standards per 310 CMR 10.0 & TOY Wetland Bylaw, Chapter 143, BVW delineation sheets or other supporting information.
- _____ 8 copies of the plan, folded separately, right side out with title visible and attached to each application. All plans shall reference NAVD1988 unless otherwise noted. Landscape plans shall be detailed to show proposed & existing conditions, native species, size and spacing.
- _____ A pdf file of the application, supporting information, and plan emailed to kgrant@yarmouth.ma.us
- _____ An 100' radius map, abutters list and abutters notification identifying the property owners who are to be notified per 310 CMR 10.00. Abutters list can be obtained online at <http://gis.vgsi.com/yarmouthma/> and must be certified by the Town Assessor's office. The Assessor's office requires 7 days advance notice.
- _____ Submit the proof of mailing via Certified Mail Receipts (PS From 3800) for all abutters, DEP, Massachusetts Natural Heritage and Endangered Species Program, Massachusetts Division of Marine Fisheries, US Army Corps of Engineers or as required.

Yarmouth Conservation Commission • 1146 Route 28 • South Yarmouth, MA 02664-4492
Tel. (508)-398-2231 Ext. 1288 • Fax (508)-398-0836 • TTD# (508) 398-2231

_____ Waterway’s jurisdiction – Any coastal projects such as, but not limited to, docks, piers, bulkheads, revetments, dredging and boardwalks shall require submittal of all Notice of Intent, plans and supplemental information to the Town of Yarmouth Waterways/Shellfish Committee via the Natural Resources office by certified mail or hand delivery. The applicant or his representative must provide the Conservation office proof that this has been done or the filing will not be accepted.

_____ State filing fee: separate check, Refer to Wetland Fee Transmittal Form.

_____ By-law filing fee: separate check payable to “Town of Yarmouth”.

_____ Legal ad fee: separate check payable to “Town of Yarmouth”.

_____ One copy of application, plan, and any other supporting information shall be sent “Certified Mail” to

**Department of Environmental Protection
Southeast Region, 20 Riverside Drive,
Route 105, Lakeville, MA 02347**

_____ DEP share of the fee (refer to NOI form) shall be sent to

**Dept. of Environmental Protection Box 4062
Boston, MA 02211**

Other Comments:

- Does the proposed project meet all of the applicable regulations of the Town of Yarmouth Zoning bylaws? Do you need to file with the Yarmouth Board of Appeals? If so, you must file with both boards at the same time.

- If a vacant lot, have you completed and received a determination for the Building Department for a lot inquiry form?