



Administrative Checklist

Notice of Intent

General Information:

All filings must be made on Town of Yarmouth forms found at www.yarmouth.ma.us/325/Conservation. The filing deadline is **two weeks** prior to the next scheduled Conservation Commission meeting. **No new information may be accepted into the Commissioners' packets within the week before a meeting.** Failure to follow this Checklist shall result in an *Administrative Incomplete Application* and will **not** be advertised for a Public Hearing. Refer to the meeting and fee schedule. Contact the Conservation Office if you need assistance.

Submitting an Application:

_____ **Does the property have any outstanding/expired Orders of Conditions?** If so, please file a Request for Certificate of Compliance for each outstanding/expired Order, as the Commission may not issue a new Order until any outstanding/expired Orders have been closed and recorded. (*see page 2)

_____ 1 original application with original signatures (double sided).

_____ 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.

_____ 1 original and 7 copies of the plan, folded separately, right side out with title visible. All plans shall reference NAVD1988 unless otherwise noted. Landscape plans shall be detailed to show proposed & existing conditions, native species, size and spacing.

_____ A 100' radius map, current abutters list and abutters notification identifying the property owners who are to be notified per 310 CMR 10.00. Abutters list must be certified by the Town Assessor's office. The Assessor's office requires 7 days advance notice.

_____ A pdf copy of signed application, supporting information, and plan emailed to kgrant@yarmouth.ma.us. **Please list project property's street address in the pdf file name.**

_____ Submit Certified Mail Receipts (PS Form 3800) for all abutters.

_____ Submit Certified Mail Receipts for Massachusetts Natural Heritage and Endangered Species Program and Massachusetts Division of Marine Fisheries. **Alternatively, you may visit their websites for electronic filing information.** If filed electronically, please copy kgrant@yarmouth.ma.us.

_____ 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/her 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 made payable to "Town of Yarmouth"
- _____ Legal ad fee: separate check made payable to "Town of Yarmouth"

Please list project property's street address on checks.
Refer to Fee Schedule at <https://www.yarmouth.ma.us/696/Filing-Forms>

_____ If you are filing with MassDEP using eDEP, please include a copy of the filing confirmation with your application.

_____ If not filing via eDEP, a copy of your application, plan, and all other supporting information must be sent **VIA EMAIL** to DEP, Southeast Region at SERO_NOI@mass.gov with a subject line showing "YARMOUTH - NOI - Street Address - Applicant Name" and **copied to kgrant@yarmouth.ma.us**. We **must** receive a copy of this email as proof that it has been sent to DEP.

_____ 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?

***To view all Conservation files for the property address online:**

Go to www.yarmouth.ma.us and click on:

- **Yarmouth Online Town Services**
- **Town Record Search with Weblink**
- **Browse Our Parcel Related Documents**
- **First letter of street name to open file**
- **Street name**
- **Property address**
- **Conservation**
- **Click on the folder you want to view**