



Administrative Checklist

Request for Determination of Applicability

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:

- _____ 1 original application with original signatures (double sided). *
- _____ A detailed project narrative to include sufficient information to enable the Commission to determine whether the proposed work will alter an area subject to protection (in hardcopy form).
- _____ BWV delineation sheet(s), coastal bank calculation and other relevant material (in hardcopy form).
- _____ 1 hardcopy of a Yarmouth Assessor's locator map highlighting parcel(s) where work is proposed, including map and parcel numbers. Assessor's maps can be found at www.yarmouth.ma.us/70/Assessor
- _____ 1 original and 7 photocopies of the plan/sketch, folded separately, right side out with title visible. All plans shall reference NAVD1988 unless otherwise noted. Landscape plans shall be detailed to show proposed and existing conditions, native species, size and spacing.
- _____ A pdf copy of the application, supporting information and plan/sketch emailed to kgrant@yarmouth.ma.us. **Please put the property's street address in the pdf file name.**
- _____ Local filing fee – separate check payable to "Town of Yarmouth".
- _____ Legal ad fee – separate check payable to "Town of Yarmouth".
(Refer to Fee Schedule at <https://www.yarmouth.ma.us/696/Filing-Forms>)
- _____ A pdf copy of the signed application and plan/sketch must be sent **VIA EMAIL** to DEP, Southeast Region at SERO_NOI@mass.gov with a subject line showing "YARMOUTH - RDA - 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.
- _____ Submit a copy of any Certified Mail receipts (PS Form 3800) for others, such as Massachusetts Natural Heritage and Endangered Species Program, Massachusetts Division of Marine Fisheries, etc. Alternatively, you may visit their websites for electronic filing information. If filed electronically, please copy kgrant@yarmouth.ma.us.

* If the applicant is NOT the property owner:

- _____ Please submit a signed Site Access Authorization Form; **AND**
- _____ The owner must be sent a copy of the application via Certified Mail on the same day it is filed with this office. Please submit a copy of the Certified Mail receipt with application.