

NOI Application Checklist: Townsend Conservation Commission

Date of Submittal to Townsend: _____

Project Address: _____

Applicant Name: _____

Applicant Signature: _____

DEP File #: 308- _____

NOI Submittal Checklist

- ___ 2 Hardcopies of all materials to Townsend Conservation Commission (with wet signatures)
- ___ 1 Copy to DEP
- ___ Completed WPA Form 3 and associated narratives, maps, and documents
- ___ Narrative explaining alternatives and measures to avoid & minimize impacts to resource areas and/or buffers
- ___ Plan for compensatory mitigation resulting from impacts to resource areas and/or buffers, if significant
- ___ NOI Plan, 24x36" (See Town Code Chapter 150 for plan requirements)
- ___ Copies of certified receipts from abutter notifications
- ___ Proof of mailing/notification to other Agencies from Form 3 Section C, if applicable
- ___ Two separate fee checks (Townsend's wetland bylaw fees & Townsend's WPA share of filing fees)
- ___ Billing party contact/ mailing information for newspaper legal ad fees
- ___ Proof of notification of application to Property Owner, if different from applicant
- ___ If a wetland delineation confirmation is desired as part of NOI review, copies of BVW sheets