DEPARTMENT
OF
CONSERVATION

Administrative Checklist

Request for Determination of Applicability

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. 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. Refer to the meeting and fee schedule. Contact the office if you need assistance. We will be happy to help guide you through the process.

Submitting an Application:

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

_____ If the applicant is not the property owner, please submit a singed copy of the Site Access Authorization Form. The owner must be sent a copy of the application on the same day it is filed with this office (proof of mailing is required).

_____ 7 copies of the first and second page of the application (double sided) with 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 and other supporting information.

_____ 8 copies of the plan/sketch, 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 copy of the application, supporting information and plan/sketch emailed to kgrant@yarmouth.ma.us.

_____ 1 copy of a Yarmouth Assessors locator map highlighting parcel(s) where work is proposed, including map and parcel numbers.

_____ Local filing fee – separate check payable to "Town of Yarmouth".

_____ Legal ad fee – separate check payable to "Town of Yarmouth".

_____ One (1) copy of application and plan/sketch shall be sent to Department of Environmental Protection, Southeast Region, 20 Riverside Drive, Route 105, Lakeville, MA 02347.

_____ Submit the proof of mailing via Certified Mail Receipts (PS From 3800) for DEP or others such as Massachusetts Natural Heritage and Endangered Species Program, Massachusetts Division of Marine Fisheries, US Army Corps of Engineer or property owner.