



PROVINCETOWN CONSERVATION COMMISSION
OFFICE OF COMMUNITY DEVELOPMENT
TOWN HALL
260 COMMERCIAL STREET
PROVINCETOWN, MASSACHUSETTS 02657
TELEPHONE: 508.487.7000 EXT. 554



Local Bylaw, RDA and NOI Filing Checklist

Please submit this checklist along with your application to ensure your application is complete:

- 7 copies of the completed application, associated documents and plans collated into packets
- Local Bylaw Filing Form (available on the Town website), WPA Form 1: Request for Determination of Applicability, *or* WPA Form 3: Notice of Intent (both WPA forms available on MA DEP website)
- Pre-application meeting scheduled and completed with Permit Coordinator Ellen Battaglini, (508)487-7000 x520, ebattaglini@provincetown-ma.gov (not needed for an RDA, or if your project only requires filing with the Conservation Commission)
- Certified Abutters List from the Assessor's Office (\$25 fee) – request Instructions for Use of Certificate of Mailing from the Community Development Office, if needed
- Completed copy of Abutter's Notification Form (available on the Town website) that you will use to send to abutters, confirmation of mailing to be submitted to the Conservation Agent at the Public Hearing
- Map showing site locus to help Commissioners locate the site during site visits
- 6 copies of 11"x17" site plans with titles, dates, north arrow *plus 1 copy* of 18"x 24" plans drawn to scale consisting of:
 - *Existing Conditions* – showing property boundaries, contour lines, existing structures, limit/edge of vegetation, trees greater than 10" inches diameter at breast height (dbh), wetland resource areas with 50 and 100 foot buffer zones, NHESP Estimated and/or Priority Habitat boundaries
 - *Proposed plans* – showing limit of work, location and type of erosion controls, site access and equipment staging area, vegetation to be removed including trees greater than 10" dbh, re-grading, existing structures to remain and proposed structures, landscaping, hardscaping, retaining walls, drainage structures, septic system, utilities
 - *Note:* This level of detail may not be applicable for small projects – confirm with Conservation Agent
- Detailed project narrative, describing all proposed work and proposed construction protocol, and addressing how the project will meet performance standards set forth in the Wetlands Protection Regulations, 310 CMR 10.00 and/or the Provincetown Wetlands Protection Bylaw, Chapter 12
- Color photographs of the site from various vantage points
- Planting Plan if proposed project involves vegetation removal (Approved Plantings for Buffer Zones and Resource Areas available on the Town website)
- A copy of the MESA Project Review Checklist (if applicable) submitted to NHESP for review (\$300 fee).
- Electronic copy of complete application sent via email as a .pdf file to dalbenberg@provincetown-ma.gov
- NOI Wetland Fee Transmittal Form (town portion of WPA fee + \$100 local bylaw fee), local RDA Fee (\$100) or Local Bylaw Filing Fee (\$100)

By signing this, I confirm submission of all relevant materials listed above.

Signature of Applicant

Date

Project Address: _____