



PROVINCETOWN CONSERVATION COMMISSION
OFFICE OF COMMUNITY PLANNING
TOWN OF PROVINCETOWN
260 COMMERCIAL STREET
PROVINCETOWN, MASSACHUSETTS 02657
(508)487-7020



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 consisting of the following:

- Application Form:** Local Bylaw Filing, Request for Determination of Applicability *OR* Notice of Intent (consult with Conservation Agent to confirm appropriate type of filing)
- Certified Abutters List:** From the Assessor's Office (\$25)
- Abutter's Notification Form:** Completed copy sent to abutters, plus Certificates of Mailing (to be submitted to the Conservation Agent at the Public Hearing) – Certificate of Mailing Instructions online
- Map:** Showing site locus
- Site Plans:** 11"X17" drawn to scale (+ 1 copy 18"x 24" for NOI's) consisting of:
 - Existing Conditions* – showing property boundaries, contour lines, existing structures, limit/edge of vegetation, trees greater than 8" inches diameter at breast height (dbh), wetland resource areas with 50 and 100 foot buffer zones, NHESP Estimated and/or Priority Habitat boundaries (if applicable)
 - 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 8" dbh, re-grading, existing structures to remain and proposed structures, landscaping, hardscaping, retaining walls, drainage structures, septic system, utilities

** This level of detail may not be applicable for small projects – confirm with Conservation Agent*
- Project Narrative and Construction Protocol:** Identify wetland resource areas and measures taken to 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:** Taken from various vantage points to show existing site conditions
- Planting Plan:** Submit if project involves vegetation removal (Approved Plantings list available online)
- MESA Project Review Checklist:** Include a copy if the project is within NHESP Estimated and Priority Habitat and is not exempt under 321 CMR 10.14
- Fee:** NOI Wetlands 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: _____