



TOWN OF PALMER

CONSERVATION COMMISSION

APPLICATION CHECKLIST

ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION

Please submit the following information to the Palmer Conservation Commission:

- Two (2) complete, signed copies of the most recent WPA Form 4A, available at <http://www.mass.gov/eea/agencies/massdep/water/approvals/wetlands-and-waterways-forms.html#4>
- Two separate checks for the following fees: Town of Palmer Wetlands Ordinance Fee and State Wetlands Fee (Fees for legal notice will be forwarded to the applicant)
- Proof that a copy of the complete application was sent to the MA Department of Environmental Protection, Western Region Office
- Completed Abutter Notification Form and Affidavit Form
- A brief narrative describing the property location, delineated resources and methodology used for delineation.
- Two (2) complete copies of project plans that include the following information:
 - The date the delineation was completed
 - Location of all known resource areas, including sequentially numbered flags
 - 50 and 100 foot buffer lines from resource areas
 - 200 foot Riverfront Area line, if applicable
 - FEMA Floodplain boundaries, if applicable
- Electronic copy of all application materials shall be submitted with application. Applications will not be deemed administratively complete without this material.
- OPTIONAL**
 - Photographs of the property where activities are proposed