



TOWN OF PALMER

CONSERVATION COMMISSION

APPLICATION CHECKLIST NOTICE OF INTENT

Please submit the following information to the Palmer Conservation Commission:

- Two (2) complete, signed copies of the most recent WPA Form 3, 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 narrative describing the property location, delineated resources and methodology used for delineation, including DEP BVW Delineation Field Data Form
- Two (2) complete copies of project plans that include the following information:
 - Plans should be prepared and stamped by a registered professional engineer (PE) or other registered professional as required by the Conservation Commission
 - 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
 - Location of existing site amenities above and below the ground
 - Location of proposed site amenities and alterations above and below the ground
 - Shortest distance from proposed disturbed areas to known resources
 - Topography in 2 foot contour intervals
 - Temporary erosion and sediment controls
 - Trees of 6 inch or greater DBH
 - Construction setbacks
 - The drainage basin in which the site is located
- Stormwater Report (applicable only if the project is required to meet MassDEP Stormwater Management Standards)
- Plans larger than 11 x 17 need to be submitted electronically or on disk
- OPTIONAL - Photographs of the property where activities are proposed
Voluntary Waiver of Deadlines