



TOWN OF PALMER CONSERVATION COMMISSION

APPLICATION CHECKLIST REQUEST FOR DETERMINATION OF APPLICABILITY

Please submit the following information to the Palmer Conservation Commission:

- Two (2) complete, signed copies of the most recent WPA Form 1, available at <http://www.mass.gov/eea/agencies/massdep/water/approvals/wetlands-and-waterways-forms.html#4>
- Town of Palmer Wetlands Ordinance Fee (Fees for legal notice will be forwarded to the applicant)
- Completed Abutter Notification Form and Affidavit Form
- A brief narrative describing the proposed activity
- Proof that a copy of the complete application was sent to the MA Department of Environmental Protection, Western Region Office
- Two (2) complete copies of project plans that include the following information:
 - Location of all known resource areas
 - 50 and 100 foot buffer lines from resource areas
 - 200 foot Riverfront Area, if applicable
 - FEMA Floodplain boundaries, if applicable
 - Location of existing structures and/or vegetation
 - Location of proposed structures and/or vegetation
 - Shortest distance from proposed disturbed areas to known resources
- 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