

Checklist for Administrative Review Request

Please make sure each of the following is included with your request

- 7 copies of new/revised plan to Conservation *(Please let us know if you would like any of these copies returned to you. Otherwise, they will be recycled the following day).*
- 1 Letter requesting revisions preferably on contractor's letterhead.
- Contact information written on letter request: Mailing address, phone, e-mail (if available), cell phone.
- DEP SE #, owner's information and project address also included in letter.
- Project narratives** attached describing overall project, adherence to all applicable performance standards (state and local), revisions, reasonable alternatives and construction methodologies.
- Form 2 signed by Building Department Official.
- Check payable to Town of Mashpee: \$50.00 **(or \$100.00 for after the fact filing).**

Any Administrative Review requests that are missing these basic submittal requirements shall not be placed on the hearing agenda for which they are intended until the requirements are met.

I, _____, verify that this Administrative Review
(Applicant/representative signature)

application has been filled out completely with all Administrative Review submittal requirements on _____.
(Application submittal date)

FORM 2
STATUS OF ZONING BOARD OF APPEALS JURISDICTION

Please submit this form to the Building Department for signature

I, _____, as Applicant for this project, do hereby state that I have
Print name

conferred with a Building Official on _____ and it has been determined
Date

that the project located at _____
Property address

Circle one: *does* *does not* fall under the jurisdiction of the Zoning Board of Appeals.

Brief description of project: _____

Plan Title

Plan Date

Signature of Applicant

Date

Signature of Building Official

Date