

NOTICE OF INTENT CHECKLIST

Please make sure each of the following is included with your NOI submission.

- NOI form filled out properly and completely (all relevant boxes checked and info submitted).
- 1 copy of correct NOI and category fee(s) checked off.
- Project narratives attached describing overall project, adherence to all applicable performance standards (state and local), existing conditions, reasonable alternatives and construction methodologies. (same goes for all Amended Order of Conditions submittals).
- All resource areas including flood zone, mean annual high water, 100 foot and 200 foot riverfront areas (if applicable), and wetland delineation to be flagged in the field for inspection.
- All of the above-referenced resource areas to be shown on plans.
- At least 7 copies of engineered plans meeting submittal requirements as stated in Regulation 3 of the Chapter 172 By-law. All plans must be submitted 5 business days prior to the scheduled hearing date. *(Please let us know if you would like any of these copies returned to you. Otherwise, they will be recycled the following day).*
- Locus map to be included with all NOI submittals.
- Natural Heritage jurisdiction checked off “yes” or “no” (please refer to the most recent NHESP Priority Habitat Map).
- ACEC jurisdiction (yes or no checked off on page).
- Proof of filing with ZBA (if applicable).
- **Copies of plans and narratives for all NOIs involving water dependent structures (docks, piers, revetments, bulkheads, etc) submitted to Harbormaster, Waterways Commission, and Shellfish Warden (plans & narratives must be furnished to Harbormaster, Waterways Commission, and Shellfish Warden at least 5 days prior to a scheduled hearing).**

I, _____, verify that this NOI application has been filled out fully
(Applicant/representative signature)
in accordance with the NOI submittal requirements set forth in Regulation 3 of the Chapter
172 Mashpee Town By-law on _____.
(Application submittal date)

Any applications that are missing the above mentioned information will not be placed on the hearing agenda for the upcoming meeting