

## **NOTICE OF INTENT CHECKLIST**

***Any applications that are missing the required information below will not be placed on the hearing agenda for the upcoming meeting:***

- ☐ 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. (*Ch. 172 fees revised on 4-7-23*)
- ☐ **7 copies of project narrative** attached describing overall project, adherence to all applicable performance standards (state and local), existing conditions, reasonable alternatives and construction methodologies.
- ☐ 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.
- ☐ **7 copies of engineered plans** meeting submittal requirements as stated in Regulation 3 of the Chapter 172 By-law. All plans must be submitted at least 5 business days prior to the scheduled hearing date.
- ☐ **PDF of plan emailed to [conservation@mashpeeema.gov](mailto:conservation@mashpeeema.gov).**
- ☐ 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 completed  
(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)