

## Checklist for Administrative Approval Request

- 7 copies of new/revised plan** to Conservation.
- pdf of plan emailed to Conservation Department:**  
[sducharme@mashpeema.gov](mailto:sducharme@mashpeema.gov)
- Letter requesting revisions, preferably on letterhead.
- Copy of RECORDED Order of Conditions.
- Contact information written on letter request: Mailing address, phone, e-mail, cell phone.
- DEP File # 43-\_\_\_\_\_, owner's information and project address included in letter.
- 7 copies of project narratives** attached describing overall project, adherence to all applicable performance standards (state and local), revisions, reasonable alternatives and construction methodologies.
- Form 2 – YOU** must consult with Building Inspector, who will determine if this proposal requires Zoning Board of Appeals approval. Form 2 must be completed and submitted **with Building Inspector's signature.**
- Check payable to Town of Mashpee: \$50.00 (**or \$100.00** for after the fact filing).

**Any Administrative Approval 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 Approval  
(Applicant/representative signature)

application has been filled out completely with all Administrative Approval 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 Inspector 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 Inspector

\_\_\_\_\_  
Date