



Leverett Conservation Commission

NOTICE OF INTENT CHECKLIST

The following is a list of permit application submission requirements.
Please be sure that each of the items listed below is included with your packet.
An application will not be considered complete if one of them is missing.

- _____ **2 hard copies and 1 electronic (CD or email) of the complete Notice of Intent**
- _____ **Plans 1"= 40' max** (Plans may need to be signed & stamped by an engineer.)
- _____ **USGS Quad Locus Map** (8 1/2 x 11)
- _____ **Correct Application Fee** made out to The Town of Leverett. (*See NOI Instructions*)
- _____ **Copy of check sent to the State** for their portion of the fee.
- _____ **Recording Fee (\$75.00)** made out to the Commonwealth of Massachusetts.
- _____ **Certified Abutters List** (within 100 feet of property boundary)
NOTE: THE ASSESSORS OFFICE REQUIRES 10 BUSINESS DAYS TO PREPARE AN ABUTTERS LIST. WE THEREFORE ADVISE YOU NOT TO SCHEDULE A HEARING UNTIL YOU HAVE THIS LIST.
- _____ **Notification to Abutters**
 - Abutters must receive notification of the hearing listing date, time, and place of the hearing and the location and description of work to be done a minimum of 7 business days prior to the hearing date. The Conservation Agent can help you draft the notification.
 - The Conservation Agent will assign date & time for hearing and will notify applicant.*
- _____ **Advertising Fee**
 - the Conservation Commission will place the legal ad and will notify applicant of the cost when proof is received from the newspaper. At that time applicant will be asked to submit a check made out to the paper for the appropriate amount. (The Montague Reporter OR The Greenfield Recorder; generally \$30 - \$75)
- _____ **Signature**
 - the application must be signed by the property owner (or the owner's representative)
- _____ **Copy to DEP**
 - the applicant is required to send via certified mail one complete copy of the application to the Department of Environmental Protection (DEP – Western Regional Office, State House West – 4th Floor, 436 Dwight Street, Springfield, MA 01103)