



Leverett Conservation Commission

REQUEST FOR DETERMINATION OF APPLICABILITY 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 of the complete Request for Determination application packet**

_____ **WPA Form 1 Request for Determination of Applicability application**

_____ **Plans 1"= 40' max**

_____ **USGS Quad Locus Map (8 1/2 x 11)**

_____ **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)

The Conservation Agent will assign date & time for hearing and will notify applicant.

_____ **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)