

## Checklist for Conservation Commission Applications

Be sure to include the following when submitting either a Request for Determination of Applicability (RDA) or a Notice of Intent (NOI) application.

- ☐ **Original** copy of application **plus** 8 additional copies with plan attached if the plan can be printed on 11"x17" or smaller \*
- ☐ 3 copies of full size plans \*
- ☐ Legal Notice Request Form
- ☐ Check for newspaper (see above form for current amount)
- ☐ Appropriate filing fees, if any (Essex has no filing fee for an RDA)
- ☐ NOI applications must provide proof of abutter notification no later than the time of the hearing on the application
- ☐ If possible, email a PDF copy of the application and plans to [conservation@essexma.org](mailto:conservation@essexma.org)

An additional copy of all applications must be sent to:

Mass DEP NERO  
205B Lowell Street  
Wilmington, MA 01887

For your convenience, the Legal Notice Request Form and an Abutters List Guidelines sheet can be found on the Commission's webpage at [www.essexma.org](http://www.essexma.org).

Please contact the Administrative Clerk if you have any questions. Contact information can be found at [www.essexma.org](http://www.essexma.org).

\*Only 2 copies will be required while Town Hall is closed to the public.