



TOWN OF TRURO CONSERVATION COMMISSION

P.O. Box 2030
Truro MA 02666-0630

Checklist for Filing a Notice of Intent

- Notice of Intent Application (2016 version of form) Signature of applicant/property owner
- USGS Map/locus map Certified abutters list from the Town Assessor (300') and letter to abutters*
- Project Narrative Project Plans /up-to-date Site plan signed copy of 21 day waiver (requested)
- NHESP (if applicable- check map or ask staff for assistance to determine if property is within mapped jurisdiction)**
 - MESA application and fee Copy of the entire Notice of Intent (including USGS Map, Plans)
 - Send by certified mail return receipt requested to NHESP

***NOTE:** The abutter's notification letter must be sent to each abutter by certified mail, return receipt requested, at the expense of the applicant. The green cards must be submitted at the hearing.

Copies to DEP

- 1) **Fee: mail the state-share** of the fee to Boston by certified mail, return receipt requested; enclose the "fee transmittal form" and mail to DEP, PO Box 4062, Boston, MA 02211
- 2) Mail 1-copy of the Notice of Intent Application packet **and a copy of the fee transmittal form** by certified mail, return receipt requested to: DEP SERO, 20 Riverside Drive, Lakeville, MA 02347

Copies to Truro Conservation Commission

- attach check to "Town of Truro" for the town share of filing fee, PLUS the local filing fee
- provide 9 copies of Notice of Intent application packet
- bring the green cards as proof of notification of abutters to the meeting

Checklist for Filing an RDA **(Request for Determination of Applicability)**

- Request for Determination of Applicability form plus current site plan/project sketch
- ample project details
- signed copy of 21 day waiver (requested)
- Signature of applicant/property owner
- attach check to the "Town of Truro" for \$30 (this fee can be applied toward fee for higher level of filing if required)

1-copy of the Request for Determination of Applicability packet mailed by certified mail, return receipt requested to: DEP SERO, 20 Riverside Drive, Lakeville, MA 02347

9-copies of the Request for Determination of Applicability packet
(packet = application + plans) for the Commission