

Conservation Commission
Application Checklist

Project (Name/Address) _____

Type of application submitted (check one)

- Request for Determination (RDA) Form 1
- Notice of Intent (NOI) WPA Form 3
- Certificate of Compliance (CoC) WPA Form 8A (no filing fee required)

8 copies of the following documents required

- Application
- Letter of Intent / Description of Work
- RDA plans (eight 11" X 17")
- NOI Plans (two 24" X 36", six 11" X 17")
- CoC As-Built Plans stamped by engineer involved (2 full size copies 24" X 24" or 24" X 36" and 6 ledger size copies 11" X 17")

Additional Information Required

- PDF File of Plans to conservation@town.auburn.ma.us
- Certified Abutter's List
- Drainage Calculations (NOI, only 2 copies)
- Waiver Request Form (NOI only)
- Wildlife Habitat Assessment (when applicable)
- Filing Fee

RDA (Request for Determination of Applicability) \$25

Notice of Intent (NOI) Fees:

• Minor Activity (single family accessory use) (pools, driveways, tennis courts, additions)	\$100
• Work Requiring a Waiver \$500	\$500
• Industrial Development \$750	\$750
• New residential & Associate Site Work	\$100
• New Commercial Parking Lot by Spaces:	<25 = \$100; 25-50 = \$200; >50 = \$500
• Multiple Dwelling Structures (3+ units)	\$200
• Subdivisions (Roads and Utilities only)	\$500
• Amendment to an Order of Conditions	\$50
• Commercial or Institutional Development	\$750
• Any other Activity \$250	\$250
Advertising Fee \$70	\$70

Office Use Only:

Date Filed: _____ Scheduled Hearing Date: _____

Materials Received and Checked By _____

***Revised plans or additional information submitted by the applicant must be received by the Board at 12:00PM seven business days before a public hearing.**