

**NOTICE OF INTENT APPLICATION REVIEW CHECKLIST**  
Spencer Conservation Commission Required Application Contents

Site Address:

Applicant:

Phone:

Representative:

Phone:

***Check items received. Then, circle any item missing.***

- A Table of Contents listing all items in the filing, in the order in which they appear. The minimum should match this checklist but may include additions specific to your project & location e.g. storm water calculations, a consultant's wetlands evaluation report, or wildlife habitat information. All items must be listed in the order in which they appear in the filing.
- Completed WPA Form 3 – Notice of Intent signed on page 8.
- A copy of a completed Wetland Fee Transmittal Form.
- A photocopy of the checks used to pay fees: 3 separate checks, including the bylaw fee.
- Certified Abutters List obtained from the Assessors Office. [The applicant is required to notify abutters within 300 feet of the property lines as certified by the Town Assessors. List must be no older than 30 days from the filing date].
- A copy of the Notification to Abutters, filled out. (Complete the Notification to Abutters form and mail with a copy of the completed first page of WPA Form 3 to each abutter address via Certified Mail Return Receipt. Retain the green receipt cards for your records. Abutter Notification may be delivered by hand *if* a signature is obtained on the List of Abutters.)
- The completed & signed Affidavit of Service form certifying that abutters have been notified.
- A wetlands delineation report, including the name of the wetland scientist who delineated the wetlands, on what date the wetlands were delineated, documentation of methodology on which the wetlands were delineated, a description of the vegetation, soils and hydrology in the wetlands (including a list of plant species) and the qualifications of the person who delineated the wetlands.
- A United States Geographical Survey (U.S.G.S.) topographic map of the area clearly indicating the project/property location. The lot should be outlined or have an arrow pointing to it. U.S.G.S. maps are available at the Town Library, online and major bookstores.
- Copy of Assessor's Map indicating location of the project (a Spencer requirement).
- A construction sequence listing all proposed work in the order in which it will occur.
- Spencer Stormwater Permit Application Checklist.
- Scaled plans showing the location of work in relation to the wetlands, as explained in DEP WPA Form 3 – Notice of Intent Instructions. Plans must have a title and a date.
- Flood map.
- NHESP map.
- Plans must show proposed stockpiling areas for temporary storage of disturbed soils.

For commercial, industrial properties and subdivisions of more than 4 lots

- Stormwater Management Form and supporting documentation.

**Notify applicant of missing items. Return application with this marked checklist.**

Additional information may be requested: DEP Wetland Delineation Field Forms