

**Lawrence Conservation Commission
Permit Request Cover Sheet and Checklist**

LCC File # _____

DEP File # (is issued): _____

Date: _____

Property Location: _____

Applicant: _____

Notice Of Intent for: MA Wetlands Protection Act
 Lawrence Wetlands Ordinance
 Lawrence Municipal Code, Ch. 18.1

This application must include:

- WPA (Wetlands Protection Act) Form 3 (appropriately identified).
 - Locus map.
 - Engineering plans for any structures proposed.
 - Complete site plan (includes resource delineation, buffer zone boundary, extent of site work/disturbance and erosion controls).
 - Horizontal view showing groundwater/flood plain elevation and extent or excavation/construction (flood plain projects only).
 - Project narrative including description of existing site condition, description of site work, description of resource area impacts and avoidance and mitigation measures.
 - Supporting documentation as needed/requested (i.e. habitat assessments, field notes/data sheets, photographs, etc.) .
 - Proof of mailing to abutters.
 - Lawrence Wetlands Ordinance Fee Worksheet (must be a separate form if applicable).
 - Check for application fee. (If applying under Local Wetlands Ordinance you must include a separate check payable to the "City of Lawrence Conservation Commission").
- You must use WPA Form 3 Notice Of Intent modified for the Lawrence Wetlands Protection Ordinance, if filing for a permit under that ordinance.

Applicant signature

Date

*** FAILURE TO PROVIDE ALL ITEMS ABOVE MAY RESULT IN DENIAL OF YOUR PERMIT REQUEST.**