

## Filing Requirements

Under 196A-6 Filing Requirements: The Conservation Commission requires the following information when filing a Notice of Intent, Request for Determination of Applicability, or Amended Order of Conditions with the Town of Orleans:

1. **1 COPY:** Completed DEP Notice of Intent (WPA Form 3) or Request for Determination of Applicability (WPA Form 1) including:
  1. Assessor's Map with parcel denoted
  2. Filing Fee Calculation Worksheet and filing fee
  3. Certified Abutter's list
  4. Notice to Abutters

\*Abutters must be notified of the project, the date of the Hearing, and where copies of the application are available to review, on or before the day the application is submitted. Notification must be given to all those within 100' of the property line of the land where the activity is proposed. If the site is on a pond, all the Owners who live on said pond must be notified. A copy of a certified abutter's list can be obtained from the Town Assessor's office. Return Receipts must be returned to the Conservation Department at or before the Hearing.
2. **13 COPIES:** Project narrative/any support materials for Commissioners; & Site Plans including:
  - Scale
  - North Arrow
  - Locus Map
  - Date
  - Preparer's Name
  - Property Owner's Name
  - Applicant's Name
  - Street Address
  - Engineer's and/or Sanitarian's Stamp where applicable
  - Existing & proposed contours, & the amount and kind of fill proposed
  - All wetland resource areas within 100 feet of the project including but not limited to Top of Coastal Banks and Dunes, ACEC boundaries, Land Subject to Coastal Storm Flowage, and Mean High Water.

- The buffer zones from the edge of the resource boundaries where applicable
- Limit of work location & method of temporary erosion control
- Footprint of existing & proposed structures with overlays to show changes
- Building or other construction plans to describe proposed work
- Percentage increase/decrease of the square footage & cubic footage of a proposed addition or restructuring
- Test hole data and septic system design.

Please Note: If your Application is not complete, it will not be accepted.

3. **1 Digital Copy**: Complete filing including WPA Form, maps, a butter documents and site plans
4. **On Site Requirements**: After receipt of a completed Application the Commission and/or its Agent will schedule an On-Site for the subject property. The subject property is to be staked at the time the Application is submitted.

Stakes are to be flagged and/or marked for the following:

- Property boundary corners
- New structures or additions to existing structures at all corners, including decks and/or outbuildings
- Location of septic tank & leaching field
- Proposed limit of work
- Edge of resource area(s)
- Buffer zones to resource area(s)
- Wells within 100 feet of any proposed septic system.

**5. Continuing an Application:**

- Applicants must request, in writing, to continue their application to a date certain. When a Continuance is requested, the applicant shall select a hearing date by which any revised materials will be available and submitted to the Conservation Dept. by 12pm Thursday before the

Hearing so that the Commission has adequate time to review the information.

- Applications cannot be continued indefinitely. Applications that are continued several times without additional or requested information may be denied for lack of information.