



# TOWN OF LINCOLN

## CONSERVATION COMMISSION

CONSERVATION OFFICE  
TOWN OFFICES  
16 LINCOLN ROAD  
LINCOLN, MA 01773  
781-259-2612  
FAX 781-259-1677

Notice of Intent  
Request for Determination of Applicability  
Submission Checklist – March 2010

**Submitted as one packet (double-sided print/copy):**

- Original completed, signed **Application Form** (WPA Form 1: RDA, Form 3: NOI)
- Original **color locus map**: 8 1/2 x 11 copy of USGS map or other site locator map
- Copy of **abutters list**. This may be obtained from the Assessor's Office
- Evidence of **mailing** (Certified Mail and Return Receipt) notification to abutters and affidavit  
**Return receipt green cards** must be submitted at or before the hearing
- Original, full-size stamped project plan\*\*, and one full-size copy including graphic scale and title block with map-block-lot number, street address and applicant's name
- Cd or e-mail to [kearneya@lincolntown.org](mailto:kearneya@lincolntown.org) electronic plans in .cad and .pdf format

**Project Plans:\*\*** (showing existing features and relevant property lines, proposed structures or modifications to existing structures, paving, drainage, or water control structures, trees to be removed and erosion control). Be sure to include resource delineation, riverfront and 50, 100 and 200 foot buffer zones, *and existing and proposed topography if applicable*. Plans should be prepared by a professional registered engineer, land surveyor, landscape architect, or wetland scientist.

**Submitted as second packet (double-sided print/copy):**

- Ten copies of completed, signed **Application Form, Project Description and locus map**
- Ten copies, 11 x 17, reduced from full plans attached to application copies

**Fees:**

- Completed Wetland Fee Transmittal Form, Appendix B
- Determine Lincoln Wetlands Protection Bylaw Fee - Regulations for Fees Under Section 4
- Check to Town of Lincoln
- Copy** of check to the Commonwealth of Massachusetts

**DEP Mailings:**

- (*NOI only*) Send original check for state fee and copy of Wetlands Fee Transmittal Form to DEP, Box 4062, Boston, MA 02211
- Send one complete copy of Notice of Intent or Request for Determination of Applicability, including the locus map, project plans, list of abutters, Wetland Fee Transmittal Form (*NOI only*), and a **copy** of the check (*NOI only*) for state and town fee payments to DEP-NERO, Wetlands Division – 205B Lowell Street, Wilmington, MA 01887