

Town of Monterey Conservation Commission Project Review Form

The project applicant shall submit to the Conservation Commission sufficient documentation to decide which of the following actions below shall be required of the applicant. No project will be reviewed without an accurate site plan. For preliminary review, present this information to the Inter-Departmental Secretary, Melissa Noe, at the Monterey Town Hall, 435 Main Rd who will provide it to the member on duty for that month.

Date: _____

A. General Information

1. Applicant:

Name _____

Mailing Address _____

City/Town _____

State _____ Zip _____

Phone _____

Fax _____

e-mail _____

2. Property Owner (if not applicant):

Name _____

Mailing Address _____

City/Town _____

State _____ Zip _____

Phone _____

Fax _____

e-mail _____

3. Project Location (site address): _____

Map # _____ Lot # _____

4. Project Description (Must include a copy of plans with application): _____

Determination by the Conservation Commission:

☐ The Project was submitted with insufficient information. Please resubmit with the following:

_____ The project, as submitted, is outside the WPA jurisdictional area of the Monterey Conservation Commission and no further filing is necessary.

_____ The project applicant shall file a Request for Determination of Applicability (RDA - MA WPA Form 1) with the Monterey Conservation Commission. After a scheduled meeting and after the applicant

has obtained a Determination of Applicability (DA - MA WPA Form 2), applicant must submit this form to the Building Commissioner as a record of project review.

_____ The project applicant shall file an Abbreviated Notice of Intent (ANOI - MA WPA Form 4) or Notice of Intent (NOI - MA WPA Form 3) with the Monterey Conservation Commission. After a scheduled Hearing, and applicant has obtained an Order of Conditions (OOC - WPA Form 5) applicant must submit this form to the Building Commissioner as a record of review of the project.

_____ This project is within the Wetlands Protection Act but requires no further filing.

_____ The project applicant shall file a RDA (SMA Form A) under the Scenic Mountain Act with the Monterey Conservation Commission. After a scheduled Meeting, the Commission will issue a Determination that must be submitted to the Building Commissioner as a record of review of the project.

_____ The project applicant shall file a NOI (SMA Form C) under the Scenic Mountain Act with the Monterey Conservation Commission. After a scheduled Meeting, the Commission will issue a Determination that must be submitted to the Building Commissioner as a record of review of the project.

_____ This project is within the Scenic Mountain Act but requires no further filing.

_____ This project is not within the jurisdiction of the Scenic Mountain Act and requires no filing.

Additional Comments from the Commission Member:

Project Reviewed by: _____

Signature of Commission Member

Project Review Date: _____

By copy of this document to the Applicant/Owner, he/she will be aware of the proper form necessary for filing with the Conservation Commission.

cc: Building Commissioner, Director of Operations and Applicant/Owner via the Online Permitting Software