

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

**LCC File #**\_\_\_\_\_

**DEP File # (is issued):**\_\_\_\_\_

**Date:**\_\_\_\_\_

**Property Location:**\_\_\_\_\_

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**Applicant:**\_\_\_\_\_

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**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.

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Applicant signature

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Date

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