

**SAMPLE APPLICATION CHECK-OFF LIST**

*(For Conservation Office staff use confirming that certain tasks are complete prior to opening hearing.)*

\_\_\_ APPLICATION FEE PAID

\_\_\_ NATURAL HERITAGE LETTER RECEIVED

\_\_\_ MA DEP LETTER RECEIVED

\_\_\_ WETLAND DELINEATION REVIEWED

\_\_\_ NOTICE PUBLISHED IN NEWSPAPER

\_\_\_ PLAN COMPLETE