

## IN-OFFICE CHECKLIST FOR NOI

Date of Submission: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

DEP File #: \_\_\_\_\_

Conservation Hearing Date \_\_\_\_\_

### NOI File Complete if the following is submitted

- \_\_\_\_\_ Completed and properly signed NOI (Date Stamp when delivered)
- \_\_\_\_\_ Existing Conditions and Proposed Conditions Plan with (revision) dates and signed by professional
- \_\_\_\_\_ Filing Fee Form and Check (along with copy of State check)
- \_\_\_\_\_ Abutter notification Info
- \_\_\_\_\_ Good Standing Approval (Weston Form)

### Legal Requirements

- \_\_\_\_\_ Provide Official "Hearing Notification and Site Inspection Information" to Applicant.
  - \_\_\_\_\_ Ask Applicant to sign 21 day waiver allowance if hearing is greater than 21 days from date of submission
  - \_\_\_\_\_ Post meeting notice at Town Hall \_\_\_\_\_ another copy to Selectmen's Office
  - \_\_\_\_\_ Submit Legal Ad to Weston Town Crier by \_\_\_\_\_ (Friday noon deadline)
- Send hearing notice to      \_\_\_\_\_ Applicant      Note Others: \_\_\_\_\_  
   \_\_\_\_\_ Owner      Planning      \_\_\_\_\_  
   \_\_\_\_\_ Bd of Health      \_\_\_\_\_

### Research to do in Office

Does proposal fall under any of the following: (if yes, be sure to contact the applicant)

- Local wetland and flood plain protection district?
- Aquifer protection zoning?
- Stormwater Permit?

### Prior to Hearing

- \_\_\_\_\_ Schedule site visit, notify Commission and applicant of date and time
- \_\_\_\_\_ Review File for Compliance with Wetlands Protection Act (WPA)
- \_\_\_\_\_ Provide summary and recommendations to Commission Friday before hearing
- \_\_\_\_\_ Draft OOC

### At Hearing

- \_\_\_\_\_ Collect Cert. Mail receipts at hearing
- \_\_\_\_\_ Confirm proper abutter notification
- \_\_\_\_\_ Collect any revised plans presented at meeting
- \_\_\_\_\_ If hearing is closed, review OOC and get signatures before end of meeting

### AFTER HEARING IS CLOSED AND FILE IS READY TO BE PUT AWAY

- \_\_\_\_\_ Finalize Order of Conditions
- \_\_\_\_\_ Send OOC Cover Letter 1 plus **original** OOC to owner/applicant.
- \_\_\_\_\_ Enter File Information on spreadsheet

### Prior to Construction

- \_\_\_\_\_ Ensure 10 business day appeal period has lapsed
- \_\_\_\_\_ OOC has been recorded
- \_\_\_\_\_ Agent has been called out for a pre-construction meeting
- \_\_\_\_\_ Provide Contractor/Applicant with Site Visit Summary Form detailing next steps (future site visit needs, EC maintenance, deadlines for any action items, etc.)