

*Guidance for Completing MHC's **Project Notification Form** (950 CMR 71.00, Appendix A)*

- ❖ Please make sure you **type or print legibly** the Project Notification Form (PNF) and fill out **all** sections of the form.
- ❖ Please submit a PNF for **each** project separately. This will facilitate MHC's review of multiple project submissions.
- ❖ Please include the street and number in the address line of the project area. Please be sure to specify the town name.
- ❖ Please make sure you fill out *both* the **project address section** and the **project contact** section. Please note that these two addresses may be the same in some cases. It is important for MHC to have a contact person in order to facilitate review, should questions arise.
- ❖ The funding, licensing, and permitting section **must be completed** in order for MHC to review the PNF. Be sure to list *all* funding, licensing and permitting involved with the entire project; this includes **federally** funded, licensed, and permitted projects, as well as **state** funded, licensed, and permitted projects. Some examples of common funding, licensing, and permitting agencies and funding sources are: **Army Corps of Engineers; Federal Communications Commission; Community Development Block Grants; School Building Assistance from the Massachusetts Department of Education; Department of Housing and Community Development; Department of Environmental Protection (permits such as sewer connection, wetlands, or Chapter 91 permits); Massachusetts Highway Department (curb cut permits), etc. There are many others.**
- ❖ Please be sure to **describe** the proposed project in **detail**. Attach additional pages if necessary. If dates of construction on buildings or dates of alterations to a site are known, please be sure to include this information in your project description.
- ❖ Please include photographs of the proposed project site. If the project involves demolition or rehabilitation of a building(s), be sure to include photos of major elevations of the building(s). Please also be sure to label photographs. Attach the most current project plans and elevations if available.
- ❖ **Please be sure to include a photocopy of the pertinent section of the U.S.G.S. map with your submission.** The MHC cannot review a PNF without a U.S.G.S. section map. You can purchase U.S.G.S. maps at local camping, hiking, and sporting goods stores, or download U.S.G.S. maps from the World Wide Web at www.topozone.com; or make a photocopy of U.S.G.S. maps at libraries.
- ❖ Do not use other maps instead of the U.S.G.S. map. However, additional maps such as plot plans or assessors' maps may be included **in addition** to the U.S.G.S. section map.
- ❖ **Boundaries of the project area** should be specific. Do not circle a large plot of land on the U.S.G.S. map and indicate that the project falls within the circle.

This guidance document is offered to assist in compliance with M.G.L. Chapter 9, Section 26-27c, as amended by Chapter 254 of the Acts of 1988 (950 CMR 71.00)