



TOWN OF HINGHAM

CONSERVATION COMMISSION

APPLICATION CHECKLIST NOTICE OF INTENT

Please submit **two (2) hard copies and one (1) electronic copy** of the following information to the Hingham Conservation Commission. Electronic copies should be sent to conservation@hingham-ma.gov.

- The most recent WPA Form 3, available at: <https://www.mass.gov/lists/wetlands-permitting-forms>
- Two (2) separate checks for the following fees: Town of Hingham Wetlands Protection Bylaw fee and state wetlands filing fee
 - Payable to Town of Hingham
 - Please redact bank account information from photocopies
 - Note, a public legal notice is prepared and submitted by staff; the newspaper will invoice the applicant
- Proof (Certified Mail receipt from the post office) that a copy of the complete application was sent to the MA Department of Environmental Protection, Southeast Regional Office: 20 Riverside Drive, Lakeville MA, 02347
- Proof (Certified Mail receipt from the post office) that a copy of the complete application was sent to the MA Natural Heritage & Endangered Species Program and the MA Division of Marine Fisheries (Gloucester), if applicable
- Abutter Notification Form and Affidavit of Service Form, available at:
<http://www.hingham-ma.gov/DocumentCenter/Home/View/795>
<http://www.hingham-ma.gov/DocumentCenter/Home/View/794>
- The Conservation Commission's Policy on Receipt of Information, available at:
<http://www.hingham-ma.gov/DocumentCenter/View/5389>
- A narrative describing the property location, delineated resources, and methodology used for delineation
- Project plans that are prepared and stamped by a registered professional engineer (PE) or other registered professional, as required by the Conservation Commission, and include the following information (hard copies must be printed to scale):
 - The date the delineation was completed
 - Location of all known resource areas, including sequentially numbered flags
 - 50 and 100 foot buffer lines from resource areas
 - 200 foot Riverfront Area line, if applicable
 - FEMA Floodplain boundaries, if applicable
 - Location of existing site amenities above and below the ground
 - Location of proposed site amenities and alterations above and below the ground
 - Shortest distance from proposed disturbed areas to known resources
 - Topography in 2 foot contour intervals
 - Temporary erosion and sediment controls
 - Trees of 6 inch or greater DBH
 - Construction setbacks
 - The drainage basin in which the site is located
- Stormwater report, if applicable
- OPTIONAL - Photographs of the property where activities are proposed
Voluntary Waiver of Deadlines