



# TOWN OF HINGHAM

## CONSERVATION COMMISSION

---

### APPLICATION CHECKLIST

### REQUEST FOR DETERMINATION OF APPLICABILITY

---

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](mailto:conservation@hingham-ma.gov).

- The most recent WPA Form 1, available at: <https://www.mass.gov/lists/wetlands-permitting-forms>
- A check for the Town of Hingham Wetlands Protection Bylaw fee
  - \$50 base fee for ancillary work on an existing single family house and all other requests for the first acre of land, \$40 for each additional acre of land
  - 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
- The Conservation Commission's Policy on Receipt of Information, available at: <http://www.hingham-ma.gov/DocumentCenter/View/5389>
- A brief narrative describing the proposed activity
- 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
- Project plans that include the following information (hard copies must be printed to scale):
  - Location of all known resource areas
  - 50 and 100 foot buffer lines from resource areas
  - 200 foot Riverfront Area, if applicable
  - FEMA Floodplain boundaries, if applicable
  - Location of existing structures and/or vegetation
  - Location of proposed structures and/or vegetation
  - Shortest distance from proposed disturbed areas to known resources
- OPTIONAL
  - Photographs of the property where activities are proposed
  - Voluntary Waiver of Deadlines