



# TOWN OF HINGHAM

## CONSERVATION COMMISSION

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### APPLICATION CHECKLIST REQUEST FOR ADMINISTRATIVE REVIEW

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Please submit **one (1) hard copy 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 Administrative Review Form, available at:  
<http://www.hingham-ma.gov/DocumentCenter/View/5693>
- A check for the Town of Hingham Wetlands Protection Bylaw fee
  - \$30, payable to Town of Hingham
  - Please redact bank account information from photocopies
- Direct Abutter Notification Form and Affidavit of Service Form, available at:  
<http://www.hingham-ma.gov/DocumentCenter/View/5390>  
<http://www.hingham-ma.gov/DocumentCenter/View/5391>
- 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
- 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