

NORFOLK WETLAND PROTECTION BYLAW FILING PROCEDURES

OBTAIN THE FOLLOWING:

1. **COPY OF NORFOLK WETLAND PROTECTION BYLAWS and REGULATIONS AT THE CONSERVATION COMMISSION'S OFFICE OR ONLINE.**

2. **APPLICATION FORM:**
 - a. Form 1 (Determination of Applicability)*
 - b. Form 3 (Notice of Intent)*
 - c. Form 4 (Abbreviated Notice of Intent)*
 - d. Form 4A (Abb. Notice of Resource Area Delin.)*

COMPLETE FILING PACKETS ARE IN THE CONSERVATION OFFICE

3. **LOCUS MAP (ASSESSORS' MAP, BLOCK, AND LOT)**
 - From Board of Assessors Office or from the Conservation Commission Office

4. **CERTIFIED ABUTTER'S LIST FROM THE OFFICE OF THE BOARD OF ASSESSORS** (Note: For conservation filings abutters are those properties within 300 feet of the property lines)**

*** The applicant is responsible for notification to all abutters of the intended project within 10 business days of the public hearing by certified mail, return receipt requested, or (in the alternative) by hand delivery with signatures shown on the abutters list)*

5. **A "Good Standing" form signed by all applicable departments** must be included in the application. The application will not be accepted unless completed.

SUBMIT THE COMPLETE APPLICATION TO THE NORFOLK CONSERVATION COMMISSION A MINIMUM OF 15 DAYS PRIOR TO THE ANTICIPATED PUBLIC HEARING DATE:

The Conservation Commission requires the following information to be included in a filing. The lack of submittal of ALL information will cause the application to be deemed INCOMPLETE and a public hearing will not be scheduled.

- 14 copies of the **completed** appropriate filing form and 14 **complete** sets of plans and required documents, including a copy of the Wetland Fee Transmittal Form. **A written narrative of the project is required.**

- **CHECK OR MONEY ORDER FOR NORFOLK BYLAW FEE AND STATE FEE**
two separate checks shall be made payable to the "Town of Norfolk" (for bylaw fee and Town share of state fee). One check is made payable to the "Commonwealth of Massachusetts" for the State share of the filing fee).
(note: 3 checks must be written)

- **GOOD STANDING APPROVAL FORM**
signed by the Town Treasurer, Norfolk Department of Public Works

(water)and Town Clerk (Note: no filing will be accepted until this form is completed and submitted

SUBMIT THE FOLLOWING AT THE TIME OF THE PUBLIC HEARING:

All green mailing cards (receipts from certified mailings to abutters) or a copy of the abutters list signed by abutters who were hand delivered notice of hearing.

A check or money order payable to the "Town of Norfolk" for the applicable legal advertising costs will be required (check with office for this amount prior to hearing). The commission advertises the notice in the *Sun Chronicle* daily newspaper

MAIL (CERTIFIED) THE ORIGINAL WETLAND FEE TRANSMITTAL FORM, AND STATE FILING FEE TO:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211

Mail (CERTIFIED) one (1) complete copy of application and all pertinent plans and information to:

DEP, Central Region
627 Main Street
Worcester, MA 01608

IMPORTANT FILING INFORMATION:

THE COMMISSION CONDUCTS A BUSINESS MEETING ON THE 2ND WEDNESDAY OF THE MONTH AND PUBLIC HEARINGS ON THE 4TH WEDNESDAY OF EACH MONTH.

APPOINTMENTS WITH THE COMMISSION CAN BE MADE VIA PHONE, FAX, MAIL, E-MAIL OR IN PERSON NO LATER THAN **48 HOURS** BEFORE A MEETING.

ALL REQUESTS FOR CHANGES TO A PLAN MUST BE MADE **IN WRITING** TO THE COMMISSION'S OFFICE BY 12 NOON, THE THURSDAY BEFORE A SCHEDULED MEETING. EIGHT COPIES OF THE PLAN **MUST** BE SUBMITTED.

ALL FILINGS MUST BE SUBMITTED TO THE COMMISSION'S OFFICE A **MINIMUM OF 15 DAYS** PRIOR TO THE SCHEDULED PUBLIC HEARING

August 5, 1999, revised on February 27, 2006 & May 1, 2006 (change to Central region, 9/23/09 (addition of IMPORORTANT FILING INFORMATION). file: PROCEDURES

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