

FILING A NOTICE OF INTENT
HINGHAM CONSERVATION COMMISSION

 **CHECKLIST:** THE HINGHAM CONSERVATION COMMISSION WILL NOT ACCEPT INCOMPLETE FILINGS. You must check off all items applicable to your project, sign & return to the HCC with the completed Notice of Intent.

Read “Instructions for Completing Application WPA Form 3 – Notice of Intent.” - *Submit to DEP/SOUTHEAST Regional Office*

___ a. Notice of Intent * (1 copy) - * **Outdated forms will not be accepted.** Please check the DEP Website – Wetlands and Waterways for the latest revision: <http://mass.gov/dep/water/approvals/wwforms.htm#wetlands>

Wetlands and Waterways Forms - Scroll down the website page to the section called Wetland Protection Act Permits.

___ b. Plans** (1 copy)

___ c. Locus map identifying location of the property (1 copy)

___ d. Mail appropriate filing fee to DEP (send to lock box address), along with NOI Wetland Transmittal Fee Form

Submit to Hingham Conservation Commission:

___ a. Notice of Intent * (2 copies) **Outdated forms will not be accepted**

___ b. Plans** (2 copies)

___ c. Filing Fees payable to the Town of Hingham

(Town share + Bylaw fee must be submitted on SEPARATE checks)-include Wetland Fee Category Summary on how you calculated the Hingham Bylaw fee(s).

___ d. *Notify abutters* according to the DEP regulations -

___ e. I have read the Hingham Conservation Commission’s **Policy on Receipt of Information.**

___ f. I have read and signed the Hingham Conservation Commission’s **Waiver of 21-Day Deadline.**

___ g. **PLEASE MAKE SURE THAT WE HAVE A PHONE NUMBER AND AN EMAIL ADDRESS TO CONTACT THE REPRESENTATIVE AND THE APPLICANT.**

___ h. ***The applicant/representative understands that a Public Legal Notice will be published in The Patriot Ledger placed by the Conservation Office. The applicant/representative will be billed directly for the Public Notice and is responsible for payment.***

****PLANS:**

In addition to the requirements listed in the “Instructions for Completing Application WPA Form 3 – Notice of Intent,” plans must detail the following information:

___ a. Location of surveyed wetlands flags sequentially numbered, date of flagging noted.

___ b. Delineation of the 100’ buffer zone, and 50’ buffer zone.

___ c. Delineation of closest activity to the wetlands.

___ d. Plans showing compliance with the Hingham BOH Septic System Regulations for the proposed septic system, if applicable.

___ e. Plans need to be dated, scaled, including a professional stamp and signature and we must be able to read the registration number on the professional’s stamp, North arrow, **date** when the wetlands were delineated.

___ f. Current Delineation of Hingham Wetland Protection Bylaw Set Back Requirements

PLEASE NOTE THAT THERE IS A NEW TOWN OF HINGHAM WETLANDS PROTECTION BYLAW - ARTICLE 22 THAT WAS APPROVED BY THE ATTORNEY GENERAL ON 8/7/08 – THIS IS AVAILABLE. <http://www.hingham-ma.gov/conservation/index.html>

Please note that unless all required components are included, your application **will not be considered complete.** We will hold a public hearing and the Commission will issue a decision within 21 days of the receipt of a **completed filing.** The SERO DEP office must assigned a DEP number and have reviewed your filing. If the Conservation Office does not receive a DEP number before the next scheduled meeting date according to the posted submission deadlines, the Commission will hear your filing, but will not be able to close without this DEP SERO information and will ask for a continuance with your permission until the information is received. The Commission cannot close a filing without a DEP number being assigned. <http://public.dep.state.ma.us/wetland/wetland.aspx>. You will be responsible for any comments the DEP makes about your project. If you have any questions, please call the Conservation Office – 781-741-1445.

Applicant or Applicant’s Representative Signature

Date