

**APPENDIX B
TOWN OF HINGHAM
REQUIREMENTS FOR FILING**

All applications must include the Town of Hingham street address. A builder's lot number will be accepted only if there is no Town of Hingham street address.

All applications must be signed by the owner of the property.

TOWN OF HINGHAM REQUIREMENTS TO FILING A REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)

Information submitted to Hingham Conservation Commission:

1. The RDA should include a written description of the proposed work, and a site plan that shows the pre-construction and post construction conditions. The site plan should show the wetland location and type of wetlands and distance from the proposed project to the wetlands. Also, photographs are helpful to show the existing conditions of the site.
2. Filing fee – See Appendix A
3. The public meeting for the project must be advertised in a local paper of general circulation in the Town of Hingham. The applicant is responsible for the cost and will be billed directly by the newspaper.
4. Submit 2 (two) copies of the complete RDA form to the Hingham Conservation Commission..
5. Send one 1 (one) copy of the RDA and plans as soon as possible by certified mail to:
Department of Environmental Protection (DEP)

Southeast Region
20 Riverside Drive
Lakeville, MA 02347

6. Upon receipt of the application by the Hingham Conservation Commission, a public meeting will be scheduled between you and the Commission. You or your representatives should attend the public meeting to explain the project and answer questions.

TOWN OF HINGHAM REQUIREMENTS TO FILING A NOTICE OF INTENT (NOI)

1. When filing a Notice of Intent an applicant uses the MA Wetland Protection Act (WPA) Form
3. The Town of Hingham does not have separate application form under the Town Wetlands Protection Bylaw. The applicant will however be paying fees both under the Wetland Protection Act and the Town Wetlands Protection Bylaw. The fees under the Town Wetlands Protection Bylaw are listed in the Hingham Conservation Commission Rules & Regulations (Appendix A)
2. The NOI should include a written description of the proposed work, and a site plan that shows the pre-construction and post construction conditions. The site plan should show the wetland location and type of wetlands. Also, photographs are helpful to show the existing conditions of the site.
3. Filing fee – The filing fee for a NOI under the MA Wetlands Protection Act M.G.L. c. 131, s.40 is determined from the WPA Fee Transmittal Form. The Town’s portion of the total application fee is the sum of the town’s share of fee under the Wetlands Protection Act plus the fee under the Town Bylaw (see Appendix A) and should be made payable to “Town of Hingham” and submitted with the NOI. The Department of Environmental Protection’s (DEP) portion of the fee is sent to DEP, Box 4062, Boston, MA 02211 along with the Fee Transmittal Form and calculation sheet. Attach a copy of the checks, transmittal form and calculation sheet to the NOI.
4. Contact the Conservation Commission Office to obtain the date of the public hearing with the Conservation Commission. An abutter’s notification form must be sent by certified mail to all abutters within 100 feet of the property line, except when the project is a coastal application 300 feet, of where the proposed project is located The abutter's notification should include the date and time of the public hearing.
5. The applicant shall provide as a cover letter the notification to abutters by certified mail or hand delivery.
6. Filing fee – See Appendix A
7. The public meeting for the project must be advertised in a local paper of general circulation in the Town of Hingham. The applicant is responsible for the cost and will be billed directly by the newspaper.
8. Hand-deliver or send 2 (two) complete copies of the NOI and plans as soon as possible by certified mail to:

Department of Environmental Protection
Southeast Region
20 Riverside Drive
Lakeville, MA 02347

9. You or your representatives should attend the public hearing to explain the project and answer questions.

TOWN OF HINGHAM REQUIREMENTS TO FILING AN ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION (ANRAD)

1. The ANRAD should include a site plan showing the wetland flag location and type of wetlands.
2. When filing an ANRAD an applicant uses the MA Wetland Protection Act (WPA) Form 4A. The Town of Hingham does not have a separate application form under the Town Wetlands Protection Bylaw. The applicant will however be paying fees both under the Wetland Protection Act and the Town Wetlands Protection Bylaw. The fees under the Town Wetlands Protection Bylaw are listed in the Hingham Conservation Commission Rules & Regulations (Appendix A).
3. Filing fee – The filing fee for an ANRAD under the MA Wetlands Protection Act M.G.L. c. 131, s.40 is determined from the WPA Fee Transmittal Form. The Town’s portion of the total application fee is the sum of the town’s share of fee under the Wetlands Protection Act plus the fee under the Town Bylaw (see Appendix A) and should be made payable to “Town of Hingham” and submitted with the ANRAD. The Department of Environmental Protection’s (DEP) portion of the fee is sent to DEP, Box 4062, Boston, MA 02211 along with the Fee Transmittal Form. Attach a copy of the checks, transmittal form to the ANRAD.
4. Contact the Conservation Commission Office to obtain the date of the public hearing. An abutter’s notification form must be sent by the applicant by certified mail to all abutters within 100 feet of the property line where the proposed project is located.
5. The public hearing must also be advertised in a local paper of general circulation in the Town of Hingham. The applicant is responsible for the cost and will be billed directly by the newspaper.
6. Submit 2 (two) complete copies of the ANRAD to the Hingham Conservation Commission.

7. Hand-deliver or send 2 (two) copies of the ANRAD and plans as soon as possible by certified mail to:

Department of Environmental Protection (DEP)
Southeast Region
20 Riverside Drive
Lakeville, MA 02347

8. You or your representatives should attend the public hearing to explain the project and answer questions.