

POLICY AND PROCEDURE FOR CONSERVATION COMMISSION FILING

Prior to submitting an RDA or NOI the proponents must schedule and attend a meeting with the Commission Director to review the project scope of work and determine the appropriate submittal.

Request for Determination of Applicability (DEP Form 1)

- The form must be filled out completely by the applicant and signed by the responsible parties.
- One (1) original form with all attachments and nine (9) copies with all attachments must be submitted to the Commission no later than 10 business days prior to the next hearing date.
- According to the WPA a hearing must be held within 21 days of a complete submittal.

Notice of Intent (DEP Form 3 or 4)

- The form must be filled out completely by the applicant and signed by the responsible parties. The filing fee must accompany the form and a copy of the fee sent to the DEP.
- One (1) original form with all attachments and nine (9) copies with all attachments must be submitted to the Commission no later than 10 business days prior to the next hearing date.
- According to the WPA a hearing must be held within 21 days of a complete submittal.
- The notice to abutters is the responsibility of the applicant and must be sent via registered mail to abutters within 500 feet and received atleast 5 business days prior to the hearing.
- The Commission Director a minimum of 5 business days prior to the hearing advertises the hearing notice. The applicant is responsible for any cost associated with the advertisement.

The Conservation Commission will make the submittals available for review by the public.