

**Hingham Conservation Commission  
POLICY ON RECEIPT OF INFORMATION**

1. All filings/applications must be complete and in the Commission office no less than by Monday noon two weeks prior to the requested meeting to facilitate the placement of the legal ad and to allow timely review by Town departments and the Conservation Commission in advance of the hearing. The Conservation staff will review applications/filings for administrative completeness at the time of submittal, when time permits, and *may reject* incomplete applications. Incomplete applications may not be scheduled for the requested date. If the office is closed on Monday due to a holiday, then the information is due on the prior Thursday before noon.
2. Due to the increasing number of public filings and the complexity of projects under review, the Hingham Conservation Commission may request the applicant to waive the mandated twenty-one day decision deadline in order that each project receive a fair and thorough review by signing a Waiver of 21-Day Deadline form.
3. Requests for additional information, may be made by the Commission members or their agent. Such requests, if not made at the public hearing, will be communicated to the applicant or their representative listed on the filing as promptly as possible.
4. Additional information, submitted to fulfill the request(s) in #3 above, must be received by the Commission in advance of the continued hearing in order to allow review by department staff. This additional information must be in hand by the Monday noon (a minimum of 7 days) prior to the meeting and stamped in by the Conservation Office. If the office is closed on Monday due to a holiday, then the information is due on the prior Thursday before noon.

*Revisions arriving after these deadlines may not receive a review,  
thereby resulting in a continuance to the next available meeting.*

***If it is a PEER REVIEW, REVISIONS ARE DUE IN 2 WEEKS BEFORE THE MEETING.***
5. The Conservation Commission sometimes votes to retain an expert to assist in reviewing projects at any procedural stage (permit review, compliance review, monitoring, enforcement, and corrective action, etc.) where it feels independent and or expert advice and review is needed. The decision of whom to hire and at what terms belongs solely to the Commission and it will be voted on as to who is responsible for the consultant's expenses, the Commission or the applicant.
6. All documents must have a date submitted and if there has been a revision, it must be noted on all pages in a header or footer. All plans need to be stamped, signed and dated. If a binder is submitted, the front cover and spine must have information dealing with the filing/application, dates, and revision dates noted. All plans and documents must be date stamped in by the Conservation Office. If this information is not present, the documents are considered incomplete and may not receive a review, there by resulting in a continuance to the next available meeting.
7. Please note that all information and revisions submitted to the Conservation Commission for a project subject to the jurisdiction of the Mass. Wetlands Protection Act must also be sent to the DEP - Southeast Regional Office in Lakeville, MA as of 5/1/06.

The Hingham Conservation Commission is committed to a thorough and timely review of each project and will make every effort to ensure that the hearing process is completed with due diligence. We seek the cooperation of applicants and their professional consultants in achieving our goal. The Conservation staff may make exceptions to the timelines outlined above. Please sign and include with your filing. Thank you.

\_\_\_\_\_  
Applicant or Applicant's Representative Signature

\_\_\_\_\_  
Date