



TOWN OF HINGHAM

CONSERVATION COMMISSION

APPLICATION SUBMISSION QUICK REFERENCE GUIDE FOR USE DURING THE COVID-19 STATE OF EMERGENCY

Administrative Review

- Refer to the [application checklist](#) for the items needed to submit a complete application
- Substitute this [revised Abutter Notification Form](#) for the one listed in the checklist
- Contact the Conservation Office (conservation@hingham-ma.gov) for a list of direct abutters
- Abutters can be notified via hand delivery **or** USPS first class mail, certified mail, or certificate of mailing
- Submit one hard copy of **all** completed materials, including the application fee, to Town Hall (210 Central Street, Hingham, MA 02043) via USPS first class mail **or** hand delivery to the drop box at the end of the half-circle driveway; address the envelope to the Conservation Commission
- **AND** email an electronic copy of **all** completed materials to the Town Clerk (townclerk@hingham-ma.gov) **and** Loni Fournier (fournierl@hingham-ma.gov); include "Admin Review Application for (Street Address)" in the subject line

Certificate of Compliance (COC)

- Refer to the [application checklist](#) for the items needed to submit a complete application
- Submit two hard copies of **all** completed materials, including the application fee, to Town Hall (210 Central Street, Hingham, MA 02043) via USPS first class mail **or** hand delivery to the drop box at the end of the half-circle driveway; address the envelope to the Conservation Commission
- **AND** email an electronic copy of **all** completed materials to the Town Clerk (townclerk@hingham-ma.gov) **and** Loni Fournier (fournierl@hingham-ma.gov); include "COC Application for (Street Address)" in the subject line

Request for Determination of Applicability (RDA)

- Refer to the [application checklist](#) for the items needed to submit a complete application
- Submit two hard copies of **all** completed materials, including the application fee, to Town Hall (210 Central Street, Hingham, MA 02043) via USPS first class mail **or** hand delivery to the drop box at the end of the half-circle driveway; address the envelope to the Conservation Commission
- **AND** submit one hard copy of **all** completed materials to MassDEP (20 Riverside Drive, Lakeville, MA 02347) via USPS certified mail
- **AND** submit proof of mailing to MassDEP (the certified mail receipt from the post office) to Loni Fournier (fournierl@hingham-ma.gov); a photo or PDF of the receipt is sufficient
- **AND** email an electronic copy of **all** completed materials to the Town Clerk (townclerk@hingham-ma.gov) **and** Loni Fournier (fournierl@hingham-ma.gov); include "RDA Application for (Street Address)" in the subject line
- **AND** email an electronic copy of **all** completed materials to MassDEP (SERO_NOI@mass.gov); include "HINGHAM – RDA – (Street Address) – (Applicant Name)" in the subject line*
- **AND** forward the automated response from MassDEP to Loni Fournier (fournierl@hingham-ma.gov)

Notice of Intent (NOI)

- Refer to the [application checklist](#) for the items needed to submit a complete application
- Substitute this [revised Abutter Notification Form](#) for the one listed in the checklist

- Contact the Conservation Office (conservation@hingham-ma.gov) for a list of abutters
- Abutters can be notified via hand delivery, with written acknowledgement, **or** USPS certified mail, return receipt requested, or certificate of mailing
- Submit proof of mailing to the abutters (the receipts from the post office) to Loni Fournier (fournierl@hingham-ma.gov); a photo or PDF of the receipts is sufficient
- **AND** submit two hard copies of **all** completed materials, including the application fees (two separate checks made out to Town of Hingham), to Town Hall (210 Central Street, Hingham, MA 02043) via USPS first class mail **or** hand delivery to the drop box at the end of the half-circle driveway; address the envelope to the Conservation Commission
- **AND** submit one hard copy of **all** completed materials to MassDEP (20 Riverside Drive, Lakeville, MA 02347) via USPS certified mail; the MassDEP application fee should be sent to Boston (see below)
- **AND** submit the original Wetland Fee Transmittal Form (two pages) and the MassDEP application fee (a check made out to the Commonwealth of Massachusetts) to Box 4062, Boston, MA 02211 via USPS first class or certified mail
- **AND** submit proof of mailing to MassDEP in Lakeville (the certified mail receipt from the post office) to Loni Fournier (fournierl@hingham-ma.gov); a photo or PDF of the receipt is sufficient
- **AND** email an electronic copy of **all** completed materials to the Town Clerk (townclerk@hingham-ma.gov) **and** Loni Fournier (fournierl@hingham-ma.gov); include “NOI Application for (Street Address)” in the subject line
- **AND** email an electronic copy of **all** completed materials to MassDEP (SERO_NOI@mass.gov); include “HINGHAM – NOI – (Street Address) – (Applicant Name)” in the subject line*
- **AND** forward the automated response from MassDEP to Loni Fournier (fournierl@hingham-ma.gov)

* The maximum file size MassDEP can receive is 15MB. For completed application materials that exceed 15MB, please break up the attachments into more than one email, with each email having the same subject line, plus the addition of 1, 2, 3...etc. at the end.

Do you need to submit a different type of application? Please contact the Conservation Office (conservation@hingham-ma.gov) for further guidance.

Do you have additional questions? All questions about application submission procedures during the COVID-19 State of Emergency should be directed to the Conservation Office (conservation@hingham-ma.gov).