



# TOWN OF HINGHAM

## CONSERVATION COMMISSION

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### APPLICATION CHECKLIST NOTICE OF INTENT

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Please submit the following information to the Hingham Conservation Commission:

- Two (2) complete, signed copies of the most recent WPA Form 3, available at <https://www.mass.gov/lists/wetlands-permitting-forms>
- Two (2) separate checks for the following fees: Town of Hingham Wetlands Protection Bylaw fee and state wetlands filing fee (fees for legal notice will be forwarded to the applicant)
- Proof that a copy of the complete application was sent to the MA Department of Environmental Protection, Southeast Regional Office: 20 Riverside Drive, Lakeville MA, 02347
- Proof that a copy of the complete application was sent to the MA Natural Heritage & Endangered Species Program and the MA Division of Marine Fisheries (Gloucester), if applicable
- Completed Abutter Notification Form and Affidavit Form available at <http://www.hingham-ma.gov/DocumentCenter/Home/View/795>  
<http://www.hingham-ma.gov/DocumentCenter/Home/View/794>
- A signed copy of the Conservation Commission's Policy on Receipt of Information, available at <http://www.hingham-ma.gov/DocumentCenter/View/5389>
- A narrative describing the property location, delineated resources and methodology used for delineation
- Two (2) complete copies of project plans that include the following information:  
*Plans should be prepared and stamped by a registered professional engineer (PE) or other registered professional as required by the Conservation Commission*
  - The date the delineation was completed
  - Location of all known resource areas, including sequentially numbered flags
  - 50 and 100 foot buffer lines from resource areas
  - 200 foot Riverfront Area line, if applicable
  - FEMA Floodplain boundaries, if applicable
  - Location of existing site amenities above and below the ground
  - Location of proposed site amenities and alterations above and below the ground
  - Shortest distance from proposed disturbed areas to known resources
  - Topography in 2 foot contour intervals
  - Temporary erosion and sediment controls
  - Trees of 6 inch or greater DBH
  - Construction setbacks
  - The drainage basin in which the site is located
- If project plans are larger than 11" x 17" they must also be submitted electronically
- Stormwater report, if applicable
- OPTIONAL - Photographs of the property where activities are proposed  
Voluntary Waiver of Deadlines