



TOWN OF HINGHAM

CONSERVATION COMMISSION

APPLICATION CHECKLIST

REQUEST FOR DETERMINATION OF APPLICABILITY

Please submit the following information to the Hingham Conservation Commission:

- Two (2) complete, signed copies of the most recent WPA Form 1, available at <https://www.mass.gov/lists/wetlands-permitting-forms>
- A check for the Town of Hingham Wetlands Protection Bylaw fee, made out to **Town of Hingham**
 - \$50 base fee for ancillary work on an existing single family house and all other requests for the first acre of land
 - \$40 for each additional acre of land(Note, a public legal notice is prepared and submitted by staff; the newspaper will invoice the applicant)
- A signed copy of the Conservation Commission's Policy on Receipt of Information, available at <http://www.hingham-ma.gov/DocumentCenter/View/5389>
- A brief narrative describing the proposed activity
- 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
- Two (2) complete copies of project plans that include the following information:
 - Location of all known resource areas
 - 50 and 100 foot buffer lines from resource areas
 - 200 foot Riverfront Area, if applicable
 - FEMA Floodplain boundaries, if applicable
 - Location of existing structures and/or vegetation
 - Location of proposed structures and/or vegetation
 - Shortest distance from proposed disturbed areas to known resources
- If project plans are larger than 11" x 17" they must also be submitted electronically
- OPTIONAL
 - Photographs of the property where activities are proposed
 - Voluntary Waiver of Deadlines