



TOWN OF HINGHAM

CONSERVATION COMMISSION

APPLICATION CHECKLIST

ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION

Please submit **one (1) original, one (1) hard copy, and one (1) electronic copy** of the following information to the Hingham Conservation Commission. Electronic copies should be sent to conservation@hingham-ma.gov.

- WPA Form 4A:
<https://www.mass.gov/how-to/wpa-form-4a-abbreviated-notice-of-resource-area-delineation>
- Two (2) separate checks for the following fees: [Town of Hingham Wetlands Protection Bylaw fee](#) and [State Wetlands Protection Act local filing fee](#)
 - Payable to Town of Hingham
 - Please redact bank account information from photocopies
 - Note, a public legal notice is prepared and submitted by staff; the newspaper will invoice the applicant
- Proof (Certified Mail receipt from the post office) 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
- Abutter Notification Form: <http://www.hingham-ma.gov/DocumentCenter/View/795>
 - Contact Conservation Office for abutter list
 - Abutters to be notified by Certified Mail-Return Receipt OR Certificate of Mailing
 - Submit one copy to Conservation Office
 - Submit Proof of mailing to Conservation Office
- Affidavit of Service Form: <http://www.hingham-ma.gov/DocumentCenter/View/794>
 - Complete and submit to Conservation Office attesting that abutters were notified
- The Conservation Commission's [Policy on Receipt of Information](#)
- A brief narrative describing the property location, delineated resources, methodology used for delineation, and site photos
- Project plans that are prepared, signed, and stamped by a registered professional engineer (PE) or other registered professional, as required by the Conservation Commission, and include the following information (hard copies must be printed to scale):
 - 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
- Optional - [Voluntary Waiver of Deadlines](#)