

# NORFOLK WETLAND PROTECTION BYLAW FILING GUIDELINES

## OBTAIN THE FOLLOWING:

1. COPY OF NORFOLK WETLAND PROTECTION BYLAWS and REGULATIONS AT THE CONSERVATION COMMISSION'S OFFICE
2. APPLICATION FORM:
  - a. Form 1 (Determination of Applicability)
  - b. Form 3 (Notice of Intent)
  - c. Form 4 (Abbreviated Notice of Intent)
  - d. Form 4A (Abb. Notice of Resource Area Delin.)

Obtain the above State and local filing forms from the Conservation Commission's office

3. LOCUS MAP (ASSESSORS' MAP, BLOCK, AND LOT)
  - From Board of Assessors Office or from the Conservation Commission Office
4. CERTIFIED ABUTTER'S LIST FROM THE OFFICE OF THE BOARD OF ASSESSORS (Note: For conservation filings abutters are those properties within 300 feet of the property lines)\*\*

\*\* *The applicant is responsible for the notification to all abutters of the intended project within 10 business days of the public hearing by certified mail delivery, return receipt requested, or (in the alternative) by hand delivery with signatures on the abutters list)*

5. A "Good Standing" form signed by all applicable departments must be included in the application. The application will not be deemed complete if not included.

## SUBMIT THE COMPLETE APPLICATION TO THE NORFOLK CONSERVATION COMMISSION A MINIMUM OF 14 DAYS PRIOR TO THE ANTICIPATED PUBLIC HEARING DATE:

*The Conservation Commission requires the following information to be included in a filing. The lack of submittal of ALL information will cause the application to be deemed INCOMPLETE and a public hearing will not be scheduled.*

1. 14 copies of the completed appropriate filing form and 14 complete sets of related plans and required documents, including a copy of the Wetland Fee Transmittal Form. A written narrative of the project is required.

## Norfolk Conservation Commission - Filing Guidelines

- \* No plastic acetate covers on any report or document please!!!!
- 2. **CHECK OR MONEY ORDER FOR NORFOLK BYLAW FEE AND STATE FEE**
  - two separate checks shall be made payable to the "Town of Norfolk" ( for bylaw fee and Town share of state fee). One check shall be made payable to the "Commonwealth of Massachusetts" for the State share of the filing fee). (note: 3 checks must be generated)
- 3. **GOOD STANDING APPROVAL FORM**
  - signed by the Town Treasurer, Norfolk Department of Public Works (water)and Town Clerk (Note: no filing will be accepted until this form is completed and submitted

### SUBMIT THE FOLLOWING AT THE TIME OF THE PUBLIC HEARING:

- All green mailing cards (receipts from certified mailings to abutters) or a copy of the abutters list signed by abutters who were hand delivered notice of hearing.
- A check or money order payable to the "Town of Norfolk" for the applicable legal advertising costs will be required (check with office for this amount prior to hearing). The commission advertises the notice in the *Sun Chronicle* daily newspaper

**MAIL (CERTIFIED) THE ORIGINAL WETLAND FEE TRANSMITTAL FORM, AND STATE FILING FEE TO:**

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211

**Mail (CERTIFIED) one (1) complete copy of application and all pertinent plans and information to:**

DEP, Northeast Regional Office  
205B Lowell Street  
Wilmington, MA 01887

### **ATTENTION:**

**\*\*\*\*\* APPLICATIONS MUST BE COMPLETE IN ORDER TO BE ACCEPTED BY THE COMMISSION'S OFFICE**

**\*\*\*\*\* THE COMMISSION'S SCHEDULES PUBLIC HEARINGS FOR THE 4<sup>TH</sup> WEDNESDAY OF EACH MONTH.**