

# TOWN OF WESTWOOD

Commonwealth of Massachusetts

Joseph E. Previterra, Chairman  
Leo J. Crowe  
Eugene E. Elmes  
Barry D. Hoffman



John C. Masterson  
Christopher Poreda  
Richard P. Thompson  
Suzanne R. Wall, Associate

## CONSERVATION COMMISSION

### Filing Procedure Summary

The following procedures must be followed when filing under M.G.L. c.131, §40 or the Westwood Wetlands Protection Bylaw, Article 18 for a wetland permit. The procedures apply to Notice of Intents, Abbreviated Notice of Intents, Request for Determinations, and Abbreviated Notice of Resource Area Determination. All applications for permits under M.G.L. c.131, §40 must also be filed under the Westwood Wetlands Protection Bylaw, Article 18.

This summary is not to be considered all inclusive and in no way should an applicant misconstrue its contents to replace any part of M.G.L. c. 131, §40 or the Westwood Wetlands Bylaw, Article 18.

- Ten (10) complete copies of the permit application and plans must be filed with the Conservation Commission by Certified Mail or hand delivered to the Commission. Article 18 defines the official date of receipt to be the next regularly scheduled Conservation Commission meeting.
- A complete copy of the permit application must be filed with the Town Clerk at least five (5) working days prior to the public hearing. All plans and supporting documentation submitted to the Conservation Commission must accompany the filing with the Town Clerk.
- Two complete copies of the application must be filed with the Department of Environmental Protection at  
Department of Environmental Protection  
NERO – Wetlands Division – 5<sup>th</sup> Floor  
One Winter Street  
Boston, MA 02108
- The applicant must FAX a signed affidavit to the Conservation Commission indicating that a complete copy of the application and associated plans has been filed with the Town Clerk. The FAX number is (617) 632-0222.
- The application must include a certified list of abutters located within 300 feet of the property boundaries, according to the most recent records of the Town Assessors. The RDA shall include a

plan showing the location of the wetlands and such information as is described in the *Regulations for Plans* to describe the proposed activities and their effects on the environment.

- The applicant, at the applicant's expense, shall post to each abutter by certified mail, return receipt requested, a copy of the Public Hearing Notice supplied to applicant by the Commission, and shall state where copies of the application, including plans, may be examined. Such notice shall include the date, time, and location of the public hearing.
- The applicant, at the applicant's expense, must publish a legal notice in the Daily Transcript announcing the public hearing. The legal notice must be published at least five (5) working days prior to the hearing date. The notice shall include the date, time, and location of the public hearing.
- The application must include a signed copy of the 45 day waiver form. This allows the Commission adequate time to respond to all filings in a reasonable fashion during times of increased work load.
- The application must include a copy of the Town of Westwood filing fee worksheet, a Wetland Transmittal worksheet, and checks to cover the appropriate fees made out to the Town of Westwood.
- The applicant must provide the Conservation Commission with the following information at the opening of the public hearing:
  1. a copy of the local newspaper advertisement.
  2. return receipts for the certified mail announcements to the abutters.
- A copy of the decision rendered by the Conservation Commission for a Determination will be sent to the applicant, to the Department of Environmental Protection, and the Town Clerk.