



SANDWICH CONSERVATION COMMISSION

MEETING NOTICE

2020

SUBMISSION DEADLINE NO LATER THAN 12:00 PM	SANDWICH ENTERPRISE ISSUE	MEETING DATES BEGIN AT 7:00 PM
NO	MEETING	January 1, 2020
December 26, 2019	January 3, 2020	January 15, 2020
January 16, 2020	January 24, 2020	February 5, 2020
January 30, 2020	February 7, 2020	February 19, 2020
February 13, 2020	February 21, 2020	March 4, 2020
February 27, 2020	March 6, 2020	March 18, 2020
March 12, 2020	March 20, 2020	April 1, 2020
March 26, 2020	April 3, 2020	April 15, 2020
April 16, 2020	April 24, 2020	May 6, 2020
April 30, 2020	May 8, 2020	May 20, 2020
May 14, 2020	May 22, 2020	June 3, 2020
May 28, 2020	June 5, 2020	June 17, 2020
June 11, 2020	June 19, 2020	July 1, 2020
June 25, 2020	July 3, 2020	July 15, 2020
July 16, 2020	July 24, 2020	August 5, 2020
July 30, 2020	August 7, 2020	August 19, 2020
August 13, 2020	August 21, 2020	September 2, 2020
August 27, 2020	September 4, 2020	September 16, 2020
September 17, 2020	September 25, 2020	October 7, 2020
October 1, 2020	October 9, 2020	October 21, 2020
October 15, 2020	October 23, 2020	November 4, 2020
October 29, 2020	November 6, 2020	November 18, 2020
November 12, 2020	November 20, 2020	December 2, 2020
November 27, 2020	December 4, 2020	December 16, 2020
December 17, 2020	December 25, 2020	January 6, 2021
December 31, 2020	January 8, 2021	January 20, 2021

SUBMISSION DEADLINE IS 12:00 P.M.

ONLY 5 NEW HEARINGS WILL BE SCHEDULED FOR EACH MEETING

Revised Plans and/or Information for NEW Hearings or as requested by the Conservation Commission for Continued Hearings, MUST be turned into the Commission Office no later than 12:00 PM on the Friday prior to the public or continued hearing date, this includes any and all information for Informal or Miscellaneous requests made by a Property Owner or Representative to come before the Commission. Failure to comply may cause the Board to delay its decision until the next available public hearing date to allow for a suitable review of the information submitted.

Each deadline is set and published to allow sufficient lead-time to process applications and advertise hearings in the Sandwich Enterprise. All meetings will be held at 7:00 PM at the Sand Hill School Community Center located at 16 Dewey Avenue, Sandwich, MA
UNLESS OTHERWISE POSTED ON AGENDAS

SCC AMENDMENT PROCESS

STEP 1

1. The applicant shall contact Con Com Office to schedule a meeting date to speak with the Board informally to discuss the changes to the project approved in the existing Order of Conditions or Permit
 - a. The applicant shall provide, at the scheduled meeting, any information available regarding proposed changes
 - b. The Board will decide whether the changes proposed are or are not within the scope of the existing approved Order
 - i. Within the scope the Board may decide that the changes can be added to the existing Order on file as a field change
 - ii. Within the scope the Board may decide that an Administrative Review permit is appropriate
 - iii. Within the scope the Board may decide that the changes can be heard under the amendment process
 1. Proceed to STEP 2
 - iv. If not within the scope the Board may decide that a new filing be submitted
 1. Begin the Notice of Intent filing process

STEP 2

1. The applicant shall file an Amendment with the Conservation Commission
 - a. Submission
 - i. Fees
 1. Environmental Review Fee and Application Fee
 - a. Check payable to the Town of Sandwich in the amount of \$235.00
 2. Legal Ad Fee (Published in the Sandwich Enterprise)
 - a. Check payable to Falmouth Publishing in the amount of \$12.00
 - ii. Conservation Office Requirements
 1. Cover Letter (2 copies) including exact changes from original Order/approved plans
 2. New Plan(s) (4 copies) – **4 Original (wet stamped, signed, existing conditions and proposed conditions and architectural)**
 3. **Commissioners Material – the letter and plans may be submitted via email to naturalresources@townofsandwich.net or on a flash drive at the time of submission to the Conservation office.**
 4. Waiver Request/Representative Designee – 1 copy of each for file
 5. Abutters Notification – Applicant must apply for a Certified Abutters List from the Assessor's Office – (508) 888-0157
 6. One copy of the letter submitted to the office must be sent to each abutter via certified/return receipt mail.
 7. With submittal or at the opening of the hearing we require 8x11 copies of the white certified mailing slips
 - iii. DEP Requirements
 1. 1 copy(s) of letter and plans sent to DEP at 20 Riverside Dr. Lakeville, MA 02347, no fee for the State
 - iv. Natural Heritage Requirements (if applicable)
 1. 1 copy(s) of letter and plans sent to Natural Heritage, 1 Rabbit Hill Rd., Westborough, MA 01581
 2. Applicant must call Natural Heritage to see what their fee will be (508) 389-6364



Sandwich Conservation Commission Bylaw Fee Schedule
Fee Schedule

<u>TYPE</u>	<u>NOI Fee</u>
<u>Notice of Intent (NOI) & Amendments to NOI</u>	
<u>ALL PROJECTS</u> (includes environmental review fee and permit fee)	
Category 1 (deck, small alteration/landscaping project (<500 SF))	\$450
Category 2 (single lot, single family house, garage, septic, pool, landscaping, freshwater docks (>500 SF))	\$500
Category 3 (commercial, cottage colony)	\$550
Category 4 (coastal projects (docks, revetments, coir projects, dune nourishment))	\$600
Category 5 (subdivisions (roads, utilities, drainage))	\$650
Complex NOI	(add \$150 to fee)
Abbreviated NOI	(subtract \$75 from fee)
Amendment to an Order of Conditions: Requires a current valid Order of Conditions	\$235
<u>Request for Determination of Applicability (RDA)</u>	<u>RDA Fee</u>
<u>ALL PROJECTS</u> (includes environmental review fee and application fee)	
Wetlands delineation, percolation tests, septic	\$235
Construction approval including a Wetlands Delineation and/or Perc Tests, Gas lines	\$250
Legal Ad – check payable to Falmouth Publishing	\$12
Abutters List must be acquired from the Assessor's office (fee applicable) for both NOI's and RDA's.	508-888-0157
<u>Administrative Review of Minor Projects</u>	\$110

After the Fact Filing Fees: Except for emergency applications or requests, the fees for after-the-fact filings shall be **DOUBLE** those that would normally be assessed.

<u>Certificate of Compliance:</u>	<u>COC</u>
Application and 1 st inspection	\$75
2 nd inspection	\$50
3 rd and each subsequent inspections	\$100

Request for Extension for Order of Conditions: Requires a valid Order of Conditions	\$75
Request for Emergency Certification Permit:	\$235
Restoration Order: Orders are issued to correct un-permitted alterations of a resource area or buffer zone.	\$200

<u>Duplicate Documents:</u>	
Duplicate Original Order of Conditions	\$50
Duplicate Original Certificate of Compliance	\$50
Duplicate Original Extension (for an Order of Conditions)	\$50

DEP Wetland Bylaw Fee: When a NOI is filed for a project that will be reviewed strictly under the Sandwich Wetlands Bylaw, the same filing fee schedule established for NOI's under the Wetlands Protection Act (WPA) will be applied. Filings combined with the WPA will not be charged a separate Bylaw application fee. A local bylaw permit fee will be assessed, upon receipt of the permit.

Where to File DEP Portion: Dept. of Environmental Protection, Box 4062, Boston, MA 02211.

Where to File Town of Sandwich Portion: File local portion of the state filing fee with the NOI at the time of submission.

\$ (Same Formula used in WPS application process)



WAIVER REQUEST

Commissioner:

I/We hereby waive the benefit of the time requirements set forth in Chapter 7 of the Town of Sandwich Wetlands Bylaw, which requires a Public Hearing must be held within twenty-one (21) days after the submission of the Notice of Intent or Request for Determination of Applicability.

Under this waiver the Public Hearing shall be held within forth (40) days of the filing of a complete Notice of Intent or Request for Determination of Applicability.

_____ **Date** _____ **Applicant/Representative**

Applicant's Name _____

Address _____

Town _____ **State** _____

Telephone: () _____

Project Location: _____

Assessor's Map _____ **Parcel/Lot No.** _____

Project type (Description) _____

Applicant's Signature: _____



REPRESENTATIVE DESIGNATION

Date: _____

I _____, hereby designate _____
(Applicant) (Representative)

as my/our representative for all information, on-site reviews, public hearings, and
correspondence with the Commission relative to the (Notice of Intent/Amendment)
application for work proposed at _____, (Project
Address)

submitted _____. Please keep the representative informed
of

(Date)

the status of any changes in procedures specifically affecting my/our application(s). I

will raise any questions regarding this project through my/our representative.

Please complete the information below as to who is to be contacted to pick up the
processed (Order of Conditions):

Name: _____

Address: _____

Telephone Number: _____

Signature of Applicant: _____

Signature of Property Owner: _____

PLEASE PRINT OR TYPE

NOTIFICATION TO ABUTTERS UNDER THE MASSACHUSETTS WETLANDS PROTECTION ACT

In accordance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, you are hereby notified of the following.

- A. The name(s) of the applicant is _____.
- B. The applicant has filed an Amendment to the Order of Conditions with the Sandwich Conservation Commission, seeking permission to remove, fill, dredge or alter an Area Subject to Protection under the Wetlands Protection Act (General Laws Chapter 131, Section 40).
- C. The address of the lot where the activity is proposed is _____
- D. Project Description:

- E. Copies of the Amendment may be examined at the Department of Natural Resources at 16 Jan Sebastian Drive, Sandwich, MA 02563. Between the hours of 8:30 AM and 4:00 PM, Monday – Friday. For more information, call: (508) 833-8054.
- E. Copies of the Amendment may be obtained from the Department of Natural Resources.
- F. Information regarding the date, time, and place of the public hearing may be obtained from the Department of Natural Resources, by calling this telephone number 508-833-8054.

Note: Notice of the public hearing, including its date, time and place, will be published at least five (5) days in advance in the Sandwich Enterprise Newspaper.

Note: Notice of the public hearing including its date, time and place will be posted in the City or Town Hall not less than (48) forty eight hours in advance.

Note: You may also contact your local Conservation Commission at 508-833-8054 or the nearest Department of Environmental Protection Regional Office for more information about this application or the Wetlands Protection Act.

To contact DEP, call:

Central Region: 508-792-7650

Northeast Region: 617-935-2160

Southeast Region: 508-946-2800

Western Region: 413-784-1100



LIST OF ABUTTERS
 REQUEST FOR CERTIFICATION

NOTE: PLEASE ALLOW **TEN BUSINESS DAYS** FOR A LIST TO BE CERTIFIED BY ASSESSORS, PER MGL 66, S.10. LISTS ARE CERTIFIED ON A 'FIRST COME, FIRST SERVE' BASIS, PLEASE PLAN YOUR TIME FRAME ACCORDINGLY.

DATE OF REQUEST _____ PERSON REQUESTING CERTIFICATION _____

CONTACT PHONE NUMBER AND/OR EMAIL: _____

SIGNATURE: _____

NAME OF PROPERTY OWNER/APPLICANT: _____

STREET LOCATION OF PROPERTY: _____

MAP NUMBER: _____ PARCEL NUMBER: _____

NUMBER OF ABUTTERS ON LIST _____ (INCLUDES OWNER)

THE APPLICATION IS FOR:

_____ Board of Appeals (Variance, Special Permit, Comprehensive Permit)

_____ Planning Board (Special Permit)

_____ Planning Board (Definitive Plan)

_____ Selectmen (Road Taking)

_____ Selectmen (Utility/Pole Location)

_____ Selectmen (Gasoline/Oil Storage Tank)

_____ Selectmen (Liquor License)

X Conservation Commission (Notice of Intent/Request for Determination of Applicability)

_____ Historic District (Certificate of Appropriateness/Demolition or Removal)

_____ Board of Health (Site Assignment)

_____ Other (specify) _____

**CERTIFIED
 ABUTTERS' LIST
 MUST BE PAID IN
 ADVANCE.
 THANK YOU.**

For Assessors Use

_____ The attached list has more than three errors. Please submit a corrected list.

_____ The attached list is certified to be a correct listing of abutters for the described application based on the most recent tax list.

Fee: _____ Date Paid: _____ Method of Payment: _____

Employees Initials: _____ Certified By: _____