

**MARSHFIELD CONSERVATION COMMISSION
POLICY ON RECEIPT OF INFORMATION:**

Effective:

Nine full sets of filings/applications must be complete and submitted to the Conservation Commission office by noon no later than two weeks prior to the requested public hearing to facilitate the placement of the legal ad and to allow for timely review by the Commission in advance of the hearing. The Commission staff will review applications at the time of submittal for administrative completeness and may reject incomplete applications.

All documents, including plans must be 8-1/2 x 11” in size or folded to that dimension. Rolled plans will not be accepted. Filings containing numerous sheets of plans may be rolled at the discretion of the Commission staff.

Applicants must provide proof of abutter notification in the form of certified returned receipts (green cards) or postmarked certified mail receipts (white slips) to the Conservation office no later than the Friday prior to the hearing date.

Requests for additional information may be made by the Commission or its agent. Such requests, if not made at the public hearing, will be communicated in writing to the applicant or their representative listed on the application as promptly as possible. Additional information submitted to fulfill the aforementioned request(s) must be received by the Commission by 12:00 pm on the Friday prior to the next scheduled continued hearing to allow for review by the Commission and staff. Additional information submitted after this deadline may not be reviewed prior to the continued hearing, which may result in a continuance to the next available meeting.

Please note that all additional information submitted to the Conservation Commission for project subject to the jurisdiction of the Massachusetts Wetlands Protection Act must also be sent to the DEP - Southeast Regional Office in Lakeville.

The Commission is committed to a thorough and timely review of each project and will make every effort to ensure that the hearing process is completed with due diligence. We seek the cooperation of applicants and their professional consultants in achieving our goal.

Dated:

Commissioner signatures