



City of Medford

Conservation Commission

2009 APPLICATION CHECKLIST

Medford City Hall

85 George P. Hassett Drive, Room 209

Medford, Massachusetts 02155

(781) 393-2137 Fax: (781) 393-2471

pbarry@medford.org



Conservation Commission Filing Check List

(1) *9 Copies of Application* _____

Application forms can be downloaded from the internet URL:

<http://www.mass.gov/dep/water/approvals/wwforms.htm#wetlands>

(2) *Fire Department Copy (If a building permit will be required for the proposed work, an additional copy of the application must be submitted to the Conservation Commission for Fire Department Review)* _____

(3) *Filing Fee (Only required for Notice of Intent Applications)* _____

(4) *Certified Abutters List (Only required for Notice of Intent Applications and Requests to Amend Order of Conditions)* _____

(5) *Legal Advertising Form (Required for all filings)* _____

**REQUEST OF THE BOARD OF ASSESSORS TO PROVIDE
A CERTIFIED LIST OF PARTIES IN INTEREST
as required per Massachusetts General Law
Chapter 131 Section 40**

- (1) A plan must be submitted and signed by the City Engineer Medford Engineering Department located in City Hall Room 300. This plan should consist of a detail of the Assessors Map where the project will take place. A line must be drawn on all sides 100-feet from the project parcel boundary.
- (2) Once the City Engineer signs the Assessors Map Plan, the Applicant will bring this form, filled out and the City Engineers signed Assessors Map Plan, to the Assessors Office located at City Hall Room 105.
- (3) The abutter certification process takes on average about two weeks, therefore Applicants must plan accordingly.

**Please provide a list of all abutters and any property owner(s) within
100 feet of the following subject property line**

Date of Request: _____
Subject Property: _____
Petitioner: _____
Person to Contact: _____
Phone: _____
Reason for petition: <u>Conservation Commission Filing</u>
Hearing Date: <u>TBD</u>

Permit Granting Authority: Conservation Commission

Authorized Signature: Patricia L. Barry, Environmental Agent

Please provide us with _____ sets of mailing labels

MEDFORD DAILY MERCURY
277 COMMERCIAL STREET
MALDEN, MA 02148
Phone: (781) 321-8000
Fax: (781) 321-8008

TO: MEDFORD DAILY MERCURY
LEGAL ADVERTISING DEPARTMENT

I hereby authorize Medford Daily Mercury to bill me directly for the legal notice published on _____ in the MEDFORD DAILY MERCURY newspaper
(date/dates)
for a Conservation notice.

*Applicants only fill out the boxed in section below with signature and relevant information. The Conservation Commission will fill out the remainder of the form. This form must be completed and submitted at the time of the application filing. **Applicants will be required to call Louise at the Medford Daily Mercury (781) 321-8000 with a credit card number for legal notice payment. A public hearing will not be conducted unless payment is received in time for the legal notice.***

Printed Name:	_____
Signature:	_____
Address:	_____ _____ _____
Phone:	_____

Date of Hearing: _____
Time of Hearing: _____