

GEORGETOWN CONSERVATION COMMISSION

Memorial Town Hall ♦ One Library Street ♦ Georgetown, MA 01833

Phone: (978) 352-5712 ♦ Fax: (978) 352-5725

NOTICE OF INTENT FILING REQUIREMENTS

The following items of information are required for submittal of a Notice of Intent to the Conservation Commission:

<input type="checkbox"/>	State Wetlands Permit Application
<input type="checkbox"/>	Georgetown Wetlands Permit Application
<input type="checkbox"/>	Abutters List (within 300' - Certified by Town Assessor)
<input type="checkbox"/>	Letter of Notification to Abutters
<input type="checkbox"/>	Assessor's Map, Map & Lot #
<input type="checkbox"/>	Deed Book and Page #
<input type="checkbox"/>	USGS Locus Map
<input type="checkbox"/>	Fee Transmittal Form
<input type="checkbox"/>	2 Checks for Local Fees (payable to <i>Town of Georgetown</i>): 1 for town portion of state fee, 1 for local bylaw fee.
<input type="checkbox"/>	Check for State Fees
<input type="checkbox"/>	Plans showing Resource Areas, 100', 75' and 50' Buffers
<input type="checkbox"/>	One copy of Plan & Permit Application each to: Highway Department, Building Inspector, Board of Health, ZBA, and a Cover Page to the Board of Selectmen. (See page 2 for signoff)
<input type="checkbox"/>	2 Copies of Plan & Permit Application to DEP (Note that the GCC is unaware of any such submittal and the sole responsibility lies with the applicant)
<input type="checkbox"/>	9 Copies to the Georgetown Conservation Commission
<input type="checkbox"/>	Natural Heritage Locus Map
<input type="checkbox"/>	Applicant is required to pay for Legal Notice advertisement placement
<input type="checkbox"/>	Other

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Project Location: _____

1 Copy of Plan & Permit Application to each:

HIGHWAY DEPARTMENT:

Received _____ Date _____

BUILDING INSPECTOR:

Received _____ Date _____

BOARD OF HEALTH:

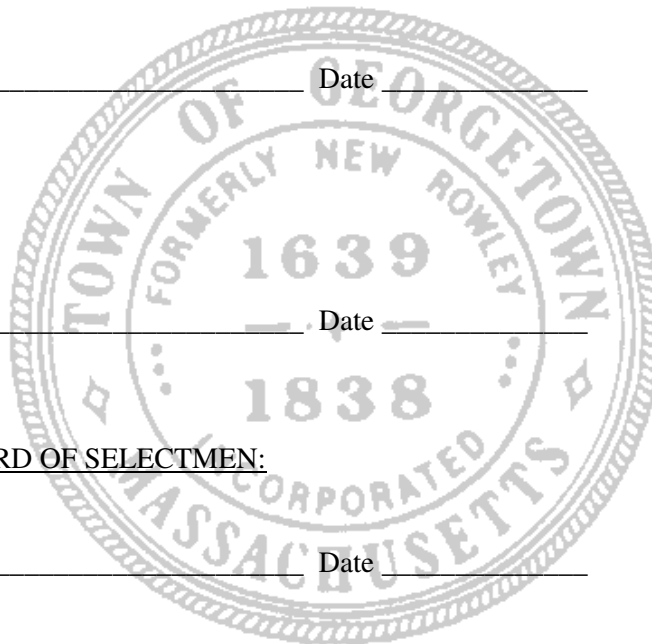
Received _____ Date _____

ZBA:

Received _____ Date _____

COVER PAGE TO THE BOARD OF SELECTMEN:

Received _____ Date _____



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To Accept a Notice of Intent (NOI) Filing

The filing is not complete until the following have been achieved:

1. The applicant's paperwork must include everything on the checklist.
2. They have distributed copies to the departments on the sign-off page.
3. Calculate their fees using the Category Activity and Fees form and the Fee Transmittal form. Check the fees submitted.

Give them a date and time for a hearing (must be within 21 calendar days of acceptance).

They will include that information on the Abutter Notification Form and send it out before the first hearing. Evidence of the mailing will be collected at the opening hearing (green cards from certified mailings; certificate of mailing receipts; hand-delivered sign off sheets)

Update the Agenda to include the hearing for this filing.

Complete and publish a Legal Ad.

Email it to the *Georgetown Record* (Debbie Dillon <ddillon@wickedlocal.com>) asking for publication in the Legal Ads the Friday before the hearing. (Copy deadline is the Friday before publication)

If you miss the deadline for the *Record* you can publish it for one day in the *Newburyport Daily News* at least 5 days before the hearing. (email to Lil Toohey at: LToohey@newburyportnews.com).

Log the filing information into the Case Files spreadsheet and give the file a GCC number.

Create a case folder including:

- Two copies of the application and plans
- Case folder checklist
- ArcView and Pictometry images as appropriate
- Copy of the Legal Ad

Distribute copies of the application and plans to the Commissioners (in their mail slots).