



*City of Medford*  
**Conservation Commission**

Medford City Hall  
85 George P. Hassett Drive, Room 205  
Medford, Massachusetts 02155  
(781) 393-2137 Fax: (781) 393-2471  
ahunt@medford.org



*2016 Request for Determination of Applicability*  
*Conservation Commission Filing Checklist*

- (1) *3 Copies of Application and 1 Digital Copy (pdf)* \_\_\_\_\_  
Application Attached but additional application forms can be downloaded from the internet URL:  
<http://www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-1.html>
- (2) *Fire Department Copy*  
(If a building permit will be required for the proposed project an additional copy of the application must be submitted to the Fire Department for review, and proof of submittal sent to the Medford Conservation Commission on the date the application is filed.)
- (3) *Legal Advertising Form* (Form attached) \_\_\_\_\_
- (4) *Proof that one Copy of Application was sent to DEP*  
(Please provide proof that a copy of the permit application was mailed to DEP, by providing either a Certificate of Mailing or Certified Mail Receipt, or print out that application was uploaded to eDEP. \_\_\_\_\_
- (5) *Certified Abutters List* \_\_\_\_\_
  - Get a Certified abutters list (Form attached; this may take up to 2 weeks)
  - Send notification form to abutters at least 5 business days before your hearing. Provide proof that they were sent on time by providing either a Certificate of Mailing or Certified Mail Receipt. (Template attached)

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.** If paying with a check please make check payable to Malden Evening News.*

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

Date of Hearing: \_\_\_\_\_  
Time of Hearing: \_\_\_\_\_

**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  
and City of Medford Ordinance 719 Page 1319 Chapter 87 Wetlands**

- (1) *A plan must be submitted to the Environmental Agent Room 205. This plan shall consist of a detail of the Assessors Map where the project will take place. A line must be drawn on all sides of the project parcel, extending 200-feet from the project parcel boundary.*
- (2) *Once the Environmental Agent reviews the plan it will be submitted to the Assessors Office located at City Hall Room 109.*
- (3) *Once the Assessors Office has a certified list of abutters and the labels (if requested), the applicant will be notified to pick up the labels.*
- (4) *The abutter certification process can take up to two weeks, therefore Applicants must plan accordingly.*

**Please provide a list of all abutters and any property owner(s) within 200 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: Alicia Hunt, Environmental Agent

\*\*\*Please provide us with \_\_\_\_\_ sets of mailing labels\*\*\*

CITY OF MEDFORD CONSERVATION COMMISSION

**NOTICE OF PUBLIC HEARING  
NOTIFICATION TO ABUTTERS**

Under the Massachusetts Wetlands Protection Act  
& the City of Medford Wetlands Protection Ordinance

A **Public Hearing** will be held at Medford City Hall, 85 George P. Hassett Drive, Medford, MA at \_\_\_\_ pm  
on: \_\_\_\_\_

To consider a **Request for Determination of Applicability** for:  
\_\_\_\_\_

For the property located at \_\_\_\_\_

For \_\_\_\_\_

This is a public hearing under the requirements of G.L. Ch 131 Section 40, as amended, and the Medford Wetlands Protection Ordinance and Regulations. Plans are available at Medford Department of Energy and Environment, City Hall, 85 George P. Hassett Drive Medford, MA from 8:30 am—4:30 pm Mondays, Tuesdays, and Thursdays, 8:30 am—7:30 pm on Wednesdays, and 8:30 am—12:30 pm on Fridays. For more information please contact the City of Medford Environmental Agent at 781-393-2137.

Note: Notice of the public hearing, including its date, time and place, will be published at least a week prior to the meeting date in *The Medford Mercury*.

Note: Notice of the public hearing, including its date, time, place, will be posted on the Public Meetings Bulletin Board in Medford City Hall, 85 George P. Hassett Drive, Mass not less than 48-hours in advance.

Note: Please submit written comments to the Medford Conservation Commission, City Hall 85 George P. Hassett Drive Medford, MA 02155 by the public hearing date. Comments can also be emailed. Please contact the Environmental Agent at 781-393-2137 to confirm email address.

Note: You also may contact the nearest Department of Environmental Protection (DEP) Regional Office for more information about this application or regarding the Massachusetts Wetlands Protection Act.

To contact DEP call:

Central Region: (508) 792-7650  
Southeast Region: (508) 946-2714

◆ **Northeast Region: (978) 694-3200**  
Western Region: (413) 784-1100



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2016 HEARING SCHEDULE  
Medford City Hall  
85 George P. Hassett Drive, Room 205  
Medford, Massachusetts 02155  
(781) 393-2137 Fax: (781) 393-2471



<b>DUE DATE BY 10AM</b>	<b>PUBLIC NOTICE DATE</b>	<b>HEARING DATE</b>	<b>NOTE</b>
12/23/15	12/30/15	1/6/16	
1/6/16	1/13/15	1/20/16	
1/20/16	1/27/15	2/3/16	
2/3/16	2/10/15	2/17/16	
2/17/16	2/24/15	3/2/16	
3/2/16	3/10/15	3/16/16	
3/23/16	3/24/15	4/6/16	
4/6/16	4/7/15	4/20/16	
4/20/16	5/28/15	5/4/16	
5/4/16	5/12/15	5/18/16	
5/18/16	5/26/15	6/1/16	
6/1/16	6/9/15	6/15/16	
6/22/16	6/23/15	7/6/16	
7/6/16	7/7/15	7/20/16	
7/20/16	7/28/15	8/3/16	
8/3/16	8/12/15	8/17/16	
8/24/16	8/25/15	9/7/16	
8/31/16	9/8/15	9/14/16	
9/21/16	9/29/15	10/5/16	
10/5/16	10/13/15	10/19/16	
10/19/16	10/27/15	11/2/16	
11/2/16	11/10/15	11/16/16	
11/23/16	11/24/15	12/7/16	
12/7/16	11/10/15	12/21/16	

The Medford Conservation Commission usually meets every first and third Wednesday of each month.