



City of Medford

Conservation Commission

2012 APPLICATION CHECKLIST

Medford City Hall

85 George P. Hassett Drive, Room 205

Medford, Massachusetts 02155

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

cduques@medford.org



Conservation Commission Filing Check List

(1) *9 Copies of Application* _____

Application Attached but additional 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 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* _____

(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* _____

(Form 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 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 200-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 109.*
- (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
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: Carey R. Duques, Environmental Agent

Please provide us with _____ sets of mailing labels



City of Medford
Conservation Commission

2012 HEARING SCHEDULE
Medford City Hall
85 George P. Hassett Drive, Room 205
Medford, Massachusetts 02155
(781) 393-2137 Fax: (781) 393-2471
TTY: (781) 393-2516



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

* This is not a standing monthly meeting. The Medford Conservation Commission meets the third Wednesday of each month. Depending on the number of agenda items the Commission may meet the first Wednesday of the month as well.

**July 4th is on the first Wednesday so, if necessary, the first Conservation Meeting in July will be held on July 11.

*** The third Wednesday in November is the day before Thanksgiving so the meeting has been set for the second Wednesday of the month.