



TOWN OF MATTAPoisETT  
Conservation Commission  
16 Main Street  
P.O. Box 435  
Mattapoisett, MA 02739

Phone: (508)758-4100 ext. 219

Fax: (508)758-3030

**INSTRUCTIONS FOR FILING A REQUEST  
FOR A DETERMINATION OF APPLICABILITY WITH  
THE MATTAPoisETT CONSERVATION COMMISSION**

The Mattapoisett Conservation Commission will assign a hearing date and time when requested by the applicant. After receiving a Hearing date and time from the Commission, fill out attached advertisement form and contact a local Newspaper (see attached for listings). Legal ads must be submitted to appear a minimum of 5 Business days before the Scheduled hearing date (Please note\* **deadlines may vary for each local paper**). The applicant is responsible for the cost of advertising.

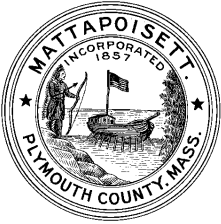
**Fill out Request for a Determination form. Two copies of the Request form and any plans must be sent to the Dept. of Environmental Protection, 20 Riverside Drive, Route 105, Lakeville, MA 02347, a minimum of 5 Business days before the hearing.**

Two copies must be sent or hand delivered to the Mattapoisett Conservation Commission **a minimum of 5 Business days before the hearing.**

Direct abutters **must be notified a minimum of 5 Business days before the hearing** (see attached Article XXII) and form. Certified mail receipts or signatures of abutters should be submitted to the Commission at or before the hearing.

Conservation Commission office hours are Tuesday and Thursday from 8:30 a.m. to 2:00 p.m. The phone number is (508) 758-4100 ext. 219.

Thank you,  
Mattapoisett Conservation Commission



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**Listings for Public Advertisement /Legal Ads**

<u>Newspaper</u>	<u>Address</u>	<u>Phone Number</u>	<u>Fax</u>
1. The Wanderer	55 County Rd, Mattapoisett, MA 02739	508-758-9055	508-758-4845
2. The Standard Times	25 Elm St., New Bedford, MA 02740	508-979-4351	508-979-4495
3. The Sentinel	PO Box 959, Plymouth, MA 02362	508-748-1123 ext. 242	508-747-2148

Please note that the deadlines may vary for each local paper, so call in advance.

- The Wanderer (weekly): Thursday issue. Ads must be placed before 1:00 p.m. on the previous Monday
- The Standard Times (daily) Ads published on 2<sup>nd</sup> day is received before noon and on 3<sup>rd</sup> day if after noon.\*
- The Sentinel (weekly): Ads must be placed before 10:00 a.m. Tuesday to appear in the Thursday issue.

\*Example: Submit an ad to the Standard times on Tuesday before 12:00 noon and it will appear in Thursday's paper; ads submitted after Noon will appear in the next Friday edition.

- ✓ Please be aware that deadlines for advertisements are subject to change. Call in advance for information.
- ✓ Please promptly fill in the form below and submit it to:

**Mattapoisett Conservation Commission**  
**16 Main Street**  
**PO Box 435**  
**Mattapoisett, MA 02739**



I, \_\_\_\_\_ have placed my advertisement for  
 (First and Last Name)

a Notice of Intent or a Request for Determination of Applicability (circle one). My advertisement will appear in

the \_\_\_\_\_, in the issue of \_\_\_\_\_.  
 (Name of paper where you submitted the ad) (Date ad is scheduled to appear)

# ARTICLE 22

## CONSERVATION COMMISSION

### 22.1. Notice of Intent or Request for Determination for Applicability

- 22.1.1. Any person filing a Notice of Intent or Request for Determination for Applicability with the Mattapoisett Conservation Commission under the provisions of the Wetlands Protection Act, G.L. c. 131, §40, shall, at the same time, give written notice of the hearing thereof, by certified mail (return receipt requested) or by hand delivery, to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way.
- 22.1.2. The notice to abutters shall state the date, time and location for any hearing and include a copy of the Notice or Request and shall state where copies of the complete filing may be examined. Copies shall be available to abutters free of charge. An affidavit of the persons providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Conservation Commission at or before the time stated for the hearing.
- 22.1.3. When a person requesting a determination is other than the owner, the request, the notice of the hearing and the determination itself shall be sent by the Conservation Commission to the owner as well as to the person making the request.



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**ADVERTISEMENT FORM FOR A  
REQUEST FOR A DETERMINATION OF APPLICABILITY**

This form is to be used for Legal Notices for public hearings to be published in a local Newspaper (see attached for listings). The ad must appear a **minimum of 5 business days** prior to the date of the hearing. It's the applicant's responsibility to pay for the advertising fee. It is also the applicant's responsibility to request and confirm a Hearing time and date from the Mattapoissett Conservation Commission to be entered below.

**TOWN OF MATTAPOISETT  
CONSERVATION COMMISSION  
NOTICE OF PUBLIC HEARING**

The Mattapoissett Conservation Commission will hold a public hearing on

Monday, \_\_\_\_\_, (date) at 6:30 p.m. (time) in the Town Hall on the

Request for A Determination of Applicability submitted by:

\_\_\_\_\_  
\_\_\_\_\_  
(Name and full address).

The proposed project is to \_\_\_\_\_

\_\_\_\_\_  
(Describe work to be done). The project is located at

\_\_\_\_\_ (project address), and is further

identified as Lot \_\_\_\_\_ on Assessor Map \_\_\_\_\_.



\_\_\_\_\_  
(Name) (Date)

\_\_\_\_\_  
(Name) (Date)

**NOTIFICATION TO ABUTTERS UNDER THE  
MASSACHUSETTS WETLANDS PROTECTION ACT AND  
MATTAPOISETT BY LAWS  
(By Certified Mail Receipt)**

**In accordance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, and Article XXII of the Mattapoissett by Laws you are hereby notified of the following.**

- a. **The name of the applicant is \_\_\_\_\_.**
- b. **The applicant has filed a Request for a Determination of Applicability with the Conservation Commission seeking permission to remove, fill, dredge or alter an Area Subject to Protection under the Wetlands Protection Act (General Laws Chapter 131, Section 40).**
- c. **The address of the lot where the activity is proposed is \_\_\_\_\_**

\_\_\_\_\_

d. **The project consists of**

\_\_\_\_\_

e. **Copies of the Request for a Determination of Applicability may be examined at the Town Hall Conservation Commission Office on Tuesday and Thursday between 8:30 a.m. and 2:00 p.m. For more information call 508-758-4100 ext. 219.**

f. **The public hearing will be conducted on (date and time)  
Monday \_\_\_\_\_, at 6:30 p.m. in the Town Hall.**

g. **The applicant shall submit certified mail proof to the Commission that abutters have been notified OR shall hand deliver this notice and have it signed below by abutters proving they have been informed of the hearing. Abutter attendance at the public hearing is not required.**