

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

e-mail address (concomm@mattapoisett.net)

Phone: (508)758-4100 ext. 219

Fax: (508)758-3030

Instructions for filing a NOTICE OF INTENT

with the Mattapoisett Conservation Commission

All items on this list must be completed

[Submit Peer Review Consultant Fee \(click here to see attached fee schedule\).](#)

- ☐ The Engineer or the Applicant is to fill out the attached Notice of Intent application (NOI) (don't forget to sign and date the last page) then -

- Make eight (8) copies - submit seven (7) copies of the Notice of Intent and P.E. Certified Site Plans and all other related documents, maps and sketches to the Mattapoisett Conservation Commission office, keep one complete copy for your records then -
- ☐

- ☐ Request a public hearing date from the Conservation Commission office then -

- ☐ Obtain a (100 ft.) list of abutters from the Assessor's Office at the Town Hall (**see attached form**) (submit form as soon as possible (the office has 2 weeks to issue) then -

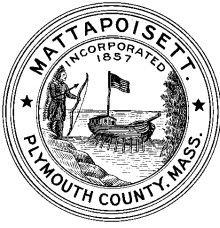
- Fill out the attached advertisement form and submit to a local newspaper (see attached list of publications and the form to be filled out). The public hearing notice **MUST** appear in one of the three (3) publications (at least) 5 business days prior to the scheduled public hearing then -
- ☐

- Notify abutters, from the obtained list, either in person (see attached "HAND DELIVERY" form) or by certified mail/return receipt with the attached ("CERTIFIED MAIL") form, notify abutters (at least) 7 business days prior to the public hearing (bring all forms and/or certified mail receipts to the public hearing, you will be asked to submit them to the Chairman when your hearing is called then-
- ☐

Send by certified mail/return receipt one (1) copy of the NOI application and site plans to the Dept. of Environmental Protection, 20 Riverside Drive, Route 105 Lakeville, MA 02347

If applicable, (confirm with the Conservation Agent), send by (certified mail/return receipt) one (1) copy of the NOI application and site plans to the Natural Heritage and Endangered Species Program (NHESP), Division of Fisheries and Wildlife, 1 Rabbit Hill Road, Westborough, MA 01581.

Conservation Commission office hours are Monday, Wednesday and Friday from 10:00 a.m. to 3:00 p.m. The phone number is (508) 758-4100 ext. 219.



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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 10:00 a.m. on the previous Tuesday**
- The Standard Times (daily) Ads published on 2nd day is received before noon and on 3rd day if after noon.*
- The Sentinel (weekly): Ads must be placed before 2:00 p.m. on Monday 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
(First and Last Name)

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

advertisement will appear in the _____,
(Name of paper where you submitted the ad)

in the issue of _____
(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
Notice of Intent**

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 Mattapoisett Conservation Commission to be entered below.

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

The Mattapoisett Conservation Commission will hold a public hearing on

Monday _____ (date) at 6:30 p.m. (time) in the Town Hall

on a Notice of Intent 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 _____.

Mattapoisett Conservation Commission

(Hand Delivered)

a. The name of the applicant is_____.

c. The address of the lot where the activity is proposed is

d. The project consists of

e. The public hearing will be conducted on (date and time)

Monday _____, at 6:30 p.m. in the Town Hall.

Abutter's Signatures (*May use a blank sheet of paper for additional signatures if needed*)

(Name)

(Date)

(Name)

(Date)

(Name)

(Date)

(Name)

(Date)

(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 Mattapoisett by Laws you are hereby notified of the following.

- a. The name of the applicant is_____.
- b. The applicant has filed a Notice of Intent 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

- f. Copies of the Notice of Intent may be examined at the Town Hall Conservation Commission Office on Monday, Wednesday and Friday between the hours of 10:00 a.m. and 3:00 p.m. For more information call 508-758-4100 ext. 219.
- e. The public hearing will be conducted on (date and time)
Monday_____, at 6:30 p.m. in the Town Hall.

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