

CAMBRIDGE CONSERVATION COMMISSION SUBMITTAL POLICY

Prior to any submittals the proponents must schedule and attend a meeting with the Conservation Commission Director to review the project scope of work and determine the appropriate submittal.

Request for Informational Presentations

- Anyone wishing to present information to the Commission must make a formal request.
- At a minimum the proponents should include a site locus and project narrative including but not limited to a description of the resource area impacts at the presentation.

Request for Determination of Applicability (WPA Form 1)

- The form must be filled out completely by the applicant and signed by the responsible parties.
- One (1) original form with all attachments and nine (9) copies with all attachments must be submitted to the Commission no later than 10 business days prior to the next hearing date.
- The original document is to be submitted with full size plans and the copies are to be submitted with plans no larger than 11x17.
- According to the WPA a hearing must be held within 21 days of a complete submittal.

Notice of Intent (WPA Form 3 or 4)

- The form must be filled out completely by the applicant and signed by the responsible parties. The filing fee must accompany the form and a copy of the fee sent to the DEP.
- One (1) original form with all attachments and nine (9) copies with all attachments must be submitted to the Commission no later than 10 business days prior to the next hearing date.
- The original document is to be submitted with full size plans and the copies are to be submitted with plans no larger than 11x17.
- According to the WPA a hearing must be held within 21 days of a complete submittal.
- The notice to abutters is the responsibility of the applicant and must be sent via registered mail to abutters within 500 feet and received at least 5 business days prior to the hearing.
- The Commission Director a minimum of 5 business days prior to the hearing advertises the hearing notice. The applicant is responsible for any cost associated with the advertisement.

Request for Extension of Order of Conditions (WPA Form 7)

- The form must be filled out completely by the applicant and signed by the responsible parties.
- One (1) original form with all attachments and nine (9) copies of the required materials must be submitted to the Commission no later than 10

business days prior to the next hearing date and prior to the expiration of the Order of Conditions.

- The original document is to be submitted with full size plans and the copies are to be submitted with plans no larger than 11x17.

Request for Full or Partial Certificate of Compliance (WPA Form 8a)

- The form must be filled out completely by the applicant and signed by the responsible parties.
- One (1) original form with all attachments and nine (9) copies of the required materials must be submitted to the Commission no later than 10 business days prior to the next hearing date.
- The original document is to be submitted with full size plans and the copies are to be submitted with plans no larger than 11x17

The Conservation Commission Director will make the submittals available for review by the public.

The Conservation Commission Director will post the required meeting notices and legal advertisements. Proponents will be directly billed by the local newspaper for the legal advertisement.