# SANDWICH CONSERVATION COMMISSION

## MEETING NOTICE

### 2020

<table>
<thead>
<tr>
<th>SUBMISSION DEADLINE NO LATER THAN 12:00 PM</th>
<th>SANDWICH ENTERPRISE ISSUE</th>
<th>MEETING DATES BEGIN AT 7:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 26, 2019</td>
<td>January 3, 2020</td>
<td>January 1, 2020</td>
</tr>
<tr>
<td>January 16, 2020</td>
<td>January 24, 2020</td>
<td>February 5, 2020</td>
</tr>
<tr>
<td>January 30, 2020</td>
<td>February 7, 2020</td>
<td>February 19, 2020</td>
</tr>
<tr>
<td><strong>February 13, 2020</strong></td>
<td>February 21, 2020</td>
<td>March 4, 2020</td>
</tr>
<tr>
<td>February 27, 2020</td>
<td>March 6, 2020</td>
<td>March 18, 2020</td>
</tr>
<tr>
<td>March 12, 2020</td>
<td>March 20, 2020</td>
<td>April 1, 2020</td>
</tr>
<tr>
<td>March 26, 2020</td>
<td>April 3, 2020</td>
<td>April 15, 2020</td>
</tr>
<tr>
<td>April 16, 2020</td>
<td>April 24, 2020</td>
<td>May 6, 2020</td>
</tr>
<tr>
<td>April 30, 2020</td>
<td>May 8, 2020</td>
<td>May 20, 2020</td>
</tr>
<tr>
<td>May 14, 2020</td>
<td>May 22, 2020</td>
<td>June 3, 2020</td>
</tr>
<tr>
<td>May 28, 2020</td>
<td>June 5, 2020</td>
<td>June 17, 2020</td>
</tr>
<tr>
<td>June 11, 2020</td>
<td>June 19, 2020</td>
<td>July 1, 2020</td>
</tr>
<tr>
<td>July 16, 2020</td>
<td>July 24, 2020</td>
<td>August 5, 2020</td>
</tr>
<tr>
<td>July 30, 2020</td>
<td>August 7, 2020</td>
<td>August 19, 2020</td>
</tr>
<tr>
<td>August 13, 2020</td>
<td>August 21, 2020</td>
<td>September 2, 2020</td>
</tr>
<tr>
<td>August 27, 2020</td>
<td>September 4, 2020</td>
<td>September 16, 2020</td>
</tr>
<tr>
<td>September 17, 2020</td>
<td>September 25, 2020</td>
<td>October 7, 2020</td>
</tr>
<tr>
<td>October 1, 2020</td>
<td>October 9, 2020</td>
<td>October 21, 2020</td>
</tr>
<tr>
<td>October 15, 2020</td>
<td>October 23, 2020</td>
<td>November 4, 2020</td>
</tr>
<tr>
<td>October 29, 2020</td>
<td>November 6, 2020</td>
<td>November 18, 2020</td>
</tr>
<tr>
<td>November 12, 2020</td>
<td>November 20, 2020</td>
<td>December 2, 2020</td>
</tr>
<tr>
<td><strong>November 27, 2020</strong></td>
<td>December 4, 2020</td>
<td>December 16, 2020</td>
</tr>
<tr>
<td>December 17, 2020</td>
<td>December 25, 2020</td>
<td>January 6, 2021</td>
</tr>
<tr>
<td>December 31, 2020</td>
<td>January 8, 2021</td>
<td>January 20, 2021</td>
</tr>
</tbody>
</table>

**SUBMISSION DEADLINE IS 12:00 P.M.**

**ONLY 5 NEW HEARINGS WILL BE SCHEDULED FOR EACH MEETING**

Revised Plans and/or Information for NEW Hearings or as requested by the Conservation Commission for Continued Hearings, MUST be turned into the Commission Office no later than 12:00 PM on the Friday prior to the public or continued hearing date, this includes any and all information for Informal or Miscellaneous requests made by a Property Owner or Representative to come before the Commission. Failure to comply may cause the Board to delay its decision until the next available public hearing date to allow for a suitable review of the information submitted.

Each deadline is set and published to allow sufficient lead-time to process applications and advertise hearings in the Sandwich Enterprise. All meetings will be held at 7:00 PM at the Sand Hill School Community Center located at 16 Dewey Avenue, Sandwich, MA.

**UNLESS OTHERWISE POSTED ON AGENDAS**
SCC AMENDMENT PROCESS

STEP 1

1. The applicant shall contact Con Com Office to schedule a meeting date to speak with the Board informally to discuss the changes to the project approved in the existing Order of Conditions or Permit
   a. The applicant shall provide, at the scheduled meeting, any information available regarding proposed changes
   b. The Board will decide whether the changes proposed are or are not within the scope of the existing approved Order
      i. Within the scope the Board may decide that the changes can be added to the existing Order on file as a field change
      ii. Within the scope the Board may decide that an Administrative Review permit is appropriate
      iii. Within the scope the Board may decide that the changes can be heard under the amendment process
         1. Proceed to STEP 2
   iv. If not within the scope the Board may decide that a new filing be submitted
      1. Begin the Notice of Intent filing process

STEP 2

1. The applicant shall file an Amendment with the Conservation Commission
   a. Submission
      i. Fees
         1. Environmental Review Fee and Application Fee
            a. Check payable to the Town of Sandwich in the amount of $235.00
         2. Legal Ad Fee (Published in the Sandwich Enterprise)
            a. Check payable to Falmouth Publishing in the amount of $12.00
      ii. Conservation Office Requirements
         1. Cover Letter including exact changes from original Order/approved plans
         2. New Plan(s) (2 copies) – 2 Original (wet stamped, signed, existing conditions and proposed conditions and architectural, etc.)
         3. Commissioners Material – the letter and plans must be submitted via email to naturalresources@sandwichmass.org.
         4. Waiver Request/Representative Designee – 1 copy of each for file
         5. Abutters Notification – Applicant must apply for a Certified Abutters List from the Assessor’s Office – (508) 888-0157
         6. One copy of the letter submitted to the office must be sent to each abutter via certified/return receipt mail.
         7. With submittal or at the opening of the hearing we require 8x11 copies of the white certified mailing slips emailed to hhawksins@sandwichmass.org.
      iii. DEP Requirements
         1. 1 copy(s) of letter and plans sent to DEP at 20 Riverside Dr. Lakeville, MA 02347, no fee for the State
      iv. Natural Heritage Requirements (if applicable)
         1. 1 copy(s) of letter and plans sent to Natural Heritage, 1 Rabbit Hill Rd., Westborough, MA 01581
         2. Applicant must call Natural Heritage to see what their fee will be (508) 389-6364

REV 06/2020
### Sandwich Conservation Commission Bylaw Fee Schedule

#### Fee Schedule

<table>
<thead>
<tr>
<th>TYPE</th>
<th>NOI Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Intent (NOI) &amp; Amendments to NOI</td>
<td></td>
</tr>
<tr>
<td>ALL PROJECTS (includes environmental review fee and permit fee)</td>
<td></td>
</tr>
<tr>
<td>Category 1 (deck, small alteration/landscaping project (&lt;500 SF))</td>
<td>$450</td>
</tr>
<tr>
<td>Category 2 (single lot, single family house, garage, septic, pool, landscaping, freshwater docks (&gt;500 SF))</td>
<td>$500</td>
</tr>
<tr>
<td>Category 3 (commercial, cottage colony)</td>
<td>$550</td>
</tr>
<tr>
<td>Category 4 (coastal projects (docks, revetments, coir projects, dune nourishment))</td>
<td>$600</td>
</tr>
<tr>
<td>Category 5 (subdivisions (roads, utilities, drainage))</td>
<td>$650</td>
</tr>
<tr>
<td>Complex NOI</td>
<td></td>
</tr>
<tr>
<td>Abbreviated NOI</td>
<td>(add $150 to fee)</td>
</tr>
<tr>
<td>Amendment to an Order of Conditions: Requires a current valid Order of Conditions</td>
<td>(subtract $75 from fee)</td>
</tr>
<tr>
<td></td>
<td>$235</td>
</tr>
</tbody>
</table>

#### Request for Determination of Applicability (RDA)

| ALL PROJECTS (includes environmental review fee and application fee) | RDA Fee |
| Wetlands delineation, percolation tests, septic | $235 |
| Construction approval including a Wetlands Delineation and/or Perc Tests, Gas lines | $250 |
| **Legal Ad – check payable to Falmouth Publishing** | $12 |
| Abutters List must be acquired from the Assessor’s office (fee applicable) for both NOI’s and RDA’s. | 508-888-0157 |
| **Administrative Review of Minor Projects** | $110 |

#### After the Fact Filing Fees:

Except for emergency applications or requests, the fees for after-the-fact filings shall be DOUBLE those that would normally be assessed.

#### Certificate of Compliance:

| COC | |
| Application and 1st inspection | $75 |
| 2nd inspection | $50 |
| 3rd and each subsequent inspections | $100 |

#### Request for Extension for Order of Conditions:

Requires a valid Order of Conditions | $75 |

#### Request for Emergency Certification Permit:

| Request for Emergency Certification Permit | $235 |

#### Restoration Order:

Orders are issued to correct un-permitted alterations of a resource area or buffer zone. | $200 |

#### Duplicate Documents:

| Duplicate Documents | |
| Duplicate Original Order of Conditions | $50 |
| Duplicate Original Certificate of Compliance | $50 |
| Duplicate Original Extension (for an Order of Conditions) | $50 |

#### DEP Wetland Bylaw Fee:

When a NOI is filed for a project that will be reviewed strictly under the Sandwich Wetlands Bylaw, the same filing fee schedule established for NOI’s under the Wetlands Protection Act (WPA) will be applied. Filings combined with the WPA will not be charged a separate Bylaw application fee. A local bylaw permit fee will be assessed, upon receipt of the permit.

Where to File DEP Portion: Dept. of Environmental Protection, Box 4062, Boston, MA 02211.

Where to File Town of Sandwich Portion: File local portion of the state filing fee with the NOI at the time of submission.

$ (Same Formula used in WPS application process)
WAIVER REQUEST

Commissioner:

I/We hereby waive the benefit of the time requirements set forth in Chapter 7 of the Town of Sandwich Wetlands Bylaw, which requires a Public Hearing must be held within twenty-one (21) days after the submission of the Notice of Intent or Request for Determination of Applicability.

Under this waiver the Public Hearing shall be held within forth (40) days of the filing of a complete Notice of Intent or Request for Determination of Applicability.

<table>
<thead>
<tr>
<th>Date</th>
<th>Applicant/Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant's Name__________________________________________  
Address____________________________________________________  
Town________________________ State__________________________  
Telephone: (   )____________________________________________  
Project Location:____________________________________________  
Assessor's Map________Parcel/Lot No.__________________________  
Project type (Description)____________________________________  

Applicant’s Signature:______________________________________  

REPRESENTATIVE DESIGNATION

Date: __________________________

I _______________________, hereby designate _______________________

(Applicant) (Representative)

as my/our representative for all information, on-site reviews, public hearings, and

correspondence with the Commission relative to the (Notice of Intent/Amendment) application for work proposed at ____________________________, (Project Address)

submitted _____________________. Please keep the representative informed of

(Date)

the status of any changes in procedures specifically affecting my/our application(s). I

will raise any questions regarding this project through my/our representative.

Please complete the information below as to who is to be contacted to pick up the

processed (Order of Conditions):

Name: __________________________

Address: __________________________

Telephone Number: __________________________

Signature of Applicant: __________________________

Signature of Property Owner: __________________________

PLEASE PRINT OR TYPE
NOTIFICATION TO ABUTTERS UNDER THE MASSACHUSETTS WETLANDS PROTECTION ACT

Sandwich Conservation Commission Meetings will be held via Zoom Video Conference until further Notice.

Public comment will ONLY be accepted via email at publiccomment@sandwichmass.org.

Comments must be received prior to and/or during this application's public session.

Once the Commission has closed the application ‘to take under advisement’ or ‘to continue’, public comment will no longer be accepted.

If this application is continued comments will be accepted following the above protocol.

In accordance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, you are hereby notified of the following.

A. The name(s) of the applicant is ____________________________________________________.

B. The applicant has filed either a Notice of Intent, a Request for Determination of Applicability or an Amendment to an existing Order of Conditions with the Sandwich 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. Project Description [to be taken from Section A6 on DEP Form 3 Notice of Intent]_________________________________________________________

E. Copies of the Notice of Intent may be examined at the Department of Natural Resources at 16 Jan Sebastian Drive, Sandwich, MA 02563. Between the hours of 8:30 AM and 4:00 PM, Monday – Friday. For more information, call: (508) 833-8054.

F. Copies of the Notice of Intent may be obtained from the Department of Natural Resources, please email hhawkins@sandwichmass.org.

G. Information regarding the date, time, and place of the public hearing may be obtained from the Department of Natural Resources, by calling this telephone number 508-833-8054.

Note: Notice of the public hearing, including its date, time and place, will be published at least five (5) days in advance in the Sandwich Enterprise Newspaper.

Note: Notice of the public hearing including its date, time and place will be posted in the City or Town Hall not less than (48) forty eight hours in advance.

Note: You may also contact your local Conservation Commission at 508-833-8054 or the nearest Department of Environmental Protection Regional Office for more information about this application or the Wetlands Protection Act.

To contact DEP, call:

Central Region: 508-792-7650
Southeast Region: 508-946-2800

Northeast Region: 617-935-2160
Western Region: 413-784-1100
LIST OF ABUTTERS
REQUEST FOR CERTIFICATION

NOTE: PLEASE ALLOW TEN BUSINESS DAYS FOR A LIST TO BE CERTIFIED BY ASSESSORS, PER MGL 66, S.10. LISTS ARE CERTIFIED ON A 'FIRST COME, FIRST SERVE' BASIS, PLEASE PLAN YOUR TIME FRAME ACCORDINGLY.

DATE OF REQUEST ___________________ PERSON REQUESTING CERTIFICATION ___________________

CONTACT PHONE NUMBER AND/OR EMAIL: ________________________________

SIGNATURE: ________________________________________________________

NAME OF PROPERTY OWNER/APPLICANT: ________________________________

STREET LOCATION OF PROPERTY: ________________________________

MAP NUMBER: ___________ PARCEL NUMBER: ___________

NUMBER OF ABUTTERS ON LIST ___________ (INCLUDES OWNER)

THE APPLICATION IS FOR:

_____ Board of Appeals (Variance, Special Permit, Comprehensive Permit)

_____ Planning Board (Special Permit)

_____ Planning Board (Definitive Plan)

_____ Selectmen (Road Taking)

_____ Selectmen (Utility/Pole Location)

_____ Selectmen (Gasoline/Oil Storage Tank)

_____ Selectmen (Liquor License)

_____ Conservation Commission (Notice of Intent/Request for Determination of Applicability)

_____ Historic District (Certificate of Appropriateness/Demolition or Removal)

_____ Board of Health (Site Assignment)

____ Other (specify)

CERTIFIED ABUTTERS' LIST MUST BE PAID IN ADVANCE. THANK YOU.

******************************************************************************

For Assessors Use

_____ The attached list has more than three errors. Please submit a corrected list.

_____ The attached list is certified to be a correct listing of abutters for the described application based on the most recent tax list.

Fee: ___________________ Date Paid: ___________________ Method of Payment: ___________________

Employees Initials: ___________________ Certified By: ___________________