



Town of Chatham
Department of
Health and Environment



Health

Water Quality Laboratory

Conservation

(508) 945-5165

5164

(508) 945-5188

(508) 945-

FAX (508) 945-1671

Location: 1455 Main Street, WEST CHATHAM

Mailing Address: 549 Main Street CHATHAM, MA 02633

Date: December 11, 2008

To: Engineers, Attorneys, Consultants, Applicants, Interested Parties

From: Kristin Andres, Conservation Agent

Subject: Chatham Conservation Commission Filing Requirements

CHANGE OF MEETING VENUE:

All meetings are now held downtown in the **Chatham Town Offices, Selectmen's Meeting room, 549 Main Street**. The meetings are now televised on the local access channel - Channel 18 and on the Town's website: www.chatham-ma.gov

APPLICATION SUBMITTAL REQUIREMENTS:

2 complete application packets for the file **PLUS 12** informational packets for the Commission and staff review are to be submitted at the same time to the Conservation Office at 1455 Main Street, West Chatham **by 12:00 NOON** on the deadline dates listed in the attachment. (Additional packets must be sent to DEP and other agencies as required if applicable.)

The **2** complete application packets for the file shall include completed application forms with all supporting documentation for the record and accurate payment for filing and advertising fees.

In order to facilitate and expedite the hearing process, the twelve (12) individual packets for Commissioners and staff are to contain the following documents:

- ✓ **Locus Map** - Assessors Map or other map showing the location of the parcel with directions so Commission members can find the site
- ✓ **Site Plan(s)** showing the proposed work, the resource areas and the delineation of the 50ft and 100ft from the wetland resource area, etc.
- ✓ **Project Narrative**

- ✓ **Variance Request AND Alternatives Analysis** for work proposed within a resource area or within the 50ft No Disturb Zone, if applicable
- ✓ Relevant **supporting documents** and information as applicable. For example:
 - wetland delineation forms/reports;
 - calculations of square footage of existing and proposed permanent disturbance within the No Disturb Zone (NDZ) and outer 50 feet of the Adjacent Upland Resource Area (AURA);
 - percentage (%) of permanent disturbance within the NDZ and outer Adjacent Upland Resource area;
 - square footage of proposed mitigation;
 - any consultant report, or documents submitted as evidence that the Commission is to consider in their decision
 - photographs

Please, for the Commissioner and staff packets, DO NOT:

- include the full NOI Application or copies of checks;
- supply reduced plans that are illegible; or
- bind the application materials with non-recyclable materials

OTHER REQUESTS:

Please submit revised plans or other information by **NOON at least one week prior** to the hearing. Without adequate time to review new material, the hearing **WILL** be continued to the next available agenda.

Please do not hesitate to contact the conservation office if you have any questions. Thank you.