



## TOWN OF HINGHAM CONSERVATION COMMISSION

### APPLICATION CHECKLIST REQUEST FOR AMENDED ORDER OF CONDITIONS

Prior to submitting a Request for Amended Order of Conditions, coordination with the Conservation Officer is strongly encouraged. The Conservation Commission adheres to the procedural requirements established under DEP Policy 84-5 for amending orders of conditions. Please submit two (2) copies of the following, unless otherwise specified, to the Conservation office, and one electronic copy of the complete application to [conservation@hingham-ma.gov](mailto:conservation@hingham-ma.gov)

- Narrative describing the proposed changes to the project including: impacts to wetland resource areas, existing/proposed impervious and pervious surface calculations, mitigation (per the [Buffer Zone Mitigation Policy](#)), tree removal/replacement (per the [Tree Removal and Replacement Policy](#)), and stormwater management, as applicable.
- Check for the [Town of Hingham Wetlands Protection Bylaw fee](#) payable to Town of Hingham
  - *Please redact bank account information from photocopies*
  - *Note, a public legal notice is prepared and submitted by staff; the newspaper will invoice the applicant*
- A copy of the Certified Abutters List and the '[Notification to Abutters Form](#)'
  - *Contact Conservation Office for abutters list which will be certified by the Assessor's Office*
  - *Abutters must be notified by hand delivery, certified mail-return receipt, OR certificate of mailing at least 7 days prior to the hearing date*
  - *Certified mail receipts or certificate of mailing receipts shall be submitted to the Conservation Office with the application or presented to the Commission at the beginning of the public hearing*
- '[Affidavit of Service](#)' Form attesting abutters were notified in accordance with 310 CMR 10.05(4) and the Hingham Wetland Regulations, §7.5
  - *Abutters within 100 feet of a property line where work is proposed for inland projects*
  - *Abutters within 300 feet of a property line where work is proposed for coastal projects*
- Revised Project plan(s): two (2) copies of full size plan set and one (1) copy of reduced 11" x 17" plan, signed and stamped by a MA Registered Professional Engineer (PE) or other registered professional.
- For projects subject to the DEP Stormwater Regulations, 310 CMR 10.05(6)(k)-(q), one copy of the Stormwater Report, Stormwater Report Checklist and the Registered Professional Engineer's Certification that the project conforms to the Stormwater Management Regulations and meets acceptable engineering standards
- Proof of mailing the complete Request for Amended Order of Conditions to the MA Department of Environmental Protection (DEP), Southeast Regional Office at 20 Riverside Drive, Lakeville MA, 02347 (certified mail receipt from the post office)
- Proof of mailing the complete Request for Amended Order of Conditions to the MA Natural Heritage & Endangered Species Program (NHESP) and the MA Division of Marine Fisheries (Gloucester), if applicable (certified mail receipt from the post office)
- The Conservation Commission's [Policy on Receipt of Information](#)
- Optional - [Voluntary 21 Day Waiver](#) and [Permission to Access Site](#)