



TOWN OF HINGHAM CONSERVATION COMMISSION

APPLICATION CHECKLIST REQUEST FOR ADMINISTRATIVE REVIEW

Please submit **one (1) hard copy and one (1) electronic copy** of the following information to the Hingham Conservation Commission. Electronic copies should be sent to conservation@hingham-ma.gov. Refer to the Hingham Wetland Regulations, Section 7.13 for additional information on Administrative Reviews and Decisions.

☐ [Application for Administrative Review](#)

☐ A check for the [Town of Hingham Wetlands Protection Bylaw fee](#)

- *Payable to Town of Hingham (\$30.00)*
- *Please redact bank account information from photocopies*

☐ A brief narrative describing the proposed activity, the physical characteristics of the area where the activity/work will occur, on-site wetland resource areas and buffer zones (refer to Section 2.0 of the [Hingham Wetland Regulations](#), and proximity of proposed work to resource areas. As applicable, the narrative should also include: existing/proposed impervious and pervious surface calculations, proposed mitigation plantings (per the [Buffer Zone Mitigation Policy](#)), and proposed tree removal and replacement (per the [Tree Removal and Replacement Policy](#)).

☐ Project plan or sketch (8.5" x 11" or 11" x 17") drawn to scale showing the following (please contact the Conservation Office for assistance with obtaining a plot plan if needed):

- *Location of all known wetland resource areas*
- *50 and 100 foot buffer lines from resource areas*
- *200 foot Riverfront Area, if applicable*
- *FEMA Floodplain boundaries, if applicable*
- *Location of existing structures and/or vegetation*
- *Location of proposed structures and/or vegetation*
- *Shortest distance from proposed disturbed areas to known resource areas*
- *Erosion and sediment control line, as applicable*

Administrative Decisions will be issued within 10 business days of receipt of a complete application and fee. Additional information or conditions may be required for protection of adjacent wetland resource areas. If the Conservation Officer determines that the proposed work or activity does not meet the requirements for an Administrative Review, a decision will be issued denying the request. The applicant may file a Request for Determination of Applicability (RDA) or Notice of Intent (NOI) to proceed with the proposed project.