



**CONSERVATION OFFICE**

**APPLICATION SUBMITTAL REQUIREMENTS**

**Deadlines for Applicants to meet:**

- **ANRAD, RDA, NOI-** *applications that require a Public Hearing:*  
**14 days** (by noontime)- prior to desired meeting date
- **SPECIAL USE PERMIT-** *for Open Space Parcels* or a **MINOR ACTIVITIES PERMIT:**  
**5 days** (by end of workday) prior to your Event or **Variable** for minor activities
- **REQUESTS for Extensions, Certificates of Compliance, Revised Plan Review, and**  
 other documents to be submitted for an on-going public hearing:  
**7 days** (by 4:00) prior to desired meeting date
- **DISCUSSIONS – informal- at a Conservation Meeting:**  
**5 days** (by end of workday) prior to desired meeting date (*may vary for special circumstances*)

**Application Packets for Public Hearings:**

<b><u>ANRAD</u><sup>1</sup>: (3 sets)</b>		<b><u>NOI</u>: (2 sets)</b>	<b><u>RDA</u>: (2 sets)</b>
Abb. Notice of Resource Area Delineation		Notice of Intent	Request for Determination of Applicability
1.	DEP ANRAD Application	DEP NOI Application	DEP RDA Application
2.	DEP ANRAD Fee Transmittal Form	DEP NOI Fee Transmittal Form	(n/a)
3.	Bylaw Supplemental Information Sheet	Bylaw Supplemental Information Sheet	Bylaw Supplemental Information Sheet
4.	Bylaw Fee Schedule Calculation Worksheet	Bylaw Fee Schedule Calculation Worksheet	Bylaw Fee Schedule Calculation Worksheet
5.	Bylaw Plans Checklist for ANRAD	Bylaw Plans Checklist for NOI	Bylaw Plans Checklist for RDA
6.	Professionally Engineered Plans as per Plans Checklist	Professionally Engineered Plans as per Plans Checklist	As per Plans Checklist
7.	Certified Abutters List	Certified Abutters List	Certified Abutters List
8.	Copy of Check payable to DEP	Copy of Check payable to DEP	(n/a)
9.	BVW Data Forms	BVW Data Forms or <b>ORAD</b>	(n/a)
10.	Payment of Fees in full	Payment of Fees in full	Payment of Fees in full

<sup>1</sup> Call Conservation Office 781-826-6505 prior to submitting ANRAD to set up initial deposit to Guarantee Deposit Account.

**Application Packets for Non- Public Hearing Requests:**

	<b>Request for an Extension Permit<sup>2</sup>:</b> (1 set)	<b>Request for Revised Plans Review:</b> (1 set)	<b>Request for Certificate of Compliance (COC):</b> (1 set*)
1.	DEP <b>Request for Extension Permit</b> from DEP	Letter to Commission detailing revisions and reason(s) for necessity- be specific	DEP/Bylaw <b>Request for Certificate of Compliance</b> from website
2.	Bylaw Supplemental Information Sheet	Bylaw Supplemental Information Sheet	Bylaw Supplemental Information Sheet
3.	Bylaw Fee Schedule and Calculation Worksheet	Bylaw Fee Schedule and Calculation Worksheet	Bylaw Fee Schedule & Calc. Worksheet <b>if</b> OOC was issued prior to October 3, 1993
4.	Payment of Bylaw Fees in full	Payment of Bylaw Fees in full	Payment of Bylaw Fees in full
5.	<u>Existing Cond's Plan</u> (*2 sets) Show original and <b>revised</b> wetland line if wetland delineation was conducted <b>more than 3 years</b> prior to the Extension Request date.	<u>Revised Plan</u> (*2 sets) Show original and <b>revised</b> dates and <b>clearly mark changes on plan</b> with description & notation of <u>each</u> revised item.	As-Built Plans (*2 sets) Detail and explain with notation(s) any work or conditions that changed from the <b>original permit and/or approved plan.</b>
6.	Letter from Professional Wetland Specialist regarding verification of wetland line.	Letter from Professional Engineer or Applicant's Representative detailing all revisions.	Letter from Professional Engineer or Applicant's Representative stating completeness of project
7.			Photos of pertinent work areas- minimum of four (4) photos

Forms are available on the Town of Hanover Website <http://www.hanover-ma.gov/node/2031/files> and as Handouts in the Conservation Commission Office, 2<sup>nd</sup> Floor Hanover Town Hall, 550 Hanover Street, Suite 11, Hanover, MA

DEP website for forms: [www.mass.gov/eea/agencies/massdep/water/watersheds/wetlands-protection.html#10](http://www.mass.gov/eea/agencies/massdep/water/watersheds/wetlands-protection.html#10)

<sup>2</sup> **Expired permits can not be extended**- there are no exceptions. Call Conservation Office 781-826-6505 for further details.