

STEPS FOR FILING APPLICATIONS WITH THE CONSERVATION COMMISSION

1. To file an application:
 - a. 2 Copies of Application and 3 Copies of Plans to Seekonk Conservation Commission ó 100 Peck Street, Seekonk, MA 02771
 - b. 1 Copy of Application and Plans to DEP - 20 Riverside Drive, Lakeville, MA 02347
 - c. Mail check to DEP at their lock box number along with a copy of the transmittal form.
 - d. Submit check payable to the Town of Seekonk for local filing fees.
2. Send notification of public hearing (certified mail) to abutters within 300' of the property.
3. The applicant is responsible for placement and payment of the advertisement. The conservation office shall provide the ad. Ad must appear in a local circulating newspaper 5 days prior to the meeting.
4. Bring green return receipt cards and tear sheet (from the newspaper) to the meeting and give to secretary or agent. The meeting cannot be opened if the advertisement appeared less than 5 days prior to the meeting.
5. The Conservation Commission will issue the appropriate permits within 21 days of close of the Public Hearing.
6. When the work has been completed, the applicant, **in writing, will request a Certificate of Compliance** from the Conservation Commission or as conditioned in the Orders. There is a \$35.00 fee.
7. If work cannot be completed in 3 years from the issuance of the Orders of Conditions, an **Extension** shall be required in writing to complete the work. Extensions are only given once for a 1-year period and the fee is \$50.00.