

ABUTTER NOTIFICATION PROCEDURE

Under Massachusetts General Laws, Chapter 131, Section 40 and Regulations 310 CMR §10.05 (4)(a), project proponents who file a Notice of Intent are required to notify certain abutters of their proposed plans and also the date and time of the public hearing to be held before the Conservation Commission, mailing the notification at least **7 (seven) days** prior to the public hearing. To comply with this regulation, please do the following and **remember to plan ahead**.

Visit the Conservation Office (or email) and put your **request in writing** to have the information printed from the Intrepid GIS System. Decide if you would like just a listing of the abutters or printed labels. For printed labels the cost is \$5.00 for the 1st page and \$1.00 for each additional printed label page. If you would like just a listing, it is \$.20 per page. The Conservation Office will contact you (via email or phone call) as soon as the listing/labels are ready and the cost has been calculated. If you would like the information to be mailed, you will be responsible for the postage. Please make sure that you leave a contact number and an email address on your request form that is attached (**Abutter Information Request For the Hingham Conservation Department**).

Abutter Requests can take up to **ten** working days to complete due to the workload and priorities of the day for the Conservation Office. A check made payable to the Town of Hingham, or the **correct** change will be needed for the abutter labels/listing.

Or you can visit the Assessors Department and use their maps to determine your parcel number and all parcels within **100 feet**:

1. Each one which shares a property line, or is within 100 feet of your property line,
2. Each one across a street or a stream or other waterway or water body. If the 100 ft. measurement extends into another town, those abutters must also be notified.

Using the map and parcel, gather name and address information of each abutter from the assessors current record of owners and make a list showing:

Map Number	Parcel Number	(Owner's) Name	Mailing Address.
------------	---------------	----------------	------------------

- Prepare the **Notification to Abutters under the Massachusetts Wetlands Protection Act Form** (attached) by filling in all the information required. Make copies, as it will be needed to mail to abutters when the hearing date is set.
- Include both the completed form of the **Notification to Abutters under the Massachusetts Wetlands Protection Act** and a signed **Affidavit of Service** with your filing.
- Include the printed Abutters Listing provided by the Conservation Office in your filing.

When your Notice of Intent IS ASCERTAINED AS COMPLETE BY THE CONSERVATION OFFICE YOU WILL BE GIVEN A HEARING DATE. Fill in the hearing date on the **Massachusetts Wetlands Protection Act form** on your copies, and immediately mail one Abutter Notification Form to each property owner on the Abutters List.

The applicant/representative may notify abutters in one of the following ways:

- Hand Delivery
- Certified Mail-Return Receipt Requested (Green Cards)
- Certificates of Mailing

Mailing of the abutter notification must be done at least **7 (seven) days prior to the public hearing**. The applicant shall present either the certified mail receipts and green cards or the certificate of mailing receipts for all abutters at the beginning of the public hearing. If notification has not been made, or if the notification is not timely, the hearing will be continued until such time as such notification complies with the law.

After your filing is determined to be complete, the Conservation Office will create and place the required published legal notice in the **Patriot Ledger at least 5 (five) days before the hearing date**. The applicant or representative **will be billed directly** for the public legal notice. The final agenda for the meeting will be posted 48 hours in advance of the meeting date at Town Hall. To see the agenda, go to <http://www.hingham-ma.gov/> and select the events calendar.

Email of Conservation Office Secretary – dfreitasl@hingham-ma.com

Hingham Conservation - **9/30/08 edits**

The Conservation Office is not responsible if any updates/revisions/changes to Regulations 310 CMR 10.05 (4)(a) and Massachusetts General Laws, Chapter 131, Section 40 are not noted on this handout.

9/30/08 email address -Conservation Secretary

9/25/06 revised – abutter notification can now be made via certificate of mailing, rather than certified mail, return receipt requested

Abutter Information Request For the Hingham Conservation Department

One property address request per sheet please.

Note: If proposed work is taking place on more than one parcel, abutters within 100' of each parcel must be notified.

Please check off what you would like to order:

Labels of abutters - \$5.00 for the 1st sheet of **labels**/ \$1.00 each additional sheet

Listing of abutters - \$.20 per page

Abutters List Locus Map (black and white only) - \$.20 per page

Please print:

Date of request:
Who to contact when request is done:
Name:
Address:
Telephone Number:
Email address:
Information will be picked up. Please mail. (Requestor will be responsible for mailing costs)
Payment is required before the mailing takes place. A check made out to The Town of Hingham, or exact change is needed.

**Abutter Information is needed for the following address:
(House number & street address—along with map number & parcel/lot number).
Please do not indicate builders lot numbers.**

--

Thank you.

Please call 781 741 1445 if you have questions.

Email address: defreitasl@hingham-ma.com

The Conservation Office is not responsible if there is an increase in any of the charges noted on this sheet.

To be filled out by the Conservation Office

Cost _____
Contacted on _____
Paid _____
Time _____

Hingham Conservation - 9/30/08 edits

The Conservation Office is not responsible if any updates/revisions/changes to Regulations 310 CMR 10.05 (4)(a) and Massachusetts General Laws, Chapter 131, Section 40 are not noted on this handout.

9/30/08 email address -Conservation Secretary

9/25/06 revised – abutter notification can now be made via certificate of mailing, rather than certified mail, return receipt requested

AFFIDAVIT OF SERVICE

Under the Massachusetts Wetlands Protection Act

I, _____, hereby certify under the pains and penalties of perjury that on _____ I gave notification to abutters in compliance with the second paragraph of Massachusetts General Laws Chapter 131, Section 40, in connection with the following matter:

A Notice of Intent filed under the
Massachusetts Wetlands Protection Act
by _____
with the Hingham Conservation Commission
on _____ (date)

For the property located at _____.

The form of the notification, and a list of the abutters to whom it was given and their addresses are attached to this Affidavit of Service.

Name

Date

Hingham Conservation - 9/30/08 edits

The Conservation Office is not responsible if any updates/revisions/changes to Regulations 310 CMR 10.05 (4)(a) and Massachusetts General Laws, Chapter 131, Section 40 are not noted on this handout.

9/30/08 email address -Conservation Secretary

9/25/06 revised – abutter notification can now be made via certificate of mailing, rather than certified mail, return receipt requested

NOTIFICATION TO ABUTTERS UNDER THE MASS. WETLANDS PROTECTION ACT

In accordance with the second paragraph of the Massachusetts General Laws Chapter 131, Section 40, you are hereby notified of the following:

A. The name of the applicant is _____.

B. The applicant has filed a Notice of Intent with the Conservation Commission for the **Town of Hingham** seeking permission to remove, fill, dredge or alter an Area Subject to Protection Under the Wetlands Protection Act (General Laws Chapter 131, Section 40) and the Town of Hingham Wetlands Protection Bylaw.

C. The address of the lot where the activity is proposed is _____.

D. Copies of the Notice of Intent may be examined at the Town of Hingham Conservation Commission, (781-741-1445) - Hingham Town Offices, 210 Central Street between the hours of:
8:30 AM - 4:30 PM - Monday, Wednesday, Thursday
8:30 AM - 7:00 PM - Tuesday
8:30 AM - 1:00 PM - Friday.

E. Copies of the Notice of Intent may be obtained from either (check one)
_____ the applicant _____ or the applicant's representative
by calling this telephone number _____ between the hours of
_____ on the following days of the week _____.

Please note: Copies requested from the Conservation Office need at least 10 days to produce and there is a charge for the in-house copying. Please be advised that some copying requested via the Conservation Office may need to be sent out to a copy service and pick up and delivery charges will be passed onto the requestor, along with the actual cost of copying – (i.e. Engineering Plans).

F. Information regarding the date, time and place of the public hearing may be obtained from:
_____ by calling this telephone number _____ between the hours of
_____.

NOTE: Notice of the public hearing, including its date, time, and place will be published at least five (5) days in advance in the **PATRIOT LEDGER in a public legal notice. (Applicant is responsible for cost of the public legal notice.)**

NOTE: Notice of the public hearing, including its date, time, and place will be posted in Town Hall not less than forty-eight (48) hours in advance. To see the agenda, go to <http://www.hingham-ma.gov/> and select the events calendar.

NOTE: You may also contact your local Conservation Commission or the nearest Department of Environmental Protection Regional Office for more information about this application or the Wetlands Protection Act.

**Effective 5/1/06, administrative jurisdiction over Hingham has been transferred to Southeast Region: (SERO)
20 Riverside Drive, Lakeville, MA 02347 – Telephone 508 946 2700.**

To contact other DEP offices:

Northeast Region: 978 694 3200 Western Region: 413 784 1100 Central Region: 508 792 7650

Hingham Conservation - 9/30/08 edits

The Conservation Office is not responsible if any updates/revisions/changes to Regulations 310 CMR 10.05 (4)(a) and Massachusetts General Laws, Chapter 131, Section 40 are not noted on this handout.

9/30/08 email address -Conservation Secretary

9/25/06 revised – abutter notification can now be made via certificate of mailing, rather than certified mail, return receipt requested