



Town of Ashland

MASSACHUSETTS

Conservation Commission

NOTIFICATION TO ABUTTERS: Instructions

Directions for the Applicant:

A. Timeline and Description:

- i. The applicant must notify abutters within **seven business days** prior to the hearing. The notice must include Applicant information (name), project address, brief project description, where the permit application can be found, and information on the public hearing date and time, if known. The enclosed abutter notification forms can be used. This is in accordance with the Wetlands Protection Regulations (310 CMR 10.05 (4)(a)), and the local bylaw (Wetlands Protection Bylaw, Chapter 280 Section 9).

B. Certified List:

- i. The Applicant shall obtain a Certified List of Abutters from the Assessor's office. Note that **the Assessor's office has ten days** to provide a certified list, plan accordingly. A copy of the certified list shall be submitted with the permit application, or on the night of the public hearing.

C. Abutters:

- i. Under the Wetlands Protection Act, abutters are one of the following:
 - Within 100 feet of a property line or;
 - Within 100 feet of the project site for work only within Land Under Water Bodies or Waterways, or on lots greater than 50 Acres or;
 - Landowners with lots within 1,000 feet of a linear- shaped project (typically utility projects).

D. Notification:

- i. Abutter notification must be submitted by hand delivery or by certified mailings (return, receipt requested). Signatures or mail receipts shall be submitted to the Conservation Commission at the night of the hearing, along with an affidavit of service stating that abutters were notified as pursuant by the Wetlands Protection Bylaw and the Wetlands Protection Act. Template abutter forms and an affidavit of service are enclosed within this document.

E. Final Step

- i. At the Conservation Commission meeting, the applicant must hand in the certified abutter list (if it was not included in the application), proof of delivery (signatures, and/or mail receipts), and the affidavit of services to the Conservation Agent for the file.



Town of Ashland M A S S A C H U S E T T S

Conservation Commission

NOTIFICATION TO ABUTTERS- Letter

A/An _____
has been filed with the **Ashland Conservation Commission** pursuant to the *Wetlands Protection Act* (M.G.L. c. 131 §40), *Wetlands Protection Act Regulations 310 C.M.R. 10.05 (4)(a)* and the *Wetlands Protection Bylaw Chapter 280 Section 9*.

The applicant is _____.

The proposed project is located at _____ in Ashland, Massachusetts. The proposed project is:

The filing may be examined at the Ashland Town Hall, at 101 Main Street, by appointment during business hours on the weekdays. Town Hall business hours are:

Monday 8:00 a.m.- 3:30 p.m.,

Tuesday 8:00 a.m.- 3:30 p.m.,

Wednesday 8:00 a.m.-7:00 p.m., and

Thursday 8:00 a.m.-3:30 p.m.

Note that Town Hall is closed for most federal and state holidays. For more information, or to schedule a time to review the filing, please call 508-532-7924, and ask for the Conservation Agent.

The public hearing information is scheduled for Monday, _____, at 7:15 p.m. (Note that all hearings are posted for 7:15. Hearings are taken in order of the posted agenda.). The hearing will be held at 101 Main Street, Ashland, MA. 01721, in the _____ Room.

Otherwise, further information of the public hearing can be obtained from the Ashland Conservation Commission.



Town of Ashland

M A S S A C H U S E T T S

NOTIFICATION TO ABUTTERS Hand Delivery Template

Instructions to the Applicant:

Abutters must be notified within seven business days before the public hearing.

The last day to notify abutters is _____ (date) for your hearing on _____.

The undersigned attest that they have received the Notification to Abutters as required by the Massachusetts Wetlands Protection Act and the Ashland Wetlands Protection Bylaw for the property located at _____ (address).

Signature	Printed Name	Street Address	Date



Town of Ashland

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Affidavit of Service

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, and 310 CMR 10.00, and Chapter 280 of the Ashland Town Code in connection with a _____ permit application, filed under the Wetlands Protection Act, and the Ashland Wetlands Protection Bylaw by the applicant, _____.

_____ . Said permit application was filed with the Ashland Conservation Commission on _____ for property located at _____, in Ashland, Massachusetts.

Name

DATE

Signature

DATE