



# TOWN OF LAKEVILLE

*Town Office Building  
346 Bedford Street  
Lakeville, MA02347*

## CONSERVATION COMMISSION

TELEPHONE (508) 946-8823

FAX (508) 946-0112

December 8, 2015

*(Revised June 17, 2015)*

To Whom It May Concern:

The following are requirements for submittals to the Lakeville Conservation Commission.

1. All filings, including the plan of record, must be **submitted by noon on the day of the deadline** and must be accompanied by the appropriate fees and checklist. Additional information for continued hearings must be supplied to the Commission at least seven days prior to the hearing date. The 2015 meeting schedule and submittal deadlines are enclosed. All submittals may be left with the Town Clerk if the Conservation Commission office is not open.
2. **Notice of Intent and Abbreviated Notice of Resource Area Delineation (NOI and ANRAD):** The Commission requires 10 copies of the filing, 4 copies of full-sized plans and 10 copies of 11"x17" plans. Applicants may submit only 2 copies of all stormwater/drainage reports and any additional documentation IF the information has also been submitted via PDF email. The Commission requires all information, including plans, also be submitted electronically to [cweston@lakevillema.org](mailto:cweston@lakevillema.org).

All NOI and ANRAD plans must be stamped by a Registered Professional Engineer and/or Professional Land Surveyor. A locus that clearly identifies the location of the property must be on the plans. The 100' buffer zone, the 50' buffer zone, the 25' buffer zone and all water and septic lines must be clearly defined and the legend must be correct. The plans must show topography, percentage of impervious coverage, direction of hydrology flow and annual mean water. All plans and filings must be submitted to the Commission in conjunction with submittal to the Department of Environmental Protection.

3. All NOI and ANRAD filings require abutter notification. A certified abutters list must be obtained from the Board of Assessor's Office and submitted to the Commission. The notification may be done via certified mail or with a certificate of mailing.
4. For any property that abuts Long Pond, Assawompsett Pond, Elders Pond or their tributaries a complete copy of the Notice of Intent filing must be sent to:

Taunton Water Department  
91 Precinct Street  
Lakeville, MA 02347

New Bedford Water Department  
1 Negus Way  
East Freetown, MA 02717

5. **Request for Determination of Applicability (RDA):** The Commission requires ten copies of the filing and plans. 11" x 17" plans are acceptable. The Commission requires all information, including plans, also be submitted electronically to [cweston@lakevillema.org](mailto:cweston@lakevillema.org).

6. All areas depicted on all plans at the time of submission, including wells and proposed dwellings, must be flagged and/or staked out in the field for review by the Commission. A signed Site Access Consent Form must be included with the original submittal.
7. It is the responsibility of the applicant to contact the Conservation Commission office (508-946-8823) for posting deadlines and verification of the time and date of the hearing.
8. Newspaper notices for ALL filings will be published in the New Bedford Standard Times and will be submitted by the Commission. The applicant is responsible for payment.
9. If an applicant wishes to withdraw a filing the request must be made in writing. Any requests for a continuance must be made, in writing, at least 48 hours in advance. The Commission may issue a denial if this requirement is not met.
10. **Please refer to the attached fee schedule for all submittals, effective August 10, 2009.**
11. Listed below are the 2016 meeting dates for the Lakeville Conservation Commission. The first date is the primary meeting date and the *second date is listed if the need arises*. Meeting time is 7:00 p.m.

<b>Meeting Dates</b>	<b>Submittal Deadline – 12:00 p.m.</b>
January 12, 26	December 30, January 13
February 9, 23	January 27, February 10
March 8, 22	February 24, March 9
April 12, 26	March 30, April 13
May 10, 24	April 27, May 11
June 14, 28	June 1, June 15
July 12, 26	June 29, July 13
August 9, 23	July 27, August 10
September 13, 27	August 31, September 14
October 11, 25	September 28, October 12
November 8, 22	October 26, November 9
December 13, 27	November 30, December 14

12. Please note that the first meeting of every month will be held in the large meeting room at the Lakeville Public Library, 4 Precinct Street. The second meeting will be held in the conference room at the Town Office Building, 346 Bedford Street.

If there are any questions or concerns please do not hesitate to contact Christine Weston at the office at 508-946-8823 or Nancy Yeatts, Conservation Agent at 508-498-4347.

**Lakeville  
Conservation Commission  
Administrative Fees**

General Fee Schedule

Administrative fees shall be calculated by the Lakeville Conservation Commission in accordance with the attached schedule.

Administrative fees are payable at the time of application submission and are non-refundable.

Payment must be in the form of a check or money order and must be made out to the Town of Lakeville. The check must be separate from the payment made as a requirement of the filing fees dictated by the Wetlands Protection Act.

The Town of Lakeville and all properties owned by a government or non-profit organizations are exempt from all local administrative fees.

The local administrative fees are in addition to the fee regulations pursuant to MGL Chapter 131, Section 40 of the Massachusetts Wetlands Protection Act.

See Attached Table

**Lakeville  
Conservation Commission  
Administrative Fee Schedule**

Request for Determination of Applicability – includes initial site visit and siltation inspection	\$75.00
Notice of Intent, Residential – includes initial site visit and siltation inspection	\$75.00
Notice of Intent, Commercial – includes initial site visit and siltation inspection	\$100.00
Abbreviated Notice of Resource Area Delineation	\$1.00/linear foot – minimum charge/ \$100.00, maximum charge /\$1000.00
Certificate of Compliance < 2 acres <i>(Required: 2 hard copies of As-built plan and submitted electronically)</i>	\$25.00
Certificate of Compliance > 2 acres <i>(Required: 2 hard copies of As-built plan and submitted electronically)</i>	\$50.00
Certificate of Compliance > 5 acres <i>(Required: 2 hard copies of As-built plan and submitted electronically)</i>	\$100.00
Certificate of Compliance, Commercial <i>(Required: 2 hard copies of As-built plan and submitted electronically)</i>	\$100.00
Amended Order of Conditions, Residential	\$25.00
Amended Order of Conditions, Commercial/Subdivision	\$200.00
Extension to Order of Conditions	\$50.00
Site Inspection	\$25.00 flat fee/first hour + \$25.00 each additional hour
Continuation – Applicant’s Request	\$25.00 without 48 hour notice
Duplicate Order of Conditions	\$25.00
Simplified Review	\$50.00

## Notice of Intent Submittal Checklist

	<b>10 copies of filing</b>
	<b>4 full sized plans stamped by a Registered Professional Engineer and/or a Professional Land Surveyor</b>
	<b>7 copies of 11" x 17" plans</b>
	<b>2 copies of Stormwater/Drainage Reports*</b>
	<b>Electronic Submittal receipt</b>
	<b>Proof of Abutter Notification (Certified Mail/Certificate of Mailing)</b>
	<b>Certified Abutters list</b>
	<b>Proof of mailing to City of Taunton and City of New Bedford Water Departments*</b>
	<b>Proof of Mailing to Natural Heritage (NHESP)*</b>
	<b>Site Access Consent Form</b>
	<b>Administrative Filing Fees</b>
	<b>WPA Transmittal Form and Fees</b>
	<b>Proof of mailing or hand delivery to DEP</b>

**\*if necessary**



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**CONSERVATION COMMISSION**  
TELEPHONE (508) 946-8823  
FAX (508) 946-0112

**Site Access  
Consent Form**

The Lakeville Conservation Commission requires specific and adequate information to make an informed decision on this filing. We are therefore requesting permission to access the site listed below. The Conservation Agent and/or Conservation Commissioners will give 24 hour notice to the applicant prior to any site visit by telephone and/or email. This will be considered sufficient notice. Lack of permission to visit the site may result in a denial.

Contact Information:

Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_