

Town of Berkley Massachusetts Conservation Commission

Notice of Intent Filing procedure.

1. Applicant MUST contact the Conservation Commission to receive a hearing date.

****** After you receive a hearing date:**

2. Applicant must properly fill out 2 copies of a NOI, along with 2 copies of any plans signed and dated by Engineer, along with the proper filing fee.

(Individual Notice of Intent filing is required for all lots.)

*****All plans MUST be signed and dated by the Engineer that drew them. *****

Changes to existing plans will not be accepted.

Form T MUST be filled out & signed properly (with the tax collector)-This is provided in packet.

**3. Applicant must get a Certified Abutters List from the Assessor's office.
(Requires 10 working days)**

4. All abutters must be notified by Certified mail or Certificate of mailing, on the form supplied by Conservation Commission. Abutters MUST be notified at least 7 days prior to the hearing date.

5. Hearing date MUST be posted in the Taunton Daily Gazette.

(The requirement in the Act & Regulations: the legal notice must be published at least 5 business days prior to the hearing which does NOT include Saturday or Sundays. If the newspaper fails to publish the legal notice 5 business days before the public hearing, the hearing cannot legally be opened, and a new notice must be published.)

****** Please be aware, if your NOI paperwork is NOT complete or you do not have all required documents the night of the hearing, in some cases the hearing will NOT be opened OR it will be opened but continued to be voted on once all documents are received****
This is the responsibility of the APPLICANT ******

6. The secretary will file the Town clerk's posting in the Clerk's office at least 48 hours prior to the hearing date.

Night of the Hearing applicant MUST HAVE ALL of the following:

1. [] Tear sheet from Taunton Daily Gazette.
2. [] Certified abutter's list & green cards from certified mailing or certificate of mailing.
3. [] Secretary will bring- Clerks posting Notice from Town of Berkley Clerk's office/ Town of Berkley website.

**TOWN OF BERKLEY
MASSACHUSETTS
CONSERVATION COMMISSION**

NOTIFICATION TO ABUTTERS

A public hearing will be held by the Berkley Conservation Commission on

Wednesday, _____ at **7:00 P.M.** at the

1 North Main Street, Berkley, MA. relative to the

filing of a Notice of Intent under the Wetlands Protection Act, MGLC. 131§.40

Filed by _____

for _____

For the proposed _____

Within the 100 foot [] 200 foot [] buffer zone of a bordering vegetated wetlands.

The Site is _____

Assessor's Map _____ Lot _____

Copies of the Notice of Intent may be obtained from either:

a. [] the applicant: _____

b. [] the applicant's representative: _____

**TOWN OF BERKLEY
MASSACHUSETTS
CONSERVATION COMMISSION**
**** Clerk posting ****

A public hearing will be held by the Berkley Conservation Commission

On Wednesday, _____ at **7:00 P.M.**
at, 1 North Main Street, Berkley, MA
relative to the filing of a Notice of Intent under the
Wetlands Protection Act, MGL C. 131 §.40

Filed by _____

for _____

For the proposed _____

Within the 100 foot [] 200 foot [] buffer zone
of a bordering vegetated wetland.

The Site is _____

Assessor's Map _____ Lot _____

Copies of the Notice of Intent may be obtained from either:

a. [] the applicant: _____

b. [] the applicant's representative: _____

**RETURN THIS SHEET along with the complete packet to the Conservation
Commission office at least 1 week prior to hearing date.**

SITE LOCATION:

Address: _____ Map _____ Lot _____

**TOWN OF BERKLEY
MASSACHUSETTS
CONSERVATION COMMISSION**

1 North Main Street
Berkley, Massachusetts 02779

Gateway House Media - Legal ads must be Posted in the Taunton Daily Gazette
Legal Ad
Phone: 781-433-7959 Fax: 781-433-7951.
Email: legals@wickedlocal.com

Please publish the notice below on or before [_____]

Name _____

Address _____

Phone _____

Thank you for your attention to this matter.

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1 North Main Street, Berkley, MA
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a. [☐] the applicant: _____

b. [☐] the applicant's representative: _____

AFFIDAVIT OF SERVICE
Under the Massachusetts Wetlands Protection Act

(To be submitted to the Massachusetts Department of
Environmental Protection and the Conservation Commission
when filing a Notice of Intent)

I, _____, hereby certify
under the pains and penalties that on _____ I gave notification
to abutters in compliance with the second paragraph of Massachusetts General Laws
Chapter 131, Section 40, and the DEP Guide to Abutter Notification dated April 8, 1994,
in connection with the following matter:

A Notice of Intent filed under the Massachusetts wetlands Protection Act by

with the Berkley Conservation Commission on _____

for property located at _____

Assessors Map_____ **Lot**_____

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: _____



TAX INFORMATION CONSERVATION COMMISSION

Applicant should complete items 1 thru 6. Please print.
This form must be signed by the Tax Collector.

(1) Address of Property

(2) Assessor's Map # & Lot#
* please let the tax collector fill
(#2) out in red ink *

(3) Name of Applicant

(4) Address of Applicant

(5) Name of owner of property, if same as applicant, write SAME

(6) Address of property owner, if same as applicant, write SAME

I certify that the applicant listed above has NO outstanding taxes due to the Town of Berkley for ANY property owned or jointly owned by the applicant. I also certify that the owner (if different) of the property listed has NO outstanding taxes due to the Town of Berkley.

Tax Collector, Town of Berkley

Date