



TOWN OF BOXFORD

Office of the Conservation Commission

APPLICATION INSTRUCTIONS FOR REQUEST FOR DETERMINATION OF APPLICABILITY

1. Obtain and *fill out the Form 1 application*. Form 1 is available on the ConsCom “Applications, Forms, Information” web page, or from:
<http://www.mass.gov/dep/water/approvals/wwforms.htm>.
2. Obtain a *certified list of abutters* from the Assessor’s Office, tel. 978-887-6000, ext. 504, or on line at: <https://www.town.boxford.ma.us/assessors/webforms/request-certified-abutters-list>. Be sure to tell the Assessor’s Office that your certified abutters list needs to include all abutters within 250’ of the property, as well as all abutters with frontage on a pond if the property is located on a pond.
3. You must include a *plan* of the proposal with your application. For complete plan requirements see the Town Code, Ch. 375-5. The plan should be to scale and include all the information the Commission needs to understand the project, including the location of wetland areas and site improvements, limit of work, construction access, erosion control, topography, property boundaries, existing tree line and significant landscaping features. The Commission may require additional information to be shown on the plan.
4. As separate digital documents, submit the Form 1, the plan, and the certified list of abutters to rpovenmire@town.boxford.ma.us. By U.S.P.S. mail send Form 1, the plan, the certified list of abutters, and a check for the Boxford Bylaw filing fee of \$350 made to the Town of Boxford.
5. *You will be placed on an agenda for a public meeting* before the Boxford ConsCom. You will receive a copy of a legal notice prepared by Boxford ConsCom staff. ConsCom staff will arrange for publication of the legal notice in a local newspaper. The cost of this legal notice is included with the filing fee.
6. *Make copies of the legal notice provided to you by the Conservation Office, and distribute* the notice to each of the addressees on the Certified List of Abutters via certificates of mailing. Scan the white certificates of mailing and send them as an attachment to an email to rpovenmire@town.boxford.ma.us.
7. *Mail a copy of the Form 1 and the plan to DEP NERO* at 205-B Lowell Road, Wilmington, MA 01887 via certificates of mailing or certified mail with return receipt requested. Scan proof of mailing and send it as an attachment to rpovenmire@town.boxford.ma.us.

8. Attend the meeting via Zoom videoconference. The Zoom connection information will be posted on the Town website, see the Calendar on the Town of Boxford Homepage:
<https://www.town.boxford.ma.us/>