



## TOWN OF DEERFIELD

Conservation Commission  
8 Conway Street  
South Deerfield MA 01373  
Voice: 413.665.1400  
Facsimile: 413.665.1411  
Website: [www.deerfieldma.us](http://www.deerfieldma.us)

### NOTICE TO APPLICANTS

The Deerfield Conservation Commission meets on the *4<sup>th</sup> Thursday of each month*, unless otherwise noted.<sup>1</sup> Applicants that wish to appear must comply with steps listed below:

- All Applications must be submitted to the staff in the Selectboard Office no later than **(10) days prior to a meeting** in order to be scheduled for a hearing.
- Applicant must send a copy to MA Department of Environmental Protection, 436 Dwight Street, Springfield, MA 01103.
- The Town of Deerfield has an application fee of \$25.00 for Request to Determination of Applicability. MA DEP regulations determine fees for other applications. Further information may be found at <http://www.mass.gov/dep/water/approvals/wwforms.htm#wetlands>.
- Please type or print all applications and keep a copy.
- Legal advertisements will be generated by office staff and emailed directly to The Recorder. The applicant will be notified that the notice has been conveyed via email or telephone. Notices are available for pickup during regular office hours as well.
- Applicants pay publication costs directly to the Recorder.** Please contact Suzanne Hunter in the legal ad department to arrange payment:
  - Telephone: 413-772-0261 ext. 228
  - Email: [legalads@recorder.com](mailto:legalads@recorder.com)
  - Fax: 413-774-5511
- A minimum of two (2) days notice to publish and pay for an advertisement is required. **The Town of Deerfield is not responsible if an advertisement is not published in time to hold the hearing.**
- If abutter notification is required for applications, the Town will complete this at the applicant's expense at a cost of the mailing (Certified with Return Receipt) plus \$2.00 processing per piece. Abutter information is compiled based on the official property record information of the Deerfield Board of Assessors.
- Once the Conservation Commission has received confirmation that the advertisement will run according to schedule, the applicant will be contacted to schedule any site inspections.
- Decisions made by the Conservation Commission and completed documents will be conveyed to Applicant in as timely a manner as possible, usually within two (2) to seven (7) days.

We appreciate your cooperation. Please feel free to contact the staff in the Building Inspector's Office at 413-665-1400 ext. 108 with any questions.

<sup>1</sup> Changes to meeting dates typically occur in November and December depending on the holidays.

For Office Use Only:

This application reviewed by \_\_\_\_\_.