



TOWN OF CHESHIRE

191 Church Street | Cheshire, Massachusetts 01225
PHONE (413) 743-1690 | EMAIL CONCOM@CHESHIRE-MA.GOV
WWW.CHESTER-MA.GOV

CONSERVATION COMMISSION

MINIMUM SUBMISSION REQUIREMENTS

FOR ALL CONSERVATION APPLICATIONS

In addition to the **minimum submittal requirements** indicated on any instructional pages, within the regulations of the Wetlands Protection Act, or by state and/or federal law, the Cheshire Conservation Commission requires the following to be submitted with all applications:

DEADLINES

For applications requiring legal notice: Any information needed in consideration of an application **requiring legal notice** that will appear before the Cheshire Conservation Commission must be received by the Commission at least **twelve (12) business days prior** to the next scheduled monthly meeting to be considered for the upcoming month's scheduled meeting.

Note: All requested changes to the applications must be in by 10:00AM one (1) week prior to the meeting. Substantial changes which may change the scope of the project beyond what was indicated in the legal notice will not be accepted without a new legal notice.

For other agenda items: Items that are not subject to legal notice should be submitted at least seven (7) business days prior to the meeting date.

SUBMITTAL REQUIREMENTS

1. Please note that for most applications, you must submit a copy to the Massachusetts Department of Environmental Protection (DEP). You may do this by either submitting your application using their online filing system, eDEP, or by mailing the application to the following address:

MassDEP Western Regional Office
Attn: Wetlands
436 Dwight Street
Springfield, MA 01103

2. **Hard Copies of Applications (in full color):**

One (1) original set with all documents, narratives, engineering/site plans (full-size), and related materials. This includes the original wet signature page.

One (1) additional copy of all documents listed above, along with an additional copy of the engineering/site plans. Full-size is preferred for the engineering/site plan copies but plans that are reduced scale and are marked as such are acceptable, as long as all components are clearly identifiable.

ALL PLANS MUST HAVE A COMPLETE LEGEND WITH APPROPRIATE LABELING.

Approved by the Conservation Commission

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3. Electronic Copies of Applications (in full color): Please send electronic copies via email with the following:
One (1) electronic copy in PDF format of engineering/site plans.
One (1) electronic copy in PDF format of application with all documents, narratives, and related materials.

PLASTIC WITH APPLICATIONS

It is a priority of the Cheshire Conservation Commission to conserve natural resources and to reduce the carbon footprint of applications. To achieve this, please do not submit any applications with plastic bindings, plastic covers, or accessories that are not essential to the application. Please do not submit digital copies of applications via CD, as our computers do not have the ability to read them.

Approved by the Conservation Commission on March 10, 2025,



Mary Summers – Chair

Raymond Killeen – Member

Brett Gelinas – Member

Approved by the Conservation Commission

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