SCITUATE CONSERVATION COMMISSION
POLICY ON RECEIPT OF INFORMATION:

1. All filings/applications must be complete and in the Commission office by noon two weeks prior to the requested meeting to facilitate the placement of the legal ad and to allow timely review by Town departments in advance of the hearing. Incomplete applications will not be scheduled for the requested date.

2. All documents, including plans must be 8-1/2" x 11" in size or folded to that dimension.

3. Hearing dates given by phone will be held for 24 hours only, after which they will be made available to the next applicant.

4. Request for additional information may be made by the members. Such requests will be communicated to the applicant or representative listed on the filing as promptly as possible.

5. Additional information submitted to fulfill the request(s) in #4 above must be received by the Town seven days in advance to allow review by department staff. Minor revisions (relocation of a driveway farther from a resource area, providing a planting list, etc.) must be in hand by the Monday noon (2 days) prior to the meeting. Major revisions (those resulting in additional impact to resource areas or requiring engineering review such as drainage systems or compensatory storage calculations) must be received by the Wednesday noon (7 days) prior to the meeting. The determination as to whether a revision is minor or major, will be made by the Commission or its representative. Revisions arriving after these deadlines may not receive a review, thereby resulting in a continuance to the next available meeting.

6. The additional information must be sent to the Conservation Commission, with copies to DEP - Southeast Regional Office in Lakeville.

We are committed to a thorough and timely review of each project and will make every effort to ensure that the hearing process is completed with due diligence. We seek the cooperation of applicants and their professional consultants in achieving our goal.

Dated: _____11/10/98_____

_____ Conservation Agent