



**CITY OF NEW BEDFORD**  
**JONATHAN F. MITCHELL, MAYOR**

### **Administrative Checklist**

**This Checklist is for your convenience in assembling your application. Be sure to refer to the specific instructions provided by DEP for each application to be sure of all of the requirements for an application.**

**In an effort to reduce paper and postage costs, we have revised the City of New Bedford Conservation Commission checklist. If you are unable to provide pdf files please contact us for assistance.**

**\*Application Fees: Please enclose the local filing fee worksheet and DEP filing fee worksheet (for NOI applications) along with check(s) or money order payable to the City of New Bedford at the time the applications are submitted.**

#### **A. Notice of Intent (NOI), Abbreviated Notice of Resource Area Delineation (ANRAD),**

- \*1. One original signed application form and one copy, 2 sets of full size plans and two sets any supporting documentation. pdf files of the application form, the plans, supporting documentation (such as drainage calculations) are to be emailed directly to [Sarah.Porter@newbedford-ma.gov](mailto:Sarah.Porter@newbedford-ma.gov).
- \*2. Proof of ownership (copy of deed). Signatures of owner, representatives and applicant are required on all application forms. If the applicant is not the owner, they must comply with the 11/28/2006 memo from the Solicitor's Office.
- \*3. A radius map and abutters list, prepared by the City of New Bedford Planning Dept. identifying the property owners who are to be notified per 310 CMR 10.00.
- \*4. The abutters List must then be verified by the City of New Bedford Assessor's Office per 310 CMR 10.00. Include the radius map and the certified abutters list in the application.
5. The cut off date for submission of an application is noontime the Thursday after a meeting (unless it's a 5 week month). The yearly calendar of Con Com meetings is on the web site.
6. The Legal ad will be placed in the Standard Times (by Con Com) and billed to the Representative provided they have a pre-existing account with the newspaper. The Standard Times will only bill those individuals and companies who have pre-existing accounts. Otherwise, you will have to pre-pay the legal ad at the Standard Times. Contact us several days before you submit your application to the Conservation Commission and we will provide you with the contact at the Standard Times. The ad will appear the Tuesday before the scheduled Hearing date.
7. The required Recording of the Order of Conditions at the Registry of Deeds can be done by this office. A check payable to Registry of Deeds is required.

8. Orders of Conditions and ANRADS are issued within 21 days of the close of the hearing.
9. Orders and ANRADS are valid for 3 years. You may apply for an extension, but this request must be submitted at least a month before the expiration date.

**B. Request for an Amended Order of Conditions (no DEP application form exists for this type of Filing)**

- \*1. A letter to the Conservation Commission explaining the nature of the changes along with two sets of plans and/or supporting documentation. pdf files of the letter, plans and any supporting documentation are to be emailed to [Sarah.Porter@newbedford-ma.gov](mailto:Sarah.Porter@newbedford-ma.gov).
- \*2. Submit the local filing fee and worksheet with the letter requesting an amendment.
- \*3. Submit your original radius map and abutters list to the Planning Dept for updating.
- \*4. Submit the updated abutters list to the Assessor's Office for certification. Include both the certified abutters list and the radius map in the Request to Amend.
- \*5. Provide current property ownership information and documentation in the Application (refer to A. \*5.above for property ownership requirements).
- \*6. Re-notify Abutters at the same time the Request for an Amendment is submitted to Con Com and DEP.
7. We will place the legal ad in the Standard Times. Refer to A. \*6. above for the legal ad requirements.

**C. Request for a Determination of Applicability (RDA)**

- \*1. One original application form and one copy, 2 sets of plans and supporting documentation. One pdf file of the application form, plans and supporting documentation such as drainage calculations emailed to: [Sarah.Porter@newbedford-ma.gov](mailto:Sarah.Porter@newbedford-ma.gov).
- \*2. Proof of ownership (copy of deed). Signatures of owner, representatives and applicant are required on all application forms. If the applicant is not the owner, they must comply with the 11/28/2006 memo from the Solicitor's Office.
3. Cut off date is noontime the Friday after meeting (unless it's a 5 week month). The Yearly Con Com Calendar is posted on the City web site
- \*4. If the owner is not the applicant, the owner must be sent a copy of the application on the same day it is filed with this office.
- \*5. It is required to notify the abutting property owners (see A. 3 and A. 4 above for procedure)
- . 6. The Legal ad will be placed in the Standard Times (by Con Com). Refer to A. \*6 above for the legal ad requirements.
7. The Determination of Applicability will be issued by certified mail within 21 days of the close of the Hearing date.
8. The Determination of Applicability is valid for 3 years. They can not be extended or renewed.

**Certificate of Compliance for an Order of Conditions**

- \*1. One original and one copy of application form, 2 sets of Stamped as-built plans.

- \*2. Pdf file of both the request and the as-built plans emailed to [Sarah.Porter@newbedford-ma.us](mailto:Sarah.Porter@newbedford-ma.us)
- \* 3. Submit the local fee and the filing fee worksheet.

**EXTENSION PERMITS for an Order of Conditions**

- \* 1. One original and one copy of the application form. Be sure to include the local filing fee & worksheet in your application packages.
- \* 2. A pdf of the application form emailed to [Sarah.Porter@ci.newbedford-ma.us](mailto:Sarah.Porter@ci.newbedford-ma.us)
- \* 3. Submit the local fee and the filing fee worksheet with your Request to Extend.

**\* Failure to provide information requested with an (\*) next to it, will constitute an incomplete application and will not be advertised for a Public Hearing**

**RESUBMISSIONS** if your Hearing was continued by the Conservation Commission, any new material submitted for your next scheduled Hearing must be received no later than 12:00 noon the Wednesday before the next Hearing.