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3. FILING PROCEDURES AND APPLICATION REQUIREMENTS

I. AN APPLICATION SHALL BE COMPLETE WHEN ALL OF THE INFORMATION BELOW HAS BEEN SUBMITTED TO THE SUTTON CONSERVATION COMMISSION:

1. (2) Copies of the Notice of Intent or Request for Determination or other permit application filed and all plans and supporting documents.
2. (2) Copies of the Filing Fee Calculation Worksheet and the Notice of Intent Fee Transmittal Form.
3. (2) Copies of the check made payable to the Commonwealth of Massachusetts (amount determined by #2 above).
4. A check and a copy of the check payable to the Town of Sutton as determined by # 2 above.
5. A check and a copy of the check payable to the Town of Sutton for any fees under the local bylaw section.
6. A check and a copy of the check payable to the Town of Sutton for the *Millbury/Sutton Chronicle* in the amount of \$35.00 for the cost of printing notice of a public hearing.

II. INFORMATION THAT IS CONTAINED IN THE FOLLOWING CHECKLISTS AND GUIDELINES REGULATIONS MAY BE REQUIRED IN ORDER TO PROPERLY QUALIFY ANY PROPOSED ACTIVITY OR WORK:

1. GUIDELINES FOR APPLICANTS
2. COMPREHENSIVE CHECKLIST FOR PUBLIC HEARING INFORMATION
3. RFDA / NOI FILING FACT SHEET

III. FOLLOWING THE PUBLIC HEARING, THE COMMISSION WILL VOTE TO ISSUE AN ORDER OF CONDITIONS OR NOT. AN AFFIRMATIVE, MAJORITY VOTE WILL PERMIT AND REGULATE ANY/ALL JURISDICTIONAL ACTIVITIES AND/OR ANY/ALL WORK ACTIVITIES. ATTACHED TO THE ORDER OF CONDITIONS WILL BE THE STANDARD SPECIAL CONDITIONS FORM FOR PRE-, DURING AND POST-CONSTRUCTION PROCEDURES. THE COMMISSION MAY RULE TO INCLUDE IN ITS APPROVAL OF THE ORDER INSTRUCTIONS OTHER THAN THOSE IN THE SPECIAL CONDITIONS REGULATION.

IV. ONCE ALL WORK IS COMPLETE, THE COMMISSION MUST BE NOTIFIED TO INSPECT THE SITE. THE APPLICANT'S PROFESSIONAL ENGINEER (P.E.) MUST SUBMIT A WET-STAMPED 'AS-BUILT' PLAN AND IF ALL ACTIVITY AND/OR WORK HAS BEEN PERFORMED ACCORDING TO THE PLAN APPROVED BY THE COMMISSION, A CERTIFICATE OF COMPLIANCE WILL BE ISSUED.

NOTE: All submission forms shall be those as are used by the Mass DEP. If you have any questions, please consult with your professional engineer and/or wetlands scientist or call the Conservation Commission Office.