

Instructions for filing an application for the Conservation Commission

1. Fill out application form
2. Use the name of the home owner
3. Have the home owner sign the application form
4. Get a letter of authorization from the home owner for you to represent
5. Prepare white business envelopes with stamps with the name of each abutting property owner and submit with the application
6. Prepare 4 copies of a detailed site plan with the wetlands marked with footages from the activity to the wetlands
7. Fee: check made out to the Town of Weston:
 - i. Activity over 1000 square feet of disturbed soil \$180.
 - ii. Activity under 1000 square feet of disturbed soil \$105.

Bring in all this information to Joan Lewis, Administrative Assistant to the Conservation Commission at Town Hall, one week or more, prior to the meeting date. The agenda is sent out at noon on Wednesday before the Tuesday meeting.

The Commission meets the first Tuesday of every month at 7:30 p.m. in the Meeting Room at Town Hall. The meeting dates for 2006 are, 1/3, 2/7, 3/7, 4/4, 5/2, 6/6, 7/5 8/1, 9/5, 10/3, 11/7, 12/5

You will be notified by mail with an agenda of the meeting.

Each application takes two or more meetings depending upon the activity. If the application is complete, it will be received at the first meeting. The Commission will take a site walk which will occur on a Saturday morning between 8 a.m. and 10:30 a.m., date of which will be announced at the meeting. At the second meeting, hopefully the application will be approved.

If this is for an Administrative Approval please just do Nos. 1-7, bring to Joan Lewis on a Monday. A legal notice will be sent to the Weston Forum early Tuesday morning for publication on Thursday. Applicant will then wait 15 days for an approval if there are no complaints received. Fred Anderson, Conservation Planner will issue the written approval.

If you need help with your wetland activity, our Conservation Planner, Fred Anderson is available at 222 2681. Or you can call Joan Lewis, Administrative Assistant to the Conservation Commission at 222 2618.