



TOWN OF BRIDGEWATER

Community & Economic Development Department

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Bridgewater, Massachusetts 02324
Tel: 508-697-0950
www.Bridgewaterma.org

Administrative Rules

July 2021

These administrative rules shall apply to all applications submitted to the Conservation Commission, unless indicated otherwise. The administrative rules shall be considered supplemental to any submission requirements and regulations adopted by the Commission pursuant to any particular application type or bylaw.

A. Submission Deadlines

When a complete application package is submitted to the Commission, a public hearing or public meeting date will be scheduled by the Community & Economic Development Department ("the Department"). Meeting dates will be set based on two considerations: Conservation Environmental Planner review and if the Town Engineer will need to conduct a review. From there, the Applicant will be contacted with a meeting date, and a Legal Ad template will be provided.

When an item has been opened, and further materials are requested at a meeting, a time frame for submittal will be discussed, from there, a meeting date will be set 2(two) weeks after the expected submittal date. This will allow for a proper review by the Town Staff.

In accordance with the Open Meeting Law, the Commissions' meeting agendas will be posted with the Town Clerk at least 48 hours prior to the meeting. The agenda must include a list of topics that the Chair reasonably anticipates will be discussed.

B. Electronic Copies

Copies of all applications submitted to the Commission, including attachments, plans and documentation, shall be provided **electronically**. Electronic copies shall be provided on a flash drive or via email CED@bridgewaterma.org, and shall be in Microsoft Word, Microsoft Excel, or Adobe Acrobat format. Plans shall be provided in Adobe format.

C. Expectations

The Commission will review applications and make decisions in accordance with the criteria applicable to each application and statutory requirements. The Commission has the following expectations of the applicant:

- When applicable, Stormwater management systems will be designed in accordance with the Massachusetts Department of Environmental Protection (DEP) Stormwater Management Regulations, the accompanying Stormwater Handbook and the Town of Bridgewater Stormwater Management By-law.
- Complete application packages will be submitted. A complete application package must include all information required in any adopted regulations and submission requirements plus

all backup documentation and calculations required to support the application or approval request. (Hard Copies: 2 Applications, 7 Plan Sets)

It is the intent of the Commission that the review and approval process will be as streamlined as possible and that public hearings and meetings discussing related topics and permit requests will be combined whenever possible. Applicants should facilitate this by being prepared, planning ahead and submitting all information required and requested by the Commission in a timely manner. Applicants should expect that the Commission's consultants will need adequate time to review and issue reports to the Commission so that they can make informed decisions.

Therefore, all information to be reviewed by Town consultants shall be submitted in a timely manner. Commission deadlines for the submission of information to be considered at meetings should not be ignored.

Because of the Open Meeting Law requirements with respect to meeting Minutes, copies of all materials, plans or documents presented, discussed, or used at a Commission meeting which have not already been submitted to the Commission, shall be provided at the meeting. No materials, plans or documents may be presented, discussed, or used at the meeting and not provided to the Commission.

D. Public Notice Requirements

Many projects require notice to be published in a local newspaper of general circulation, as well as hearing notices sent to abutting property owners. If a legal notice is required, proof of the ad must be submitted **5 days prior to the meeting**.

If notice to abutters is required, proof of Mailing must be provided prior to the meeting but no later than the meeting.

E. Consultant Review

The Commission may decide that projects require review by outside consultants. The applicant is responsible for the full cost of the review. Town staff will obtain cost estimates for said review and applicant will provide Town with the required amount.

The Commission will select the outside consultant and decide if/when outside consultant review is required. The Town of Bridgewater has sole discretion on selecting an outside consultant.

F. Extensions

With respect to a request for extension of any permit or approval issued by the Commission, the applicant shall provide sufficient information for the Commission to determine whether the authorized rights have not been exercised for good cause. Requests for extension must be submitted to the Commission prior to the permit or approval expiration date. Order of Conditions Extension Requests must be sent a minimum of 30 days prior to the date of expiration. Requests for extension submitted after a permit or approval has expired will not be accepted. It is solely the applicant's responsibility to know when a permit or approval will expire.