



Town of Windsor Conservation Commission  
1890 Route 9,  
Windsor, MA 01270  
Conservation@WindsorMass.com

## **Minimum Submission Requirements** *for all conservation applications*

In addition to the minimum submittal requirements indicated on any instructional pages, within the regulations of the Wetlands Protection Act, or by state and/or federal law, the Windsor Conservation Commission requires the following to be submitted with all applications:

### **Deadlines**

For applications requiring a public notice: Any information needed in consideration of an application **requiring public notice** that will appear before the Windsor Conservation Commission must be received by the Commission at least **12 business days prior** to the next scheduled monthly meeting to be considered for the upcoming month's scheduled meeting.

*Note: All requested changes to the applications must be in by 10:00 a.m. one week prior to the meeting. Substantial changes which may change the scope of the project beyond what was indicated in public notice will not be accepted without a new public notice.*

For other agenda items: Items that are not subject to public notice should submit all documents at least 7 business days in advance of the meeting date.

### **Submittal Requirements**

- a) Please note that for most applications, you must submit a copy of your application, both digitally and with a hardy copy to:

MassDEP Western Regional Office  
Attn: Wetlands  
436 Dwight St  
Springfield, MA 01103  
**WERO\_NOI@mass.gov**

- b) 2 Hard Copies of Applications (in full color):
- (1) Set **original** with narrative and all submitted materials with original wet signature page, along with **original** engineering/site plans
  - (1) Additional **hard-copy** of all documents, narratives and related materials, and extra **hard-copy** of all engineering/site plans, full size preferred. Copies of plans that are reduced scale, marked as reduced scale, are acceptable with all plan components clearly identifiable. All plans must have a complete legend or appropriate labeling.
- c) Electronic Copies of Applications (in full color): Please send digital copies via email with the following:
- (1) electronic copy in PDF format of engineering/site plans
  - (1) electronic copy in PDF format of application, including narrative and all submitted materials

### **A Note about Plastic with Applications**

It is a priority of Windsor Conservation Commission to conserve natural resources and to reduce the carbon footprint of applications. In order to achieve this, please do not submit any applications with plastic bindings, plastic covers, or accessories that are not essential to the application. Please do not submit digital copies of applications via CD, as our computer does not have the ability to read this media.