



KINGSTON CONSERVATION COMMISSION



26 Evergreen Street, Kingston, MA 02364

POLICY ON RECEIPT OF INFORMATION

1. All filings/applications must be complete and in the Conservation office no less than three weeks prior to an anticipated public hearing date in order to allow time for placement of a legal advertisement and for review by the Commission and the Agent.
2. Submission of revised plans or additional information must be received in the Commission office no less than two weeks prior to the continuation date of the public hearing in order to allow time for review by the Commission and the Agent.

Applications, revisions and additional information arriving after these deadlines may not receive review prior to the public hearing, thereby resulting in a continuance to the next available meeting.

3. Exceptions to the deadlines listed above may be granted at the discretion of the Commission/Agent for emergency projects whereby a delay may cause adverse impacts to public or private water supply, groundwater supply, surface waters, land containing shellfish, fisheries or wildlife habitat or where a delay may hinder the ability to control flooding, prevent storm damage or prevent pollution.
4. All plans submitted to the Conservation office must be stamped, signed and dated with at least two plans containing an *original* stamp and signature by a registered professional engineer and land surveyor.
5. All revisions and additional information submitted to the Conservation office for applications subject to the Massachusetts Wetlands Protection Act must also be sent to the Department of Environmental Protection Southeast Regional office in Lakeville, MA.

The Kingston Conservation Commission and staff are committed to a thorough and timely review of each project and to ensuring that the public hearing process is completed with due diligence. We seek the cooperation of applicants and their professional consultants in achieving this goal.

We thank you in advance for your cooperation.
