

## **Newton Conservation Commission Deadlines for Receipt of Materials Policy**

Approved: 10/28/21

To allow placement of legal ads (when necessary) and to facilitate careful review by City staff, all applicants and inquirers under the Wetlands Protection Act must submit (in hard copy and electronic form) complete materials as follows:

- New applications
  - All materials are due by noon, Tuesday, 16 days prior to the hearing/meeting,
  - i.e., 9 days prior to packet distribution/posting.
- Revised materials for open hearings
  - All materials are due by noon, Monday, 10 days prior to the hearing/meeting\*,
  - i.e., 3 days prior to packet distribution/posting.
  - \* NOTE: For complicated sites, cases, or revisions, the Conservation Commission and/or the Chief Environmental Planner may require that materials be submitted up to 16 days prior to the hearing.
- Informal discussions
  - All materials are due by noon, Tuesday, 9 days prior to the hearing/meeting,
  - i.e., 2 days prior to packet distribution/posting.

Exceptions to these deadlines will be at the sole discretion of the Chief Environmental Planner.