



**TOWN OF RAYNHAM
Conservation Commission**

558 South Main Street
Raynham, MA 02767
Tel: 508-824-2706
Fax: 508-823-1812

INSTRUCTION FOR APPLICANT:

The Conservation Commission will notify you of a hearing date when we receive the completed application.

The public hearing notice must be run in the Taunton Gazette at least **5 business days** prior to the hearing date.

The ad should include the nature of your filing, the entity you filed with, the names of the applicant and owner of the property, the address of the proposed work, the assessors map and lot number, the time, date and location of the hearing.

If filing a Request for Determination (RDA), Notice of Intent (NOI) or an ANRAD, all abutters within 100 feet of your property must be sent a copy of the hearing notice by certified mail, return receipt requested. **The certified mail should be postmarked at least 7 days prior to the hearing date to ensure proper notification.** You must obtain a certified list of abutters from the Assessor's office (508-824-2704).

You must provide *at least (3) full size copies* of your plans with submission of your application. *Electronic version of plans is not sufficient for a complete application.

The night of your hearing please bring with you the tear sheet from the Gazette, which the public notice was placed, proof of payment from the Gazette, the certified abutters list and green cards showing all abutter have been mailed notice of the hearing.

WITHOUT THE GREEN CARDS AND A COPY OF THE TEAR SHEET FROM THE TAUNTON GAZETTE, THE COMMISSION CANNOT OPEN THE HEARING.