



**CITY OF EASTHAMPTON
CONSERVATION COMMISSION**
50 Payson Avenue, Easthampton, MA 01027
www.easthamptonma.gov
413-529-1400

Dear Applicants:

Please note that it is the practice of the Easthampton Conservation Commission to require that all applicants publish a legal notice, as required by the Wetlands Protection Act regulations, in the Daily Hampshire Gazette. There have also been some changes to requirements in light of the COVID-19 State of Emergency.

- **The legal notice must be published at least five (5) business days prior to the date of the meeting.**
- **All meetings are currently being conducted as hybrid in-person and remotely online via Google Meet. The legal notice AND any abutter notifications must include both the online Meeting Link, Meeting ID, Dial-In Number, and PIN as well as the in-person location.** The online access information will be provided to you by the Conservation Agent once a complete application is received. The In-Person location information is included in the template below.
- Publication deadlines to be put on a meeting agenda have been included on the Commission's schedule as posted on the City of Easthampton's website (<https://easthamptonma.gov/DocumentCenter/View/3002/2022-Conservation-Commission-Meeting-Schedule-and-Application-Deadlines>) and as available through the Easthampton Planning Department.
- The Gazette can be contacted by phone at 413-584-5000 or at their main office located at 115 Conz Street, Northampton, Massachusetts. P.O. Box 299 <https://www.gazettenet.com/>
- **As of October 2, 2019, the Gazette requires that ads be submitted by the following schedule:**

<u>RUN DAY</u>	<u>DEADLINE</u>
Monday	Friday at 9am
Tuesday	Friday at 4pm
Wednesday	Monday at 9am
Thursday	Tuesday at 9am
Friday	Wednesday at 9am
Saturday	Thursday at 9am

An example of the updated legal notice text and format is provided on the following page for your reference and convenience. Please note that you must complete the highlighted portions with information specific to your application and project. The Commission must receive a completed Request for Determination of Applicability (RDA) or Notice of Intent (NOI) application in order to update the Agenda to include your project once the legal ad is submitted.

For a checklist of all RDA and NOI Application components, please visit the City Forms & Documents section of the Conservation Commission's webpage at:

<https://easthamptonma.gov/242/Conservation-Commission>

or contact the Commission by email at conservation@easthamptonma.gov, by phone at 413- 529-1463, in person at 50 Payson Avenue, or by attending a regularly scheduled meeting if you have any questions.

Sincerely,

The Easthampton Conservation Commission

SAMPLE:

LEGAL NOTICE

CITY OF EASTHAMPTON CONSERVATION COMMISSION

Pursuant to the Massachusetts Wetlands Protection Act, M.G.L. c 131, s 40, the Easthampton Conservation Commission will hold a public meeting on a **[Request for Determination of Applicability/Notice of Intent]** filed by **[Applicant]** for the **[Proposed Project and Location (Map, Lot)]**. The public meeting will be held on **[Month-Day-Year]**, at 6:00 PM, both In-Person at the Municipal Office Building, 50 Payson Avenue and through Online Access via Google Meet at **[Meeting Link, Meeting ID, Dial-In Number, PIN]**. The filing is available for public review by contacting the Conservation Agent at conservation@easthamptonma.gov or 413- 529-1463.