East Bridgewater Conservation Commission Digital Filing Policy 05-2021
1. One (1) electronic copy of the plan(s) and DEP form(s), including letters, calculations
reports and/or attachments must be submitted along with two (2) hard copies of the
same documents when filing with the conservation commission. This is required for all
filings including but not limited to Notice of Intent, Abbreviated Notice of Intent, Request
for Determination, Abbreviated Notice of Resource Area Determination, Minor Project
Changes, Extensions and Request for a Certificate of Compliance.

2. When revisions to any document are made by the applicant as required during a
project review or the result of a meeting, the same number and type of copies must be
submitted as well as electronic copies.

3. The filing of the electronic copy must be made as an attachment to an email to the
Conservation Commission. The email address is: awelch@eastbridgewaterma.gov

4. An applicant may ask for a waiver of this policy if the request is likely to cause a
disproportionate or unjustified level of cost, disruption, delay, or distress to the applicant. Other filing requirements may be granted under specific circumstances with approval of the commission or its agent.

5. Deadlines for submission of the original filing’s public hearing and/or the filing of
subsequent revised documents for continued public hearings must be submitted in
accordance with the Commission’s published deadline policy. Failure to meet the
deadlines will result in the applicant’s project being placed on a future agenda of the
Commission’s published meeting schedule