

TOWN OF ASHBY

CONSERVATION COMMISSION
ASHBY, MA 01431

Advertising Policy

In accordance with M.G.L. c. 131, &40 and the requirements of the open meeting law, hearings for a Notice of Intent (NOI) or Abbreviated Notice of Resource Area Delineation (ANRAD), or for issuance of a Determination of Applicability, must be advertised in a local newspaper, and published **at least five business days prior** to the hearing, at the applicant's expense.

The Ashby Conservation Commission requests that you, the applicant, submit the advertising for print in the **Fitchburg Sentinel** and handle all billing directly with the newspaper. To assist you in that effort, below are a few samples of the legal notices required for such advertising.

Please bring the legal notice page from the newspaper to your hearing as evidence that the advertising was placed and the requirements of the open meeting law have been met.

Fitchburg Sentinel - Legal Notices (handled by the paper's owner the Lowell Sun)
See Legal / Public Notices at their website: <http://www.lowellsun.com/contactus>
978-458-7100 ext. 2983
legals@lowellsun.com

NOI / ANRAD Hearing Notice Template

Pursuant to MGL Chapter 131, Section 40, the Ashby Conservation Commission will hold a **public hearing** at (time) on (date) at the Ashby Town Hall to review the [**Notice of Intent -or- Abbreviated Notice of Resource Area Delineation**] from (Applicant's Full Name) for (Short project description) at (project location).

Sample NOI project descriptions: - usually the same as the description on the NOI

- Construction of a single family home and septic system within the buffer zone of a wetland resource
- Construction of a driveway within the buffer zone to a riverfront area
- Construction of a driveway through a wetland resource area and within the 100ft. buffer zone to a wetland

Please talk with a member of the Commission for an accurate description of your project if there is any question about the phrasing.

RDA Issuance Notice Template

The Ashby Conservation Commission will issue a **Determination of Applicability** for a proposed (Short project description) at (project location) to (Applicant's Full Name) during their meeting on (date) at the Ashby Town Hall.

You will need to set a date for the hearing or issuance meeting with the Conservation Commission *in advance* of placing the advertising. Please contact the Commission at conscom@ashbyma.gov