

Ipswich Conservation Commission Abutter Notification Requirements and Procedure

When submitting a Notice of Intent (NOI), Abbreviated Notice of Intent (ANOI), or an Abbreviated Notice of Resource Area Delineation (ANRAD) certain abutters to the subject property must be notified in accordance with the Massachusetts Wetlands Protection Act and Ipswich Wetlands Protection Bylaw. This notification is at the applicant's expense. The notification must meet the following requirements:

1. Notify all abutters within 100' of the subject property, including properties across roadways, unless your project meets the MA Department of Environmental Protection's Abutter Notification protocol for large or linear project. This protocol states that:
 - an applicant who proposes work only in Land Under Water Bodies or Waterways, or only on a lot larger than 50 acres, is required to provide notification only to abutters whose lot is within 100' of the "Project Site", which is the specific area where work is occurring that is within the Commission's jurisdiction.
 - an applicant proposing a Linear-shaped project (such as a within utility easement) greater than 1,000 feet in length is required to provide notification only to Abutters whose lot is within 1,000 feet of the "Project Site", which is the specific area where work is occurring that is within the Commission's jurisdiction.
2. Notify abutters at least seven (7) days prior to the public hearing;
3. The notification must be in writing, using the required local form (entitled "Notification Of Abutters Under The Massachusetts Wetlands Protection Act And The Town Of Ipswich Wetlands Protection Bylaw"). The notification must be either delivered by hand (with a confirmatory signature of the abutter); by certified mail, return receipt requested; or by certificates of mailing.
4. The applicant must present proof of notification (signature of hand delivery, certified mail receipts, or certificate of mailing receipts) for all abutters at the beginning of the first public hearing.

The abutters list (the list of those who must be notified) must be certified by the Ipswich Assessor's Office. The process is as follows: the applicant/representative gets a blank abutter form from the Assessor's Office or the Conservation Office. Then the applicant/representative fills it in using the maps and computer in the Public Research Room at Town Hall (across from the Assessor's Office – 1st floor). After the list is created, it is brought to the Assessor's office for certification. If it is a short list and they have the time, they'll review/certify it on the spot. If it is long or they are very busy, you leave it and they review and certify it. They then let the applicant/representative know when the form is ready for pickup. A copy of the certified abutter list must be submitted with the NOI/ANOI/ANRAD filing packet.