



Town of Tyngsborough Conservation Commission

25 Bryants Lane,
Tyngsborough, Massachusetts 01879-1003
Office: (978) 649-2300 x 115
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To: Applicants
From: Tyngsborough Conservation Commission
Topic: Filing for a **Major Stormwater Management Permit** with the Commission

When filing with the Commission please read the instructions carefully and note the following:

1. Please return 7 copies (double sided) of a completed Major/or Minor Stormwater Permit Application and supporting documentation, signed and dated, to the Tyngsborough Conservation Commission.
2. 2 full size hard copies, 7 reduced size (11 x 17) hard copies, and an electronic copy of the recently dated plans that includes a plot plan or locus map showing the location of the proposes work.
3. An original abutter's list from the Assessor's Office with proof of notification to all listed abutters stating the date and time of the hearing (see the attached Notification to Abutters and Affidavit of Service forms). [Prior to sending abutter notices, please contact the Conservation Commission at 978-649-2300 ext. 115, or pberman@tyngsboroughma.gov to schedule a hearing.](mailto:pberman@tyngsboroughma.gov)
4. Mail your abutter notices by a Certificate of Mailing, then submit a copy of the white Certificate of Mailing receipts from the Post Office along with the Affidavit of Service form (see attached).
5. Provide an electronic copy of items 1 through 4 (either by email or on a flash drive).
6. See attached Fee Schedule for filing fee. Please include a check made payable to the Town of Tyngsborough, for the By-Law Fee.

Please contact our office if you have any further questions.

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