

## Seven-Day Submittal Policy

### **TO ALL IPSWICH CONSERVATION COMMISSION APPLICANTS:**

Pursuant to the Ipswich Wetlands Protection Bylaw Regulations at Section 2.II, the commission will strictly uphold its authority to continue or close a public hearing if new information is submitted by the applicant, or applicant's representative, less than seven (7) calendar days prior to the next or any continued scheduled public hearing or public meeting. Submittals must contain five (5) identical copies of any document larger than 8½ by 11", with any plans properly folded; and/or contain three (3) identical copies of any 8½ by 11" documents. **All documents, regardless of size, must also be submitted electronically via email to the Conservation Agent and their Assistant.**

Submittals that do not meet the required seven (7) calendar day deadline, or the requisite number of filing copies, will result in an immediate continuance for one session, or closing of the public hearing for lack of required information, as the commission may decide, unless the Chair deems otherwise at the time of the proffered submission.

If a hearing is so closed, refileing will be required. Late submissions will not revive any closed hearing.

By the Ipswich Conservation Commission,  
Per Order of Jennifer A. Hughes, Chairman

[Effective 4/18/13, until revoked]

[Revised April 19, 2017, regarding required number of copies]