

TOWN OF SOUTHBOROUGH



CONSERVATION COMMISSION

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 281-8984 · FAX (508) 480-0161 · mdanza@southboroughma.com

Revised Materials Submission Policy

Updated 6/23/2022

In the case of public hearings or items for discussion which have been opened and/or continued from a previous meeting, all additional and/or revised materials and information shall be submitted to the Conservation Commission at least five (5) business days prior to the date of the public meeting to which the hearing was continued.

Revised materials are required to be submitted in hard copy and digital format unless otherwise agreed to. All required materials (hard and electronic) must be submitted by this deadline. Submittal of electronic materials only (unless otherwise agreed to) does not constitute compliance with this policy.

If materials are submitted less than the required five (5) days prior to the meeting, the Commission reserves the right to continue the public hearing until the next scheduled meeting to review the submitted information.

This policy allows the Conservation Commission, agent, peer reviewers, and interested parties time to review submitted materials and minimized initial review during public hearings, which can lengthen the agenda and inconvenience other applicants.

As the Conservation Commission typically meets every three weeks on Thursdays, this provides applicants and their representatives with two weeks to revise material and re-submit to the Commission for review. Following the typical schedule, all revised materials are required to be submitted the Thursday prior to the meeting by 4pm.