City of Medford
Conservation Commission
Medford City Hall
85 George P. Hassett Drive, Room 205
Medford, Massachusetts 02155
(781) 393-2137 Fax: (781) 393-2471
ahunt@medford.org

Request for Determination of Applicability
Conservation Commission Filing Checklist

(1) *1 Digital Copy (pdf)* _____

Application can be downloaded from the below URL:
http://www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-1.html

(2) *Fire Department Copy*

(If a building permit will be required for the proposed project an additional copy of the application must be submitted to the Fire Department for review, and proof of submittal sent to the Medford Conservation Commission on the date the application is filed.)

_____

(3) *Legal Advertising Form* (Form attached) _____

(4) *Proof that one Copy of Application was sent to DEP*

(Please provide proof that a copy of the permit application was mailed to DEP, by providing either a Certificate of Mailing or Certified Mail Receipt, or print out that application was uploaded to eDEP. _____

(5) *Certified Abutters List* _____

☐ See attached instructions

☐ Send notification form to abutters at least 5 business days before your hearing. Provide proof that they were sent on time by providing either a Certificate of Mailing or Certified Mail Receipt. (Template attached)

(6) *Notice to Abutters* _____

A copy of the legal ad will be provided to the applicant and that will be used to send to Abutters for legal notification.

City of Medford
Conservation Commission
2026 Hearing Schedule
Medford City Hall
85 George P. Hassett Drive, Room 308
Medford, MA 02155
(781) 393-2480

FILING SUBMITTAL DATE	PUBLIC NOTICE DATE	HEARING DATE
12/17/25	12/24/25	01/07/26
12/31/25	01/07/26	01/21/26
01/14/26	01/21/26	02/04/26
01/28/26	02/04/26	02/18/26
02/11/26	02/18/26	03/04/26
02/25/26	03/04/26	03/18/26
03/11/26	03/18/26	04/01/26
03/25/26	04/01/26	04/15/26
04/15/26	04/22/26	05/06/26
04/29/26	05/06/26	05/20/26
05/13/26	05/20/26	06/03/26
05/27/26	06/03/26	06/17/26
06/10/26	06/17/26	07/01/26
06/24/26	07/01/26	07/15/26
07/15/26	07/22/26	08/05/26
07/29/26	08/05/26	08/19/26
08/12/26	08/19/26	09/02/26
08/26/26	09/02/26	09/16/26
09/16/25	09/23/25	10/07/25
09/30/26	10/07/26	10/21/26
10/14/26	10/21/26	11/04/26
10/28/26	11/04/26	11/18/26
11/11/26	11/18/26	12/02/26
11/25/26	12/02/26	12/16/26

MEDFORD TRANSCRIPT
254 SECOND AVENUE
NEEDHAM, MA 02494
Phone: (800) 624-7355
Fax: (781) 433-7951

TO: GATEHOUSE MEDIA
LEGAL ADVERTISING DEPARTMENT

I hereby authorize Gatehouse Media to bill me directly for the legal notice published on _____ in the MEDFORD TRANSCRIPT newspaper
(date/dates)
for a Conservation notice.

Applicants only fill out the boxed in section below with signature and relevant information. The Conservation Commission will fill out the remainder of the form. This form must be completed and submitted at the time of the application filing. ***Applicants will be required to call Louise at the Medford Transcript at (800) 624-7355 with a credit card number for legal notice payment. A public hearing will not be conducted unless payment is received in time for the legal notice.*** *If paying with a check please make check payable to Gatehouse Media.*

Printed Name: _____

Signature: _____

Address: _____
_____
_____

Phone: _____

Date of Hearing: _____
Time of Hearing: _____

City of Medford

ABUTTERS LIST AND MAP DIRECTIONS

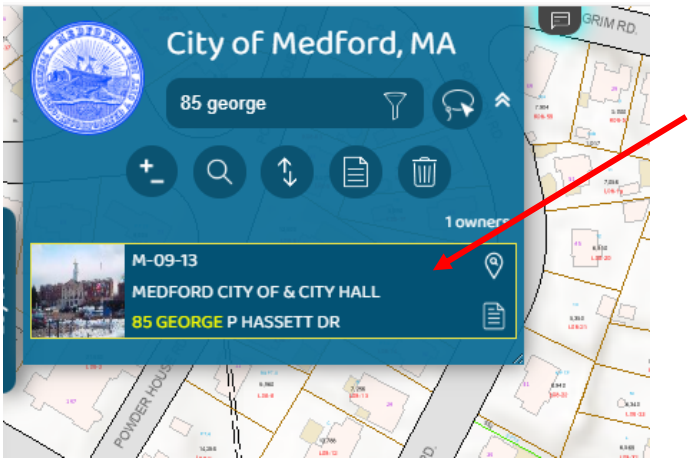
Follow **Steps 1-6** to create a **list of abutters and an area map within 200* feet** of a subject parcel (including Direct Abutters) by using the https://www.axisgis.com/MedfordMA/ website. Parameters may be changed to reflect the footage you are searching for.

***Radius requirements:**
Conservation Commission: 200 ft
Zoning Board of Appeals: 300 ft
Community Development Board (CDB) and City Council: 400 ft

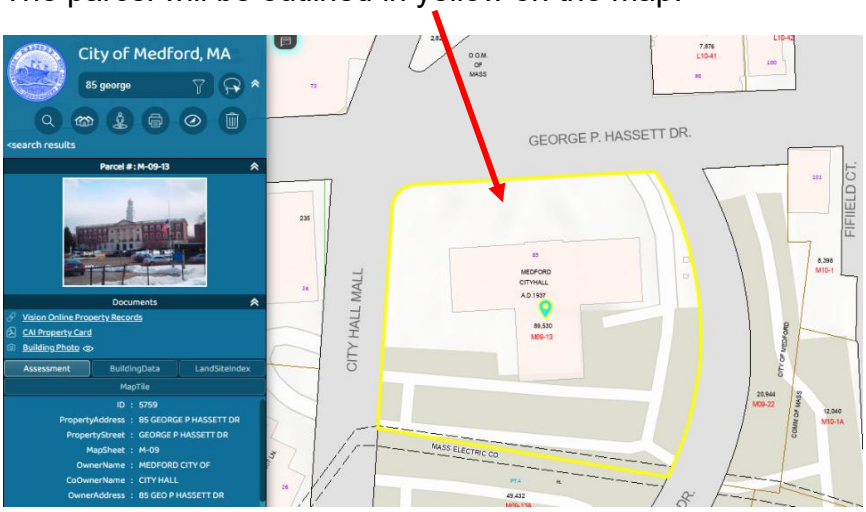
STEP 1 – SELECT THE PARCEL

Using the **Find Property** search tool in the upper left of the screen, type in the address or parcel number of the property *(do not include "street", "road", or similar in your search).*

A list of properties will appear. Click on the correct address/parcel.

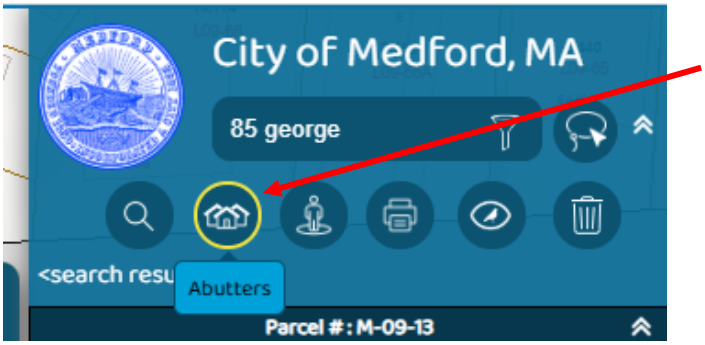


The parcel will be outlined in yellow on the map.

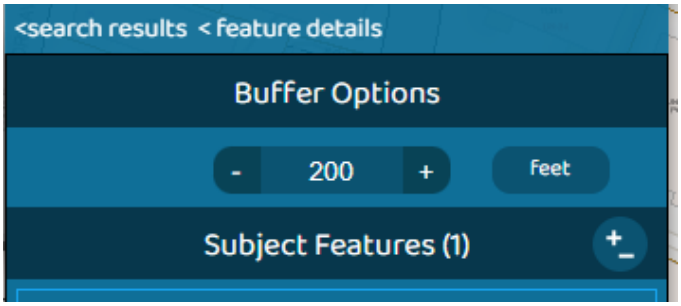


STEP 2 – SELECT ABUTTER TOOL

Once the parcel is outlined in yellow, open the **ABUTTERS** tool.



Make sure the correct number and unit of measure (i.e. 200 ft) is entered into the box under **"Buffer Options".**



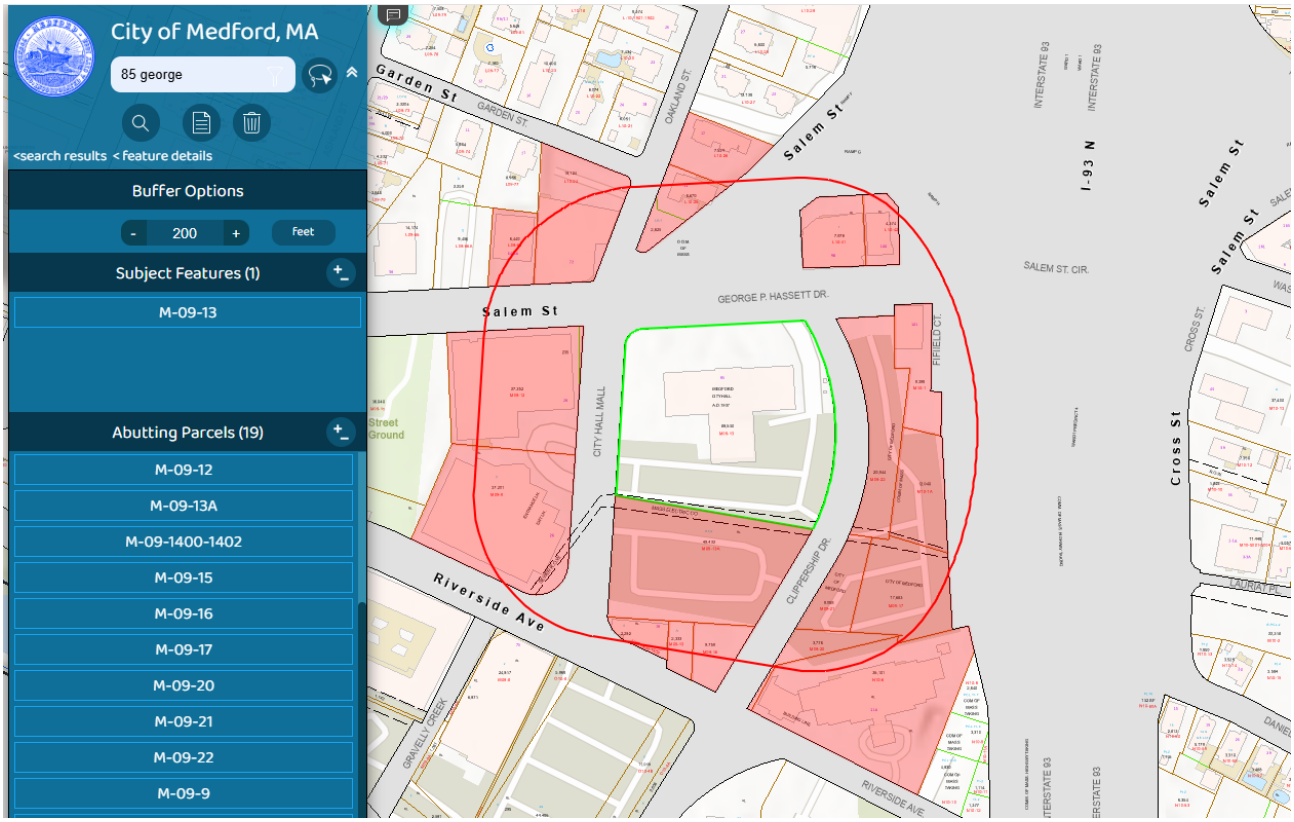
The tool will run automatically.

STEP 3 – CONFIRM RESULTS

Parcels within the entered distance from the selected parcel will be highlighted red and listed in the left sidebar.

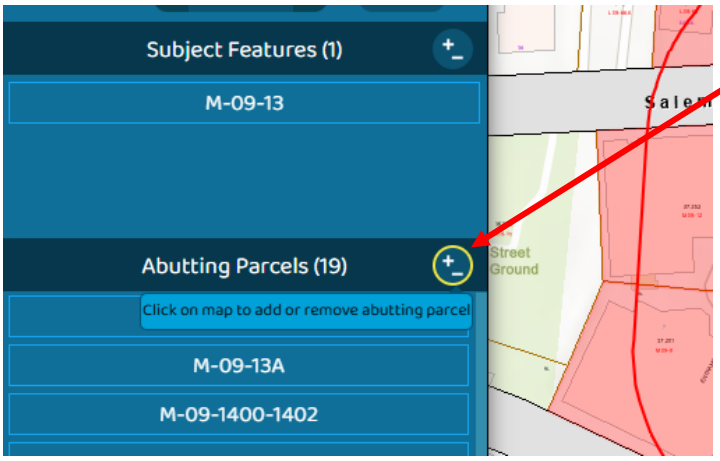
Important: Confirm that all abutting parcels, including those directly across the street or any streams from the highlighted parcel are highlighted red.

To include additional or missing parcels, including the property owner of the subject parcel (outlined in green), in the abutter list see **STEP 4**.



STEP 4 – ADD OR REMOVE PARCELS

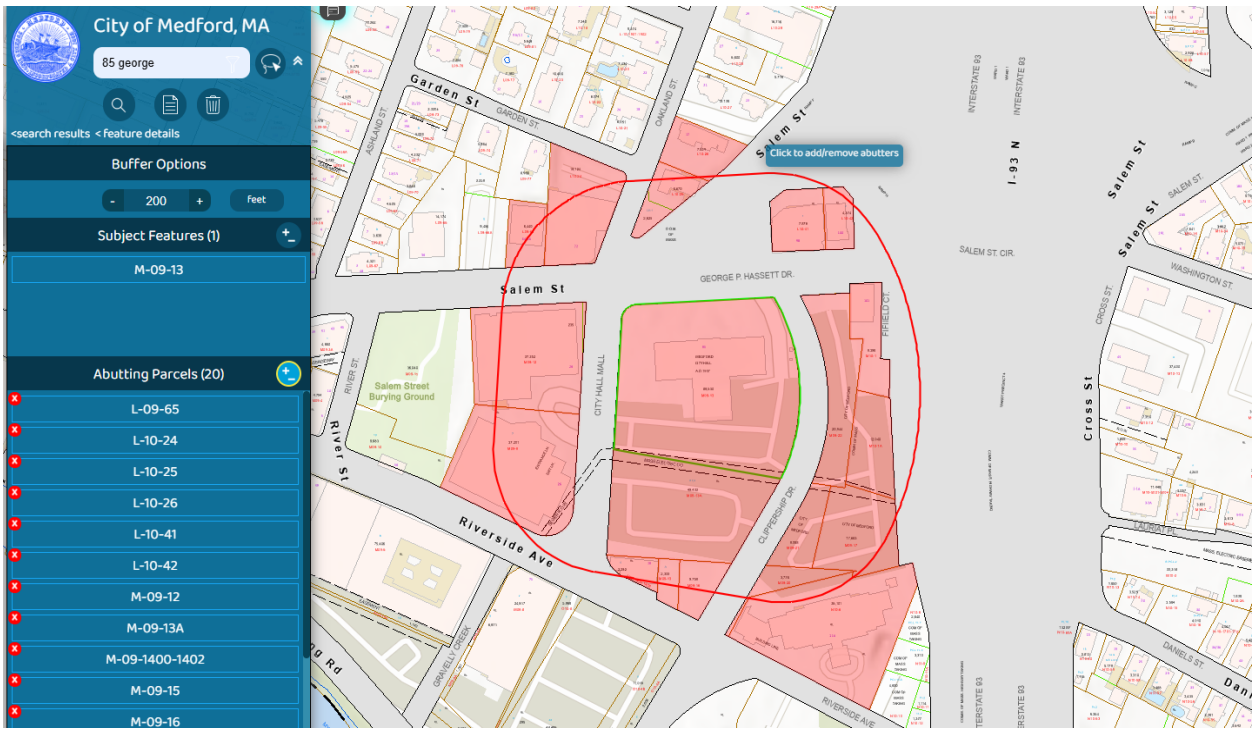
To add or remove parcels from your abutter list, you must use the **ADD/REMOVE** tool, denoted by a **+/-** button next to the **Abutting Parcels** list.



Click on the **ADD/REMOVE** button, and then click on additional parcels to add to the abutter list. Once selected, the property will appear highlighted in red.

To include the subject parcel in your list, click on the parcel outlined in green. Once selected it will turn red.

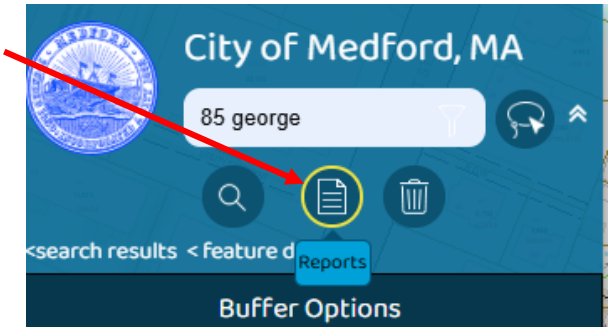
To remove the selection, click again on the parcel.

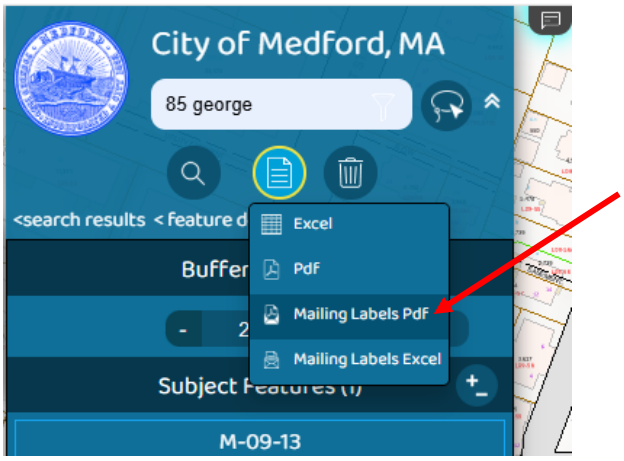


STEP 5 – CREATE ABUTTER LIST & MAILING LABELS

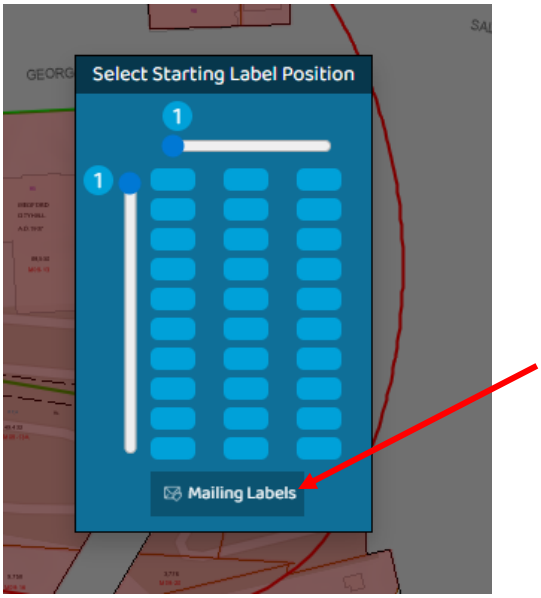
Once you have confirmed your selection of parcels, you have the option to create an abutter mailing list in the form of a **PDF** or **Microsoft Excel** sheet.

To create a printable sheet of mailing labels in PDF format, click on the **Reports** icon. Select "**Mailing Labels Pdf".**



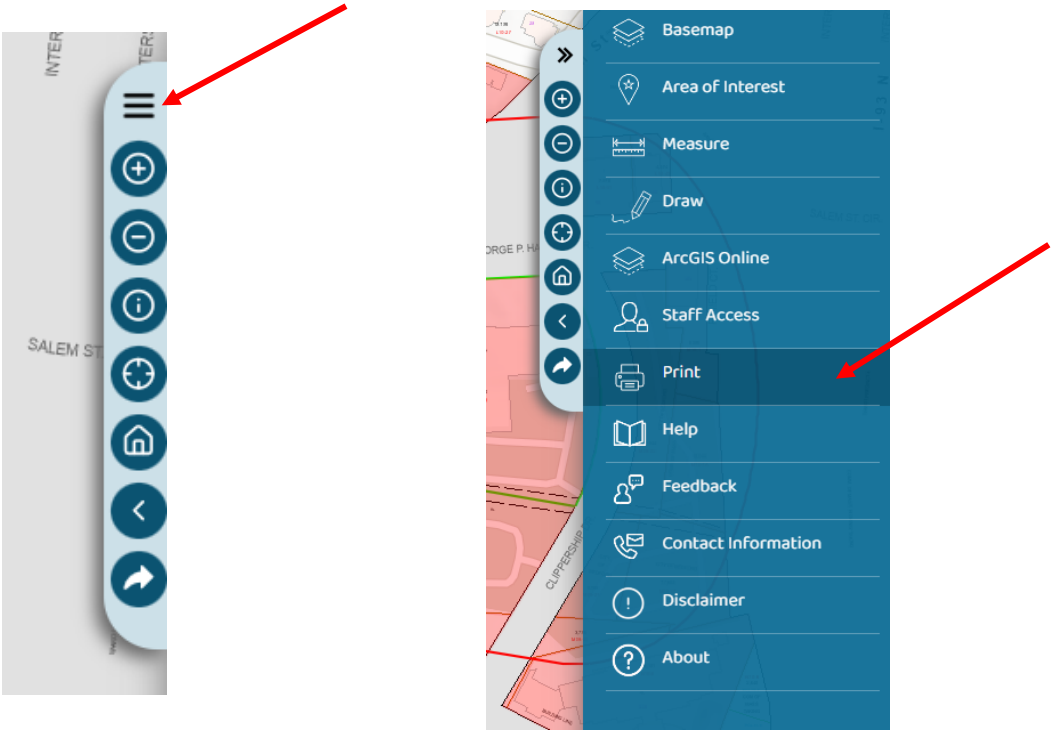


After the PDF button is selected, the next screen will prompt you to select the starting row and column for address labels. Keep the default settings to start at the top lefthand corner. Once complete, click on the "**Mailing Labels**" button which will create the labels on a PDF in a new tab, which can be downloaded or printed.

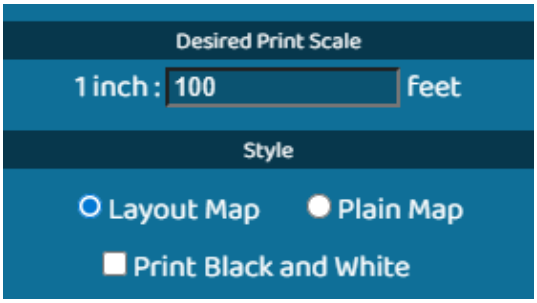


STEP 6 – PRINT ABUTTER MAP

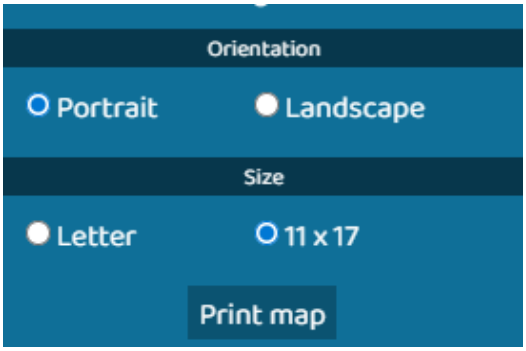
To create a map of the abutter list to your application, click on the three horizontal lines on the top of the right sidebar to expand the sidebar, then click the **PRINT** button.



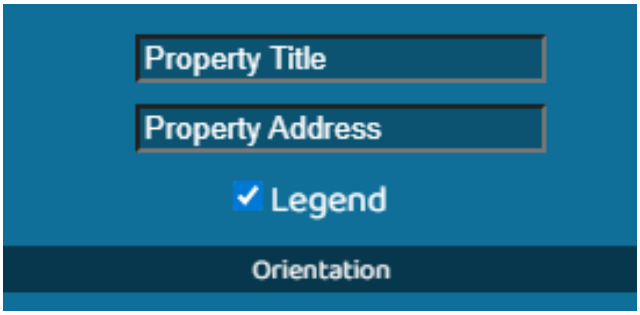
Select "**Layout Map**". Set print scale of the map. For this example, we will use **1" = 100'**.



Select orientation **(Portrait or Landscape)** and size **(8.5" x 11" letter or 11" x 17")**.

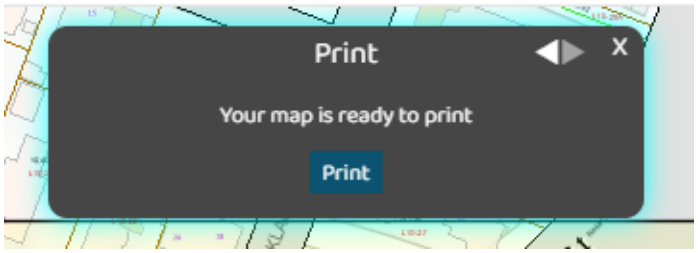


Enter a **Title and Subtitle** (name of property and address) for your map. Check the "**Legend**" box to include a legend on your printable map.



Once complete, click on "**Print map**". The map will take a few seconds to generate.

Once it is complete, you will see a notification **"Your map is ready to print."** Click on the **Print** button.



A PDF version of the map will open in a new tab. The map can be saved or printed from this screen. An example of a finished map is located on the following page.

Confirm that all properties are highlighted in red and displayed clearly with Assessors' data.

If properties are not displayed, or font is difficult to read, go back and include all properties or adjust the scale of your map.

City Hall Example

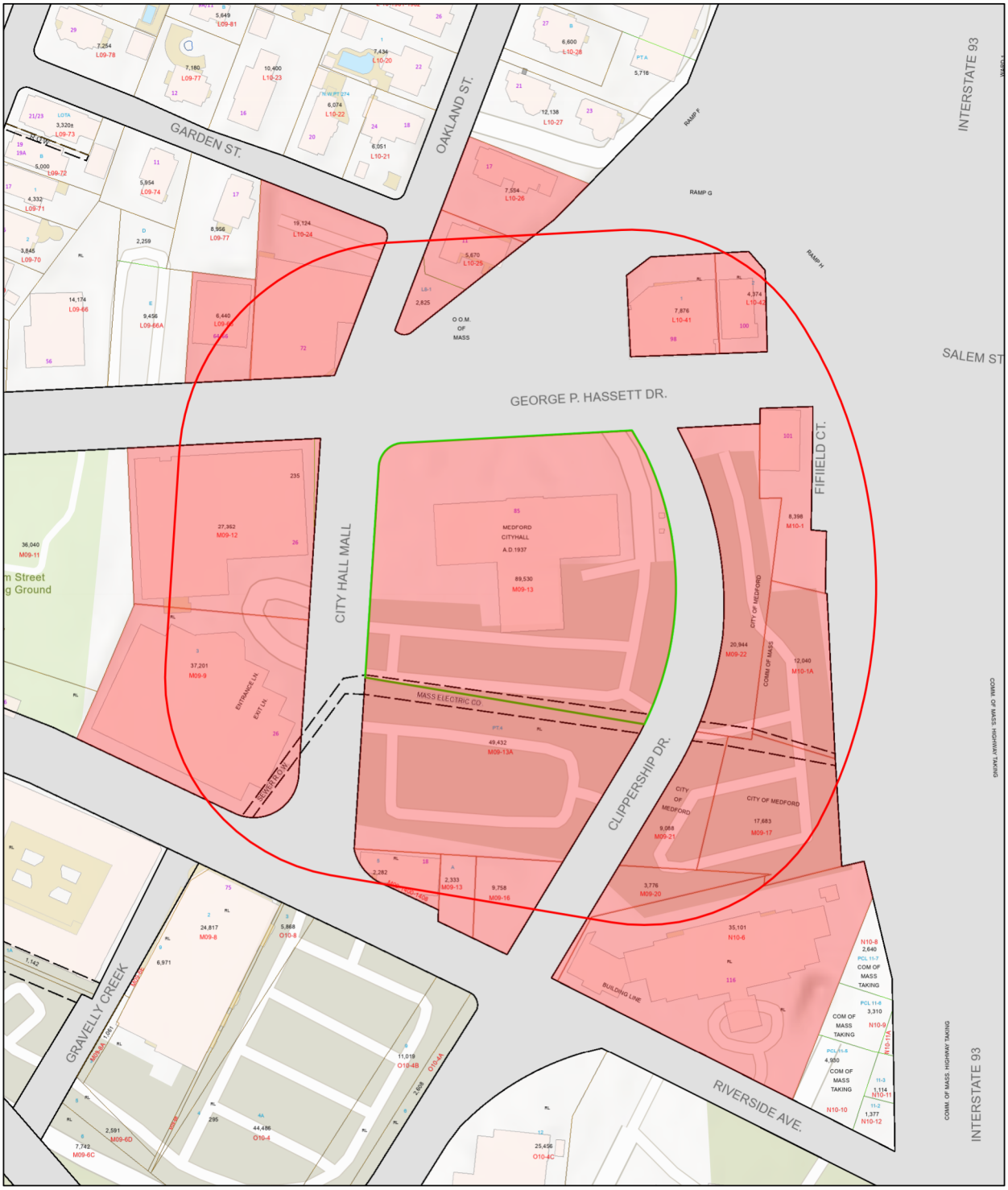
85 George P Hassett Dr

March 25, 2026

1 inch = 100 Feet

0 100 200 300

www.cai-tech.com



- Property Line
- Public Road
- FEE
- Easement
- Water Lines
- Building; Mobile Home; Out Building; Foundation
- Deck; Patio
- Miscellaneous Structure
- Pool (Above,Inground)
- Right of Ways

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.