

Waltham Conservation Commission

119 School Street
Waltham, Massachusetts 02452
(781) 314-3845
conservation@city.waltham.ma.us



Legal Advertisement Placement Process – Waltham Conservation Commission

State of Massachusetts Wetlands Protection Act regulations require that public notice be made for certain filings no later than 5 business days prior to the public hearing or public meeting at which they will be reviewed. These notices must appear in a print newspaper. All **REQUEST FOR DETERMINATION** and **NOTICE OF INTENT** filings must be advertised.

As of April 2022, Waltham's paper of record is the Boston Globe. To meet all deadlines, applicants must submit their ads to the Waltham Conservation Commission office approximately 14 days before the meeting at which they plan to appear. The meeting schedule can be found on the Conservation Commission web page under "Conservation Meeting Schedule & Filing Deadlines."

The Globe requires pre-payment for public notices. At this time the fee for placement in the Globe is \$532.00 for up to 18 lines, published one time. The Conservation Commission office will make every effort to keep ads below 18 lines (most average around 15). Delay in payment or delay in generating a properly formatted notice can cause additional delays in placing a filing on the Commission's agenda. To speed the process as best as possible, please follow the steps outlined below.

Note that the Commission office is staffed Monday to Thursday, 8:30AM to 1:00PM. Filings received outside these times will be handled when someone is next in the office. Plan around these times to ensure that you can make the advertising placement deadline (11AM Wednesday). The deadline is moved up one day (11AM Tuesday) for most holidays.

Applicants are advised to begin this process promptly and to arrange prepayment for all advertisements as soon as the advertisement text is received from the Conservation Commission office.

1. Submit your filing to the Waltham Conservation Commission office. Include an individual billing name, address, phone number, email, and (if you have one) Globe billing account information. Be sure to note the date of the meeting you plan to attend. We will normally assume the first possible meeting.
2. Upon receipt of your filing, the Commission office will generate the legal advertisement on your behalf and send this to the Globe via email as a Word document. A copy will be emailed to you.
3. The Globe will contact you to prepay your ad (from shared.legals@globe.com). If you have an account, they will invoice you, otherwise they will expect payment by credit card.
4. It is important that you pay for the ad promptly. The ad text includes date-specific meeting information which will not be valid if the ad submission deadline is missed. ***If your ad is not paid for in time, your public hearing or meeting will not appear on the correct ConCom agenda.***

If you have questions not answered here, contact Chris Daly at the Commission office.
cdaly@city.waltham.ma.us or (781) 314-3846.