

**VIOLATION/COMPLAINT FORM
NEWBURY CONSERVATION COMMISSION**

Please complete this form* and mail or email it to the Conservation Agent (contact info below).

Date: _____

Complainant Information

Name: _____ Address: _____

Phone #: _____ Email: _____

Violation/Complaint Information

Address/Location: _____

Property Owner (if known): _____

Who is committing the act in question (homeowner, renter, contractor...)? Include name of company or individual if known.

Description of Issue:

Character of Resource Areas Impacted (if known) (i.e. in or within 200 ft of a river, in or within 100 ft of the following: stream channel, bordering vegetated wetland, swamp, salt marsh, vernal pool, isolated wetland, pond, coastal bank, beach, barrier beach (Plum Island), mud flat, floodplain, etc...):

Describe any signs at the location (DEP File # sign, contractor/builder signs, etc):

Date when issue first occurred/witnessed: _____

Frequency of occurrence (once, daily, every Friday, in the morning...):

Is the area visible from the road or town property? Y / N

If no, will you allow the agent to view the area from your property? Y / N

If no, please suggest a vantage point that is off private property from which to view the area.

***PLEASE NOTE: All information in this form is required** – including complainant information, so the Agent can contact you for additional information if needed. Your information may be shared with other town personnel if violations include issues outside the jurisdiction of the Conservation Commission.

Email: conscom@townofnewbury.org

Mailing Address: Conservation Commission, 12 Kent Way, Suite 101, Byfield, MA 01922