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