



THE COMMONWEALTH OF MASSACHUSETTS
MASSACHUSETTS ENVIRONMENTAL POLICE

251 CAUSEWAY ST., SUITE 101
BOSTON, MASSACHUSETTS 02114-2153

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M.G.L. c. 90B, § 11(n)
REQUEST FOR APPROVAL OF MUNICIPAL ORDINANCE OR BY-LAW

PART 1 (to be completed by every municipality)

Name of Municipality: _____ City: Town:
Towns may choose to complete either Part 1(A) or Part 1(B). Cities must complete part 1(B).

PART 1(A) (Towns Only)
To complete Part 1(A), please attach copies of the Form 1 and Form 2 submitted to the Municipal Law Unit at the Office of the Attorney General along with any attachments. Then submit this form and all attachments to MEP Chief of Staff Megan Marcelonis at megan.marcelonis@mass.gov.

PART 1.B (All Cities and any Town that chooses not to complete Part 1(A))
Contact Information for Questions
Name: _____ Title: _____
Daytime Telephone Number: _____ Email: _____
To complete Part 1(B), please attach:
(i) a copy of the existing by-law or ordinance being amended (if applicable);
(ii) a copy of the municipal action that creates or amends the by-law or ordinance;
(iii) a copy of the by-law or ordinance as it will read after amendment; and
(iv) a redline document comparing the existing by-law or ordinance to the revised by-law or ordinance (if available).
Then submit this form and all attachments to MEP Chief of Staff Megan Marcelonis at megan.marcelonis@mass.gov.

PART 2 (to be completed by MEP only)

Administrative Review Completed by _____ Date: _____
Technical Review Completed by _____ Date: _____
Legal Review Complete by _____ Date: _____
Director's Letter Issued on _____ Date: _____

MUNICIPAL BY-LAW AND ORDINANCE REVIEW ROLES AND RESPONSIBILITIES

The Chief of Staff is responsible for receiving all applications and ensuring their completeness. Once an application is deemed complete, the Chief of Staff shall promptly notify the Director or designee and the General Counsel or designee.

The Director or designee shall assign one or more members of the Command Staff to preform a technical review of the submission. The assigned technical reviewers shall review the submission and identify any issues via email to the Chief of Staff and the General Counsel or designee.

The General Counsel or designee shall provide legal advice to the technical reviewers upon request and, upon completion of the technical review, shall perform an independent legal review of the submission. If the submission is from a Town, the General Counsel or designee shall confer with the municipal law unit of the Office of the Attorney General in order to coordinate the response to this submission with any response to a submission under M.G.L.c. 40, § 32.

Upon satisfactory completion of technical and legal reviews, the General Counsel or designee shall prepare an approval letter for the Director's signature.

The Chief of Staff is responsible for retaining all documents submitted in connection with a request for approval and a copy of any approval issued by the Director.