

Conservation Commission Submittals

The following information is required before a petition is scheduled before the Con Com:

Proper Wetlands Protection Act application forms can be found here (click link):

<https://www.mass.gov/lists/wetlands-permitting-forms>

1. **RDA – Request for Determination of Applicability – WPA Form 1**
Site plan to scale (if possible engineered drawings) showing wetlands and boundaries.
2. **NOI – Notice of Intent – WPA Form 3**
Plan of land parcel prepared to scale accurately showing wetlands and boundaries (we prefer engineered drawings)
The applicant shall deliver 3 complete paper submittal packets, to include application, photos, narrative, plans and all supporting documentation. Size and number of plans:
 - a. Two (2) 24 x 36” plan sets (one for Con Com to have at table and one for office file) All plans must be folded by the applicant prior to delivery to the Planning & Community Development Department.
 - b. Eight (8) 11 x17” plan sets showing wetlands and boundaries (one for file, plus seven (7) for commissioners to review at meeting table)
 - c. Applicant to provide one (1) **USB drive** containing complete submittal in PDF format (Plans, Narrative, Application, etc.)A copy of the Certified Abutters List from the Assessor’s Office. An affidavit of the person providing such notice, with a copy of the notice mailed or delivered shall be filed with the Commission [see 10.012 Conservation Commission (e)]. Please note a copy of the Certified Abutters List is **only** required if filing a Notice of Intent (NOI).
3. **COC - Request for Certificate of Compliance – WPA Form 8a**
 - a. Order of Conditions (OOC) for each requested Certificate of Compliance
 - b. The corresponding plans stamped by an engineer or registered professional
 - c. Written indication (usually a letter) from the engineer who stamped the plans or other registered professional that the work was completed “substantially in compliance” with the OOC – and explain any deviation(310 CMR 10.05 (9)(d))

Submittal of a Petition to the Conservation Commission automatically grants the Con Com permission to enter the property.

Legal Public Notices are required for RDA and NOI filings and will be placed timely in a local newspaper five (5) business days prior to the meeting date. The applicant will be billed directly by the news media for all Public Notices required to be published.