

## FILING WITH THE BOSTON CONSERVATION COMMISSION

The Boston Conservation Commission administers the Massachusetts Wetlands Protection Act, General Law Chapter 131, Section 40, (the Act) and the Boston Wetlands Ordinance, Boston City Code, Ordinances, Chapter 7-1.4 (the Ordinance) for the protection of wetland resource areas within the City of Boston. The Commission determines wetland boundaries, reviews projects proposed in or near wetlands and defined buffer areas, and places conditions on development projects that affect wetlands. Some of the wetland resources protected under the Act and Ordinance include ponds, streams, rivers, marshes, floodplains and Boston Harbor. The Commission also has jurisdiction over any proposed project within isolated wetlands, vernal pools, 100-feet of a wetland, or in a floodplain and in some instances up to 200-feet within certain Riverfront Areas. To obtain a permit (Order of Conditions), a project proponent must submit an application (Notice of Intent) to the Commission and the Department of Environmental Protection (the Department). The Notice of Intent provides the Commission and the Department with a complete and accurate description of the:

- **Site:** including the type and boundaries of resource areas, which must be indicated on plans and specifications as required under the Act, and
- **Proposed work:** including all effects upon resource areas and measures and designs proposed to meet the performance standards described in the Wetlands Protection Act Regulations, 310 Code of Massachusetts Regulations (CMR) 10.00, (the Regulations) and the Local Wetlands Ordinance specific to each applicable resource area.

The applicant is responsible for providing all information required for the Commission's review of the Notice of Intent. Applicants are urged to retain the services of a qualified, experienced professional consultant when filing a Notice of Intent. Submission of incomplete or inadequate information may result in delays in the review process and/or continuations of the public hearing. Additionally, failure to provide adequate and complete documentation describing the impact of the project on resource areas may result in the issuance of a denial, prohibiting the work.



To minimize the use of non-recyclable materials ***please do not include vinyl or plastic binders, bindings, folders or covers with the filing.*** Staples and binder clips are good choices.

**TABLE OF CONTENTS**

Submission Details	3
Public Hearing Details	9
Contact Information	9
Notice of Intent Checklist	10
Request for Determination of Applicability Checklist	12
Request for an Amendment Checklist	14
Request for an Extension Checklist	15
Request for a Certificate of Compliance Checklist	16

## **SUBMISSION DETAILS**

### **1. Project Description**

The applicant must provide a detailed project narrative, inclusive of construction phase activities and the final condition of the site upon project completion. The description must indicate:

1. all wetland resource areas,
2. how the performance standards specific to those resource areas will be met,
3. a consideration of the effect that projected sea level rise, changes in storm intensity and frequency, and other consequences of climate change may have on the resource areas and proposed activities,
4. any construction equipment and material involved, and
5. the measures that will be implemented to protect the wetland resource areas and mitigate impacts.

The applicant must also include a detailed narrative of all other local permits, variances, or approvals required to be obtained with respect to the activity or work that is the subject of the application. The description must indicate which permits, variances, or approvals have been applied for or already obtained. Any information included in the application for such a permit, variance, or approval which is necessary to describe the effect of the proposed activity on the environment shall also be provided to the Commission.

### **2. Abutter Notification Requirements**

The applicant must submit an Abutters List, Affidavit of Service and Abutter Notification, concurrently with the submission. All abutters within 300' of the project property line must be notified including those across a waterbody and in a neighboring municipality. In such an instance, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality.

***EXCEPTION:*** *When work is on land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the “project site.”*

Notification must be sent by certified mail, certificates of mailing, or hand delivery, to all abutters on the most recent tax list found at the City of Boston Assessing Office. Applicants may utilize the City of Boston’s Assessing website to identify abutters ([boston.gov/assessing/](http://boston.gov/assessing/)). The notice shall provide an explanation of the proposed work and include the date, time, and location of the public hearing and should utilize the Commission’s Abutter Notification Form ([boston.gov/conservation](http://boston.gov/conservation)). The applicant shall notify abutters simultaneously with the filing of a Notice of Intent with the Commission in order to provide abutters sufficient time to review the application and accompanying plans. An Affidavit of Service with a copy of the notification form and list of abutters must be included in the filing

Abutter notices shall be sent in both English and the second most commonly spoken language(s) in the neighborhood(s) where the project is proposed. Notices shall also include Babel notice cards for additional translation and language access services. Applicants should utilize the most recently released Demographic Report by the Office of Language and Communication Access to identify the applicable languages (<https://www.boston.gov/departments/language-and-communications->

[access#resources](#)). Translated templates are provided on the Commission's webpage ([boston.gov/conservation](http://boston.gov/conservation)) but Applicants are responsible for obtaining translations of specific project information from a certified translator and providing evidence of such certified translation to the Commission in the filing.

### 3. Plan Requirements

The following standards and design specifications are intended to provide the Commission with the minimum amount of data necessary to determine the impact of a proposed project on the wetland resource areas and the ability of said resource areas to provide documented functions and values. The Commission may find it necessary to request additional site-specific information to adequately determine the effect of the work on resource areas.

Project plans shall depict the proposed activity and its effect on the environment. Due regard shall be shown for all natural features such as large trees, watercourses and water bodies, wildlife habitat and similar community assets.

1. The following items are set out as a minimum standard. The applicant may submit, or be required to submit, any further information that will assist in the Commission's review and that is deemed necessary to determine the proposed effect on the interests protected by the Ordinance. The Commission may waive any of these plan requirements it deems insignificant or irrelevant for a particular project.
  - A. The following information shall be provided:
    - i. The names and addresses of the owner(s) of record, the applicant(s) and of all abutters, as determined by the most recent local tax list, unless the applicant shall have a more recent knowledge of such abutters,
    - ii. A description of any alteration to flood storage capacity on the site including calculations and watershed maps if necessary,
    - iii. Soil characteristics in representative portions of the site,
    - iv. Methods to be used to stabilize and maintain any embankments facing any wetlands, or show slope on plans of less than or equal to 3 to 1,
    - v. Methods to control erosion during and after construction, and
  - B. The plan specifications are as follows:
    - i. Drawings shall be drawn with the title designating the name of the project, location and the names of the persons(s) preparing the drawings, and the date prepared, including the latest revision date. All drawings must be stamped and signed by a Registered Professional Civil Engineer or Registered Professional Land Surveyor of the Commonwealth of Massachusetts.
    - ii. Drawings shall be drawn at a scale of 1 inch equals 10 feet, 1 inch equals 20 feet, or 1 inch equals 40 feet (1 inch equals 40 feet maximum). **HOWEVER, plans may be reduced in size to allow for submission of 11" X 17" paper plans.** Additional plans with greater or lesser detail may also be required if such plans would provide valuable information to the

Commission in its review. The Commission may request a plan at a different scale for large properties or unique circumstances.

- iii. Drawings must include property boundaries, lot numbers, and owner(s) of record for all abutters from the most recent information on record at the Assessor's Office.
- iv. Drawings must include the boundary and location of all Resource Areas including the 100 foot Buffer Zone, and flag numbers of all field delineated wetland resource areas protected by the Wetlands Protection Act and Ordinance.
- v. Drawings must include all existing natural and manmade features including trees (6 inches diameter at breast height and larger), rock outcrops, fence lines, foot paths, overhead and underground utilities, and drainage structures.
- vi. Drawings must include a delineation of all alterations proposed in or adjacent to all Resource Areas and should be clearly explained in text or footnotes.
- vii. Drawings must specify the datum used. Plans must only utilize the Boston City Base NAVD 88 datum.
- viii. Drawings must indicate existing and final contours, or spot elevations including elevations of all natural and man-made drainage structures, waterways, and wetlands.
- ix. Drawings must indicate locations, sizes and slopes of existing and proposed culverts and pipes.
- x. As applicable, drawings must include cross-sections of the proposed project identifying all wetlands, including slopes, bank and bottom, and elevations of each resource area as related to the project.
- xi. Plans depicting proposed structures, drainage systems and/or a subsurface sewage disposal system must be stamped by a Registered Professional Civil Engineer of the Commonwealth and receive the approval of the Boston Water and Sewer Commission.
- xii. Hydrologic calculations showing the full flow capacity and velocity of all water courses, open and only sometimes closed channels, and storm drains flowing into, on and out of the property.
- xiii. Drawings must depict base flood elevations of all natural and manmade waterways and water bodies as determined from the FEMA Flood Insurance Rate Maps and Flood Boundary and Floodway Maps. Where the floodplain of wetlands and water bodies has not been mapped by FEMA, hydrologic and calculations may be required, prepared by a registered professional engineer to determine the boundary of the 10 and 100 year

floodplain. FEMA Flood Maps: <http://msc.fema.gov/portal>. Applicants should consider effective and pending FIRMs for planning purposes.

- xiv. Drawings must indicate proposed on-site pollution control devices, such as hooded catch basins, oil absorption pillows, detention/retention basins, flow dissipaters or vegetative buffers.
- xv. Drawings must show locations/details of erosion control devices.
- xvi. If location is within an Area of Critical Environmental Concern, it shall be so indicated on the plan.

#### **4. Stormwater Management Report**

The applicant must consult the Stormwater Management Standards found at 310 CMR 10.05(6)(k)-(q) of the Wetlands Regulations and in accordance with the Ordinance, which may be obtained from the Department's web site: <https://www.mass.gov/doc/310-cmr-1000-the-wetlands-protection-act/download> to determine if a Stormwater Management Report for the project is required. The Stormwater Management Standards may be referenced at <http://www.mass.gov/eea/agencies/massdep/water/regulations/massachusetts-stormwater-handbook.html>. For projects that require a Stormwater Management Report, the applicant must also complete the Checklist for the Stormwater Report, and submit the checklist with the Notice of Intent. The Applicant must also include a narrative detailing the best management practices for stormwater management as set forth in the Stormwater Management Standards of the and any separate standards and guidelines prepared by the City and the Boston Water and Sewer Commission.

Stormwater management systems must also be reviewed and approved by the Boston Water and Sewer Commission (as applicable). For all reconstruction or new construction projects in the City of Boston it is mandatory to retain stormwater on site. A volume of runoff equal to one inch of rainfall times the total impervious area on site must be infiltrated prior to discharge to a storm drain or a combined sewer system for projects less than 100,000 square feet of floor area. For all projects which are at or above 100,000 square feet of floor area, the project must use a volume of runoff equal to 1.25 inches of rainfall times the total impervious area on site.

\*Applicants should note that there are Total Maximum Daily Load (TMDL) limitations for the Neponset River and Charles River watersheds for certain pollutants. Based upon the TMDL, specific stormwater Best Management Practices may need to be implemented for projects in those watersheds. For more information on TMDLs visit:

<http://www.mass.gov/dep/water/resources/tmdls.htm>

#### **5. Climate Change**

The applicant must complete the BPDA Climate Resiliency Checklist if the project involves a structure within the floodplain. This can be completed online at <http://www.bostonplans.org/planning/planning-initiatives/article-37-green-building-guidelines>. Please print the pdf that you will receive via email after completion and include it in your submission.

The applicant must also include narrative on how climate change will impact the entire property regardless of whether climate change will have an immediate impact on the project in the proposal. This must include how the applicant plans to integrate climate change and adaptation planning considerations into their project to promote climate resilience to protect and promote Resource

Area Values and functions into the future, addressing climate equity and environmental justice, as well as an alternatives analysis describing all of the climate resiliency measures that could be taken and a reasoning as to why they are not feasible.

## 6. Areas of Critical Environmental Concern

Any areas within the City of Boston which have been designated as Areas of Critical Environmental Concern are so designated due to the particularly unique environmental factors that affect such areas and that highlight the unique importance of each area. The Commission employs the highest standards of scrutiny on any proposal involving an application of new pavement or newly installed other impervious materials within any area less than one hundred (100) feet from bordering vegetated wetland, bank, beach, and meadow.

At a minimum, applicants must include the following information in their application:

1. A description and numerical value of the current and post-project impervious surface coverage,
2. A site plan detailing an inventory of trees and other vegetation,
3. An assessment of the potential lighting and noise impacts from the proposal and mitigation measures that will be employed,
4. A description of current and post-project wildlife corridors and public access (where applicable),
5. A land conservation plan or maintenance plan (where applicable), and
6. An alternatives analysis describing all alternatives to the proposal as to minimize or eliminate adverse impacts to the protected resources.

## 6. Filing fees

The City of Boston Conservation Commission and the Massachusetts Department of Environmental Protection both require a fee for Notice of Intent processing. Please **note the Commission does not accept the municipal portion of the State Fee**, and has its own fee structure requirements, for project submitted under the Wetlands Protection Act, as follows:

Pursuant to the City of Boston Title 14 Section 450 requires the following fees payable to the City of Boston for Notice of Intent processing:

- \$25.00 for projects with the fair cost of \$1,000.00 or less.
- \$50.00 for projects with the fair cost of more than 1,000.00 but not more than \$50,000.00.
- \$75.00 for projects with a fair cost of more than 50,000.00 but not more than \$100,000.00.
- For projects with a fair cost of more than 100,000.00 the fee shall be .075% of the fair cost provided, however, in no case shall the fee be more than \$1,500.00.

The state fee is based on the category of the proposed activity (described in 310 CMR 10.03(7)) and the resource area to be impacted by the activity. To calculate the filing fee, follow the instructions to the NOI Wetland Fee Transmittal Form (refer to <https://www.mass.gov/how-to/wpa-form-3-wetlands-notice-of-intent> for the DEP's specific instructions).

**Note:** The municipal portion of the state fee is not accepted by the City of Boston.

The Boston Conservation Commission has adopted **additional fees under the Boston Wetlands Ordinance**. Applicants submitting applications under the Ordinance must also pay a fee as determined by the fee schedule as follows:

**Request for Determination of Applicability**

- \$100 for project sites up to 1 acre
- \$25 for up to each additional additional acre

**Abbreviated Notice of Resource Area Delineation**

- \$3 per linear foot for each resource area (For each resource area fees shall not be less than \$100)

**Notice of Intent**

- Category 1
  - \$100
- Category 2
  - \$300
- Category 3
  - \$550
- Category 4
  - \$750
- Category 5
  - \$4 per linear foot (The total fee shall not be less than \$100)

**Request for an Amendment to an Order of Conditions**

- \$50 Small Residential (1 to 4 units)
- \$200 Large Residential (5+ units), Commercial, or other

**Request for an Extension of an Order of Conditions**

- \$100 Small Residential (1 to 4 units)
- \$300 Large Residential (5+ units), Commercial, or other

**Partial Certificate of Compliance**

- \$50 Small Residential (1 to 4 units)
- \$100 Large Residential (5+ units), Commercial, or other

**Full Certificate of Compliance**

- \$50 Small Residential (1 to 4 units)
- \$100 Large Residential (5+ units), Commercial, or other

**Full Certificate of Compliance after Partial**

- \$50 Small Residential (1 to 4 units)
- \$100 Large Residential (5+ units), Commercial, or other



**Request for a Reissuance**

- \$75

**Request for Administrative Approval**

- **RESERVED**

**COMMISSION PUBLIC HEARINGS**

Public meetings are typically held on the first and third Wednesday of each month at City Hall. During the public meeting, a public hearing is opened to review each application filed with the Commission. After all public hearings have been closed or continued; the Commission resumes the public meeting, during which other general business is reviewed.

Filings must be submitted a minimum of two weeks prior to each public meeting. The meeting and hearings provide an opportunity for abutters and the public to comment on proposed projects. The project proponent, their representative, and the property owner must be present. The current meeting schedule and agenda may be viewed at [boston.gov/public-notices](http://boston.gov/public-notices). Public notices for an NOI, RDA, or Amendment are published in the Boston Herald. Applicants (or their representatives when applicable) are billed for the publication fee.

**Note:** Make sure to check our website ([boston.gov/conservation](http://boston.gov/conservation)) for the most recent list of hearing dates and filing deadlines

**CONTACT INFORMATION**

If you have any questions or need assistance, please contact staff at:

**Nicholas Moreno**  
Conservation Agent  
Boston City Hall Room 709  
Boston, MA 02201  
617-635-3850  
[cc@boston.gov](mailto:cc@boston.gov)

## **NOTICE OF INTENT (NOI):**

To complete a Notice of Intent, the applicant should refer to the wetlands regulations (310 CMR 10.00), which may be viewed at:

<http://www.mass.gov/eea/agencies/massdep/water/regulations/310-cmr-10-00-wetlands-protection-act-regulations.html>

Please utilize the eDEP online filing service for NOIs whenever possible:

<http://www.mass.gov/dep/service/compliance/edeponlf.htm>

*\*\*You will still need to provide paper copies to the Commission until further notice as described below.\*\**

If for some reason you cannot use the eDEP service, the Notice of Intent Form (WPA Form 3) may be obtained at: <http://www.mass.gov/eea/agencies/massdep/water/approvals/wetlands-and-waterways-forms.html#4>

Please submit to the Commission:

- Two copies (a signed original and 1 copy) of a completed Notice of Intent (WPA Form 3)
- Two copies (a signed original and 1 copy) of a completed Boston Notice of Intent (Local Form)
- Two copies of plans (reduced to 11" X 17") in their final form with engineer's stamp affixed supporting calculations and other documentation necessary to completely describe the proposed work and mitigating measures. Plans must include existing conditions, the proposed project, erosion controls and mitigation measures, grading and spot elevations and all wetland resource areas and associated buffer zones. Some projects may require both an aerial view of the plans along with a profile view of plans depending on the scope of work.
- Two copies of an 8 ½" x 11" section of the [USGS quadrangle map](#) of the area, containing sufficient information for the Conservation Commission and the Department to locate the site of the work.
- (If applicable) Two copies the Federal Emergency Management Agency Flood Insurance Rate Map for the project site. FEMA Flood Maps: <https://msc.fema.gov/portal>.
- Two copies of the determination regarding the Natural Heritage and Endangered Species Program: Review Section C. Other Applicable Standards and Requirements of the Notice of Intent, page 4 of 8, pertaining to wildlife habitat. The Conservation Commission and the [Natural Heritage & Endangered Species Program](#) have the maps necessary to make this determination.
- (If applicable) Two hard copies of a Stormwater Report to document compliance with the Stormwater Management Standards per 310 CMR 10.05(6)(k)-(q), including associated drainage calculations for rooftops, parking lots, driveways, etc., for the required design storm events.
- (If applicable) A narrative detailing best management practices for stormwater management as set forth in the Stormwater Management Standards of the Massachusetts Department of Environmental Protection and any separate standards and guidelines prepared by the City and the Boston Water and Sewer Commission.

- (If applicable) Two hard copies of the Checklist for Stormwater Report
- Details of the stormwater management system, including: catch basins, oil separating tanks, detention basins, outfalls, sewer connections, etc.
- Any photographs related to the project representing the wetland resource areas.
- Two copies of a detailed project narrative describing the following: an overview of the entire project, the work proposed within wetland resource areas and/or buffer zones; how the performance standards specific to the wetland resource areas will be met (listing out each performance standard); a consideration of the effect that projected sea level rise, changes in storm intensity and frequency, and other consequences of climate change may have on the resource areas and proposed activities; construction equipment and material involved; and measures to protect wetland resource areas and mitigate impacts. The applicant shall also include narrative on how they plan to integrate climate change and adaptation planning considerations into their project to promote climate resilience to protect and promote Resource Area Values and functions into the future.
- Two copies of an Abutters List, Affidavit of Service and Abutter Notification, filed concurrently with the Notice of Intent. Abutter notices shall be sent in both English and the second most commonly spoken language(s) in the neighborhood(s) where the project is proposed. Notices shall also include Babel notice cards for additional translation and language access services. All abutters within 300' of the project property line must be notified including those in a neighboring municipality. In such an instance, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality. EXCEPTION: When work is in land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the "project site."
- Two copies of the BPDA Climate Resiliency Checklist (for new buildings). This can be completed online at <http://www.bostonplans.org/planning/planning-initiatives/article-37-green-building-guidelines>. Please print the pdf that you will receive via email after completion and include it in your submission.
- **Electronic copies.** Documents may be submitted via email, or via an email link to downloadable documents.

**All property owners must be signatories to the Notice.** Notices must be received two weeks prior to the scheduled hearing date by the Conservation Commission at Boston City Hall/Room 709 Boston, MA 02201 by the close of business. Commission staff will formulate and place the public notice in The Herald. The representative indicated on the NOI application will be billed by The Herald for advertisement of the public notice.

## **REQUEST FOR DETERMINATION OF APPLICABILITY (RDA):**

Project proponents who wish to have the Commission determine if their project is subject to the Act, the Ordinance, or confirm the delineation of a wetland resource area, may file a Request for a Determination of Applicability with the Commission. More information is available at DEP's website: <http://www.mass.gov/eea/agencies/massdep/service/approvals/wpa-form-1.html>

Please submit to the Commission:

- Two copies (1 original and 1 copy) of the RDA and any other pertinent information
- Two copies of plans (reduced to 11" X 17") in their final form with engineer's stamp affixed supporting calculations and other documentation necessary to completely describe the proposed work and mitigating measures. Plans must include existing conditions, the proposed project, erosion controls and mitigation measures, grading and spot elevations and all wetland resource areas and associated buffer zones.
- Two copies of an Abutters List, Affidavit of Service and Abutter Notification, filed concurrently with the Request for Determination of Applicability. All abutters within 300' of the project property line must be notified including those in a neighboring municipality. In such an instance, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality. EXCEPTION: When work is in land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the "project site."
- Two copies of a detailed project narrative describing the following: an overview of the entire project, the work proposed within wetland resource areas and/or buffer zones; how the performance standards specific to the wetland resource areas will be met (listing out each performance standard); a consideration of the effect that project sea level rise, changes in storm intensity and frequency, and other consequences of climate change may have on the resource areas and proposed activities; construction equipment and material involved; and measures to protect wetland resource areas and mitigate impacts. The applicant shall also include narrative on how they plan to integrate climate change and adaptation planning considerations into their project to promote climate resilience to protect and promote Resource Area Values and functions into the future.
- (If applicable) Two hard copies of a Stormwater Report to document compliance with the Stormwater Management Standards per 310 CMR 10.05(6)(k)-(q), including associated drainage calculations for rooftops, parking lots, driveways, etc., for the required design storm events.
- (If applicable) A narrative detailing best management practices for stormwater management as set forth in the Stormwater Management Standards of the Massachusetts Department of Environmental Protection and any separate standards and guidelines prepared by the City and the Boston Water and Sewer Commission.
- (If applicable) Two hard copies of the Checklist for Stormwater Report

- Details of the stormwater management system, including: catch basins, oil separating tanks, detention basins, outfalls, sewer connections, etc.
- **Electronic copies.** Documents may be submitted via email, or via an email link to downloadable documents.

Requests must be received two weeks prior to the scheduled hearing date by the Conservation Commission at Boston City Hall/Room 709 Boston, MA 02201 by the close of business. Commission staff will formulate and place the public notice in The Herald. The representative indicated on the RDA application will be billed by The Herald for advertisement of the public notice.

## **REQUEST FOR AN AMENDMENT TO THE ORDER OF CONDITIONS:**

Project proponents who wish to have the Commission amend the Order of Conditions that was issued for their project, may file a Request for an Amended Order of Conditions with the Commission.

Please submit to the Commission:

- Two copies (1 original and 1 copy) of the amendment request, detailing the items that need to be amended and any other pertinent information
- Two copies of the issued and recorded Order of Conditions.
- Two copies of plans (reduced to 11" X 17") in their final form with engineer's stamp affixed supporting calculations and other documentation necessary to completely describe the proposed work and mitigating measures. Plans must include existing conditions, the proposed project, erosion controls and mitigation measures, grading and spot elevations and all wetland resource areas and associated buffer zones.
- Two copies of a detailed project narrative describing the following: an overview of the entire project, the work proposed within wetland resource areas and/or buffer zones; how the performance standards specific to the wetland resource areas will be met (listing out each performance standard); a consideration of the effect that project sea level rise, changes in storm intensity and frequency, and other consequences of climate change may have on the resource areas and proposed activities; construction equipment and material involved; and measures to protect wetland resource areas and mitigate impacts. The applicant shall also include narrative on how they plan to integrate climate change and adaptation planning considerations into their project to promote climate resilience to protect and promote Resource Area Values and functions into the future.
- Two copies of an Abutters List, Affidavit of Service and Abutter Notification, filed concurrently with the Notice of Intent. All abutters within 300' of the project property line must be notified including those in a neighboring municipality. In such an instance, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality. EXCEPTION: When work is in land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the "project site."
- Any additional information or documents that are pertinent to the amendment request.
- **Electronic copies.** Documents may be submitted via email, or via an email link to downloadable documents.

Requests must be received two weeks prior to the scheduled hearing date by the Conservation Commission at Boston City Hall/Room 709 Boston, MA 02201 by the close of business. Commission staff will formulate and place the public notice in The Herald. The representative indicated on the application will be billed by The Herald for advertisement of the public notice.

**REQUEST FOR AN EXTENSION OF THE ORDER OF CONDITONS:**

Project proponents who need additional time to complete the work permitted under an Order of Conditions, may request a time extension by filing a Request for an Extension with the Commission **at least 21 days** before the Order of Conditions expires.

Please submit to the Commission:

- Two copies (1 original and 1 copy) of a completed extension request (WPA Form 7)
- Two copies of a detailed project narrative describing the work that has been completed and reason for the request.
- Two copies of an Abutters List, Affidavit of Service and Abutter Notification, filed concurrently with the Notice of Intent. All abutters within 300' of the project property line must be notified including those in a neighboring municipality. In such an instance, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality. EXCEPTION: When work is in land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the "project site."
- Any additional information or documents that are pertinent to the extension request.
- **Electronic copies.** Documents may be submitted via email, or via an email link to downloadable documents.

Requests must be received two weeks prior to the scheduled hearing date by the Conservation Commission at Boston City Hall/Room 709 Boston, MA 02201 by the close of business.

## **REQUEST FOR A CERTIFICATE OF COMPLIANCE:**

Project proponents who have completed the work permitted under an Order of Conditions, may lift the obligation placed on the property by filing a Request for a Certificate of Compliance with the Commission.

Please submit to the Commission:

- Two copies (1 original and 1 copy) of a completed Request for a Certificate of Compliance (WPA Form 8a)
- Two copies of the as-built plans (reduced to 11" X 17") in their final form with engineer's stamp affixed. Plans must include final conditions, grading and spot elevations and all wetland resource areas and associated buffer zones.
- Any other documents or submissions required under the Order of Conditions.
- Two copies of an Abutters List, Affidavit of Service and Abutter Notification, filed concurrently with the Notice of Intent. All abutters within 300' of the project property line must be notified including those in a neighboring municipality. In such an instance, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality. EXCEPTION: When work is in land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the "project site."
- **Electronic copies.** Documents may be submitted via email, or via an email link to downloadable documents.

Requests must be received two weeks prior to the scheduled hearing date by the Conservation Commission at Boston City Hall/Room 709 Boston, MA 02201 by the close of business.