

CITY OF WORCESTER CONSERVATION COMMISSION



c/o Division of Planning & Regulatory Services
City Hall, 455 Main Street, Room 404, Worcester, MA 01608
Office 508-799-1400 x31440 – Fax 508-799-1406
planning@worcesterma.gov

Application Submission Requirements for:

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General Policies and How to Submit Documents:

Policy on Meeting Attendance:

The applicant is expected to appear at a regularly scheduled public meeting of the Commission whereat the Commission will discuss the proposed project.

Policy on Receipt and Review of Revisions:

Any revisions to the initially submitted application materials are expected a minimum one week prior to the scheduled hearing date. They should be accompanied by a Transmittal sheet referencing the assigned "CC-year-xxx" project number and project address. If revisions are submitted less than one week prior to the scheduled hearing date, then the item will likely be postponed or continued by the Commission due to insufficient time provided to Commission members and staff to review and comment on the revised materials.

Policy on Collation:

Any materials submitted to the Commission shall be bundled into identical, collated packages. Application submissions may be rejected at the discretion of staff if materials are not properly collated and bound.

Policy on Digital Submission:

A submission is not considered complete without digital submission. All applications, plans, and materials must be submitted as a PDF file to planning@worcesterma.gov prior to or at the time of application submittal to the office. Electronic files must be in the following format:

- Portable Document Format (.pdf), readable by Adobe Acrobat v.7.0 or later, named by project address and application type (e.g. 455 Main Street – Conservation Commission, NOI);
Minimum resolution of 200 dpi ; and
No single file should be greater than 50 MB (collections may be broken into separate files).

Exceptions: Application items not produced electronically (e.g. hand drawn plans or hand written applications) and/or created prior to September 2016 - and not available to the applicant in electronic format - are not required to be submitted electronically.

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Submission Requirements for Notices of Intent

1) Submit three copies (two full size, one reduced) and one digital copy of the following:

- A. **Application Form** (available as a fillable PDF form here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>).
- **An application with original signatures** by all petitioners and all owners (i.e. all owners on the deed must sign). *Note:* If property is owned by a corporate entity, a party authorized to execute documents as listed on the Secretary of State's corporate listing must sign the application (or provide the minutes of a Board meeting, authorizing an alternate party to sign).
- B. **Certified abutters' list and map** (obtained from City Hall, Room 209; see "Guidance - Abutter Notification Requirements" here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>).
- C. **A copy of the notice** mailed (or to be mailed) to the abutters; see "Guidance - Abutter Notification Requirements" here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>. *Note:* Proof of abutter notification, such as a certificate of mailing or certified mail cards, must be provided prior to the hearing.
- D. **A NOI Fee Transmittal form** (available as a fillable PDF form here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>).
- Provide documentation regarding the method for delineating resource areas (*Note:* generally not applicable for NOIs filed only under the City's local Ordinance). In particular it's the Commission's policy to require the following:
 - If **Bordering Vegetated Wetlands and/or Bank** are present on-site provide the MassDEP BVW Field Data Forms and narrative report prepared by a Professional Wetlands Scientist,
 - If **Bank** is present, provide information verifying the presence or absence of the **25' Riverfront Area (e.g. USGS Map and StreamStats Data, etc.)**.
 - If **Bordering Land Subject to Flooding** is present on-site provide the applicable FIRM Panel and attach documentation regarding verification of the flood plain elevation via applicable Flood Insurance Study information. The plans should bear the name and stamp of the surveyor who conducted the field survey and, in case when field conditions differ from the FEMA map, a name and stamp of the professional engineer.
 - If **Isolated Vegetated Wetlands** are present on-site, provide stamped engineering calculations certifying that the area does not meet the definitions of Isolated Land Subject to Flooding per 310 CMR 10.57 & the City of Worcester Wetlands Protection Ordinance & Regulations.
 - If **Isolated Land Subject to Flooding** is present on-site, provide engineering calculations regarding the physical extent thereof using engineering calculations.
 - **If conducting activities within Land Subject to Flooding**, provide the following information in both cubic and square feet:
 - Proposed Permanent Alterations
 - Proposed Temporary Alterations
 - Proposed Replacement (see the Commission's Compensatory Flood Storage Policy, 10/22/2015)
 - **If conducting earth excavation or filling activities:** Provide stockpile location(s) and soil handling procedures, including stabilization methods, on the plans and in the narrative.

- ❑ **If conducting Wetland Replication**, provide replication and planting plan with a narrative including, but not limited to, replication ratio, construction sequencing, and monitoring.
 - ❑ **If conducting activities within 15' and 30' buffers** per Wetlands Protection Regulations' General Performance Standard 4.2.4 provide the following:
 - If seeking exception under 4.2.4.A and/or 4.2.4.B, provide narrative demonstrating applicability.
 - If seeking a discretionary allowance (4.2.4.C), provide applicable findings.
 - If seeking a waiver (4.2.4.E), provide applicable findings.
 - ❑ Any **other** documentation as required by the application and the performance standards outlined in 310 CMR and/or the City of Worcester Wetlands Protection Regulations.
- E. A Plan of Land (folded – 2 full size, 1 reduced).** Please see page 4 regarding specific information required to be provided thereon, any items excluded from the plan require the grant of a waiver from the Commission.
- F. Hydrology & Stormwater Management Report.** If the project is subject to the provisions of the MassDEP Stormwater Management Standards (310 CMR 10.05(6)(k)-(q)), please provide:
- ❑ **One** full copy of a Stormwater Report, Stamped by a Professional Engineer, and **one digital** copy
 - ➔ ***Stormwater design calculations have recently changed. Calculations shall not be based on TP-40 and shall use NOAA Atlas 14 or Cornell data. Refer to Wetlands Protection Regulations, as modified June 24, 2019, Section 5.3(p) for more information.***

2) Fee(s):

- A.** Provide the appropriate fee(s) according to the most updated **local and/or state** Fee Schedules, as applicable (<http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>).
- Please make checks payable to the City of Worcester.

3) How to Submit:

- A. Hardcopies:** Mail or submit the above items in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>) between 8:30am-2pm to the City of Worcester Division of Planning & Regulatory Services, City Hall, 455 Main Street, Room 404, Worcester, MA 01608.
- If filing under the Wetlands Protection Act**, the applicant shall send, by certified mail, hand delivery, or online filing, a copy of the application and required filing fee to the MassDEP Central Regional Office, 8 New Bond Street, Worcester, MA 01606 at the **prior to or at the time of filing** with the Commission.
- B. Digital Copy:** All applications, plans, and materials must also be submitted as a PDF file to planning@worcesterma.gov **prior to or at the time of** application submittal to the office. A submission is not considered complete without digital submission.

Plan Requirements: Engineering Information to be provided with the NOI Application

(Source: Worcester Wetlands Protection Regulations,
approved by the Worcester Conservation Commission on July 2, 1990, as amended.)

Note: Plans shall be provided at a **legible scale and size (two full size, one reduced size) and must be folded**, so as to fit in a letter sized folder, at submission. Application submissions may be rejected at the discretion of staff if materials are illegible or not properly folded.

- 5.1 General - Plans shall describe the proposed activity and its effect on the environment. All plans, drawings, sketches, and calculations shall be dated and signed by the person responsible for their preparation. Plans and drawings involving the practice of surveying or engineering shall be stamped and signed by a professional surveyor or engineer if required by the Commission. Plans shall be consistent with those submitted to other City boards and departments.
- 5.3 Plan Requirements for a Notice of Intent - Unless otherwise authorized by the Commission, plans submitted for a Notice of Intent shall include the following information at a minimum:
- (a) A project locus map copied from a U.S. Geological Survey quadrangle sheet or City of Worcester map showing the location of the proposed project.
 - (b). Names and locations of adjacent roadways.
 - (c) Property lines including distances.
 - (d) On all drawings the title designating the project location, the name of the person preparing the drawings, the date prepared and any revision dates.
 - (e) Delineation of all known wetland resource areas and the Buffer Zone for Bordering Vegetated Wetland (**Conservation Commission's clarification - showing 15', 30', 50' and 100' buffers for jurisdictional wetlands, 25' Riverfront area, &/or a 100' buffer for a storm drains/catch basins, etc.**).
 - (f) Location of all present and proposed structures and paved areas.
 - (g) Existing and proposed contours of the entire site and affected adjacent areas. Generally, two (2) foot contours should be shown. Contours should refer to the National Geodetic Vertical Datum of 1927 and any amendments thereof.
 - (h) Location of existing and proposed stormwater management facilities and associated engineering data.
 - (i) Location of proposed wetland areas to be filled and associated replication areas. Cross sections showing slopes, bank and bottom treatment of each wetland resource to be altered. Locations of cross sections must be specified.
 - (j) Locations and elevations of cellars or floors and subsurface sewage disposal systems, including leaching facilities and reserve leaching areas.
 - (k) Soil characteristics of the site.
 - (l) Erosion and sediment control plans.
 - (m) Layout and site plans shall be drawn at commonly acceptable scales, preferably one (1) inch = forty (40) feet with detail and profile drawings drawn to appropriate scales.
 - (n) For plans involving construction of areas in excess of one acre, methods for stabilizing cleared areas of the site during extended shutdown due to weather, economic conditions or any other cause should be provided.
 - (o) The sequence of construction for proposed erosion and sediment controls, clearing and grubbing, excavation, installation of improvements, grading, and stabilization.
 - (p) For projects requiring hydraulic/hydrologic calculations, plans showing subcatchment areas, cover, soil types, drainage paths and design points with labeling which corresponds to the calculations should be provided. Analysis of the 1 (or 2), 10, 25, and 100 year frequency storms for pre-development and post-development conditions should be provided as appropriate, including a concise summary of peak rates of flow at design points and flood elevations and duration.
- 5.4 Other Information - The requirements stated above are not definitive or exclusive. Some may be omitted in a particular case and an applicant may be required to submit additional information deemed necessary to determine compliance with the Ordinance. Applicants and their consultants are encouraged to contact Conservation Commission staff to ascertain information requirements for specific projects.

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Submission Requirements for Requests to Amend Order of Conditions

1) Submit three copies (two full size, one reduced) and one digital copy of the following:

- A. A **cover letter**, signed by the applicant/s and owner/s (i.e. all owners on the deed must sign), listing:
 - i. Project address and file number;
 - ii. The applicant/s' and owner/s' names and mailing addresses;
 - iii. Narrative with an explanation of why the Amendment is needed and detailing what changes are proposed;

Note: If property is owned by a corporate entity, a party authorized to execute documents as listed on the Secretary of State's corporate listing must sign the application (or provide the minutes of a Board meeting, authorizing such).
- B. A copy of the **recorded Order of Conditions** (and any Extension Permits).
- C. A copy of the **previously approved Plan of Land**.
- D. A copy of the **revised Plan of Land (folded – 2 full size, 1 reduced)**. Please refer to page 4 regarding the information required to be provided for a plan submitted as part of the application.
- E. **Certified abutters' list and map** (obtained from City Hall, Room 209; see "Guidance - Abutter Notification Requirements" here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>).
- F. A **copy of the notice** mailed (or to be mailed) to the abutters; see "Guidance - Abutter Notification Requirements" here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>. *Note:* Proof of abutter notification, such as a certificate of mailing or certified mail cards, has to be provided prior to the hearing.

2) Fee(s):

- A. Appropriate fee according to the most updated Wetland Protection Ordinance Fee Schedule <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>. Please make checks payable to the City of Worcester. Generally fees are as follows:
 - \$25 legal add fee **AND**
 - \$50 for a single lot residential project (\$75 total); **or**
 - \$200 for a subdivision or commercial lot (\$225 total).

3) How to Submit:

Hardcopies: Mail or submit the above items in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>) between 8:30am-2pm to the City of Worcester Division of Planning & Regulatory Services, City Hall, 455 Main Street, Room 404, Worcester, MA 01608.

If filing under the Wetlands Protection Act, the applicant shall send, by certified mail, hand delivery, or online filing, a copy of the application and required filing fee to the MassDEP Central Regional Office, 8 New Bond Street, Worcester, MA 01606 at the **prior to or at the time of filing** with the Commission.

- A. **Digital Copy:** All applications, plans, and materials must also be submitted as a PDF file to planning@worcesterma.gov prior to or at the time of application submittal to the office. **A submission is not considered complete without digital submission.**

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Submission Requirements for Extension Permit Requests For Orders of Conditions

**Note: Requests must be submitted a minimum of 30 days prior to the current Order's expiration.
The Commission will not extend expired orders.**

1) Submit three copies (two full size, one reduced) and one digital copy of the following:

A. A cover letter, signed by the applicant/s and owner/s (i.e. all owners on the deed must sign), listing:

Note: If property is owned by a corporate entity, a party authorized to execute documents as listed on the Secretary of State's corporate listing must sign the application (or provide the minutes of a Board meeting, authorized as such).

- I. Project **address** and **file number**;
- II. The applicant/s' and owner/s' **names and mailing addresses**;
- III. **Explanation** of why the Extension Permit is needed and for how long an extension is requested;

Note: While under the Wetlands Protection Act, an extension cannot exceed three years, under the City's Wetlands Protection Ordinance, an extension cannot exceed one year.

B. A copy of the previously approved **Plan of Land**;

C. A copy of the **recorded Order of Conditions** (and recorded Extension Permits, if any were previously granted).

2) Fee(s):

Appropriate fee according to the most updated Wetland Protection Ordinance Fee Schedule (<http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>). Please make checks payable to the City of Worcester. Generally fees are as follows:

- \$100 for a single lot residential project; or
- \$300 for a subdivision or commercial lot.

3) How to Submit:

A. Hardcopies: Mail or submit the above items in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>) between 8:30 a.m. – 2 p.m. to the City of Worcester Division of Planning & Regulatory Services, City Hall, 455 Main Street, Room 404, Worcester, MA 01608 a minimum of 30 days before the valid Order of Conditions expires.

If filing is under the Wetlands Protection Act, certify-mail a copy to the MassDEP Central Regional Office, 8 New Bond Street, Worcester, MA 01606 at the same time or prior to filing with the City.

B. Digital Copy All applications, plans, and materials must also be submitted as a PDF file to planning@worcesterma.gov prior to or at the time of application submittal to the office. **A submission is not considered complete without digital submission.**

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Submission Requirements for Project Change Requests

(aka request for determination of significance and subsequent action due to a project change)

1) Submit three copies (two full size, one reduced) and one digital copy of the following:

- A. A copy of the previously approved **Plan of Land**.
- B. A copy of the proposed (revised) **Plan of Land**.
- C. A copy of the **recorded Order of Conditions** (and recorded extension permits, if any were previously granted);
- D. A **letter** explaining the discrepancies between the approved and proposed plans and summarizing changes in resource area, and/or bufferzone, impacts (if any).

2) How to Submit:

- A. Hardcopies:** Mail or submit the above items in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>) between 8:30 a.m. – 2 p.m. to the City of Worcester Division of Planning & Regulatory Services, City Hall, 455 Main Street, Room 404, Worcester, MA 01608 a minimum of 30 days before the valid Order of Conditions expires.

If filing under the Wetlands Protection Act, the applicant shall send, by certified mail, hand delivery, or online filing, a copy of the application and required filing fee to the MassDEP Central Regional Office, 8 New Bond Street, Worcester, MA 01606 at the **prior to or at the time of filing** with the Commission.

- B. Digital Copy:** All applications, plans, and materials must also be submitted as a PDF file to planning@worcesterma.gov prior to or at the time of application submittal to the office. **A submission is not considered complete without digital submission.**

Notes:

- There is no filing fee associated with this type of request.
- The applicant is expected to appear at a regularly scheduled public meeting of the Commission whereat the Commission will discuss the proposed project changes. The item will be listed under Other Business.
- If the project change results in an increase in impervious area and/or disturbance and/or is closer to the resource area, applicants may be required to file a request to amend the Order of Conditions instead.
- If unsure what to file, applicants and their consultants are encouraged to contact Conservation Commission staff to ascertain information requirements for specific projects

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Requests for Determination of Applicability

1) Submit three copies (two full size, one reduced) and one digital copy of the following:

- A. RDA Application (available as a fillable PDF form here <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>) signed by the applicant.
- B. **A Plan of Land** - See page 9 of this application checklist. *Note:* **Please demarcate the 15-ft, 30-ft, 50-ft and 100-ft buffers for jurisdictional wetlands, 25-ft for Riverfront area and a 100-ft buffer for a storm drains/catch basins, as applicable.**
- C. Photographs of the existing conditions.

2) One (1) pre-addressed, stamped envelope for the applicant and one (1) pre-addressed, stamped envelope for the property owner, if different.

3) Fee(s):

- A. Submit appropriate fee according to the most updated Wetland Protection Ordinance Fee Schedule (<http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>). Please make checks payable to the City of Worcester. *Note:* No fee is required under the Wetlands Protection Act.

4) How to Submit:

- A. **Hardcopies:** Mail or submit the above items in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>) between 8:30am-2pm to the City of Worcester Division of Planning & Regulatory Services, City Hall, 455 Main Street, Room 404, Worcester, MA 01608.
If filing under the Wetlands Protection Act, the applicant shall send, by certified mail, hand delivery, or online filing, a copy of the application and required filing fee to the MassDEP Central Regional Office, 8 New Bond Street, Worcester, MA 01606 at the **prior to or at the time of filing** with the Commission.
- B. **Digital Copy:** All applications, plans, and materials must also be submitted as a PDF file to planning@worcesterma.gov prior to or at the time of application submittal to the office. **A submission is not considered complete without digital submission.**

Plan Requirements: Engineering Information to be provided with Request for DOA Applications

(Source: Worcester Wetlands Protection Regulations,
approved by the Worcester Conservation Commission on July 2, 1990, as amended.)

Note: Plans shall be provided at **full size and must be folded** so as to fit in a letter sized folder, at submission. Application submissions may be rejected at the discretion of staff if materials are illegible or not properly folded.

- 5.1 General - Plans shall describe the proposed activity and its effect on the environment. All plans, drawings, sketches, and calculations shall be dated and signed by the person responsible for their preparation. Plans and drawings involving the practice of surveying or engineering shall be stamped and signed by a professional surveyor or engineer if required by the Commission. Plans shall be consistent with those submitted to other City boards and departments.
- 5.2 Plan Requirements For A Request For Determination of Applicability - Unless otherwise authorized by the Commission, plans submitted for a Request For Determination of Applicability shall include the following information at a minimum:
- (a) A Project locus map copied from a U.S. Geological Survey quadrangle sheet or a City of Worcester map showing the location of the proposed activity.
 - (b) Names and locations of adjacent roadways.
 - (c) Property lines with distances.
 - (d) On all drawings the title designating the project location, the name of the person preparing the drawings, the date, and any revision dates.
 - (e) Delineation of all known wetland resource areas and the Buffer Zone for Bordering Vegetated Wetland (**Conservation Commission's clarification - showing 15-ft, 30-ft, 50-ft and 100-ft buffers for jurisdictional wetlands &/or a 100-ft buffer for a storm drains/catch basins, etc. Please note that the Riverfront Area in the City is 25-ft.**)
 - (f) Location of all present and proposed structures and paved areas.

Conservation Commission's clarification: Proposed erosion and sediment controls, if applicable.

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Submission Requirements for Certificates of Compliance

1) Submit three copies (two full size, one reduced) and one digital copy of the following:

- A. Application Form (available as a fillable PDF form here - <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>) signed by the applicant.
- B. Attach a written statement by a professional registered professional engineer, architect, landscape architect, or land surveyor certifying substantial compliance with the plans and describing what deviation, if any, exists from the plans approved in the Order of Conditions.
- C. A copy of the original approved plan-of-land and a certified as-built plan-of-land.
- D. A copy of the recorded Order of Conditions.
- E. Photographs of the existing conditions.

2) Fee(s):

Appropriate fee according to the most updated Wetland Protection Ordinance Fee Schedule (<http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>). Please make checks payable to the City of Worcester. Generally fees are as follows:

- \$50 for a single-lot residential project or;
- \$100 for a subdivision or a commercial project.

3) How to Submit:

A. Hardcopies: Mail or submit the above items in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>) between 8:30am-2pm to the City of Worcester Division of Planning & Regulatory Services, City Hall, 455 Main Street, Room 404, Worcester, MA 01608.

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