

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 x260 – Fax 508-799-1406

## City of Worcester Conservation Commission Submission Requirements

Approved by the Conservation Commission on December 19, 2011 as revised September 26, 2016

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## Submission Requirements for Notices of Intent

### 1) Submit one original, one digital, and 10 copies, collated, of the following documents:

- A. **Application Form** (available as a fillable pdf form here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>).
- 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).
  - Identify the delineation method for **Bordering Vegetated Wetlands** and other resource area boundaries (MassDEP BVW Field Data Form) and attach documentation of the methodology. The plans should bear the name and stamp of the wetland scientist who performed the delineation. *Note:* generally not applicable for NOIs filed only under the City's local Ordinance.
  - Stormwater Management.** If the project is subject to provisions of the MassDEP Stormwater Management Standards (310 CMR 10.05(6)(k)-(q)), provide:
    - Full Stormwater Report (for all but small residential project for 1 or 2 units) – 2 copies.
    - Stormwater System Operation & Maintenance Plans (excerpt of the full report) – 11 copies
  - Certified abutters' list and map** (obtained from City Hall, Room 209; see "Guidance - Abutter Notification Requirements" here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>).
  - A copy of the notice** mailed (or to be mailed) to the abutters; see "Guidance - Abutter Notification Requirements" here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>). *Note:* Proof of abutter notification, such as a certificate of mailing or certified mail cards, must be provided prior to the hearing.
  - A NOI Fee Transmittal form** (available as a fillable pdf form here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>)
  - Any **other** documentation required by the application.
- B. **A Plan of Land** (see page 3 regarding information to be provided). **Note: Please demarcate snow storage locations; 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. **If conducting activities within Land Subject to Flooding**, provide the following information in both cubic and square feet:
- Proposed Permanent Alteration
  - Proposed Temporary Alteration
  - Proposed Replacement (see the Commission's Compensatory Flood Storage Policy, 10/22/2015)
- D. **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.**
- E. **If conducting Wetland Replication: Provide replication and planting plan with a narrative including, but not limited to, replication ratio, construction sequencing, and monitoring.**
- F. **If conducting activities within 15' and 30' buffers** per Wetlands Protection Regulations' General Performance Standard 4.2.4:
- 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) or a waiver (4.2.4.E), provide applicable findings.

## 2) Fee(s):

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

## 3) How to Submit:

- A. Hardcopies:** Mail or submit in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>) 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 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](mailto: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.

**Reminder:** Does your project require a new or upgraded electric system? Contacting National Grid early in the process may assist with meeting your needs for electrical services and help keep your project on track. Call today at 800-375-7405.

## Plans: Engineering Information to be provided with the Notice of Intent applications

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

- 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.**

- 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-ft, 30-ft, 50-ft and 100-ft buffers for jurisdictional wetlands &/or a 100-ft 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 as well as 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 for Determination of Applicability

### 1) Submit one original, one digital, and 10 copies, collated, of the following documents:

- A. RDA Application (available as a fillable pdf form here - <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>) signed by the applicant.
- B. A Plan of Land - See page 2 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):

Submit appropriate fee according to the most updated Wetland Protection Ordinance Fee Schedule (<http://www.worcesterma.gov/e-services/document-center/planning-regulatory>). Please make checks payable to the City of Worcester. Generally fees are as follows:

*Note:* No fee is required under the Wetlands Protection Act.

### 4) How to Submit:

- A. **Hardcopies:** Mail or submit in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>) 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 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](mailto: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, RDA);
  - 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.

**Reminder:** Does your project require a new or upgraded electric system? Contacting National Grid early in the process may assist with meeting your needs for electrical services and help keep your project on track. Call today at 800-375-7405.

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## Submission Requirements for Certificates of Compliance

### 1) Submit one original, one digital, and 10 copies, collated, of the following documents:

- A. Application Form (available as a fillable pdf form here - <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>) 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/e-services/document-center/planning-regulatory>). 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 in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>) 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 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](mailto: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, COC);
  - 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.

*Note:* If a Superseding Order of Conditions has been issued by MassDEP for the subject property, please request the Certificate of Compliance through MassDEP.

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## Submission Requirements for Requests to Amend an Orders of Conditions

### 1) Submit one original, one digital, and 10 copies, collated, of the following documents:

- 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 (see page 2 regarding information to be provided). Note: Please demarcate the 15-ft, 30-ft, 50-ft and 100-ft buffers for jurisdictional wetlands and a 100-ft buffer for a storm drains/catch basins, if applicable.
- E. **Certified abutters' list and map** (obtained from City Hall, Room 209; see "Guidance - Abutter Notification Requirements" here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>).
- F. **A copy of the notice** mailed (or to be mailed) to the abutters; see "Guidance - Abutter Notification Requirements" here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>. *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):

Appropriate fee according to the most updated Wetland Protection Ordinance Fee Schedule (<http://www.worcesterma.gov/e-services/document-center/planning-regulatory>). 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 commercial lot).

### 3) How to Submit:

- A. **Hardcopies:** Mail or submit in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>) 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 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](mailto: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, Amend OOC);
  - 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 Orders of Conditions - Extension Permit Requests

**Note: Requests must be submitted a minimum of 30 days prior to current Order's expiration.**

### 1) Submit one original, one digital, and 10 copies, collated, of the following documents:

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 any Extension Permits previously granted).

### 2) Fee(s):

Appropriate fee according to the most updated Wetland Protection Ordinance Fee Schedule (<http://www.worcesterma.gov/e-services/document-center/planning-regulatory>). 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:

Mail or submit in person by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/e-services/document-center/planning-regulatory>) 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.

### 4) Digital Copy.

All applications, plans, and materials must also be submitted as a PDF file to [planning@worcesterma.gov](mailto: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 and later, named by project address and application type (e.g. 455 Main Street – Conservation Commission, EOT Request)
- Minimum resolution of 200 dpi
- 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.