

# How to get a Wetlands Permit from the Southborough Conservation Commission

The Conservation Commission is responsible for reviewing and permitting all work (construction, cutting, grading, or new landscaping) in or near wetlands, ponds, and rivers in the Town of Southborough under Massachusetts Wetlands Protection Act (310 CMR 10.00) and its implementing Regulations. Southborough also has a local wetlands bylaw that imposes a 20-Foot No Disturb Zone around the edge of regulated wetland resource areas.

## Filing Guidelines

Any activity proposed within 100 feet of wetland resource areas (wetlands, ponds, or intermittent streams) or 200 feet from perennial (year-round) streams must be reviewed by the Conservation Commission. If you are planning a project which involves grading, filling, cutting, building, or otherwise altering near a wetland resource area and have questions about which permit you should apply for, please contact the Conservation Office at (508) 485-0710, ext. 3024.

## Request for Determination of Applicability (RDA)

This Application is for minor projects affecting a small portion of the Buffer Zone that will have no impact on the Wetland Resource Area. It is the simplest and least expensive permit application procedure, one most homeowners can fill out on their own. An RDA results in a Determination of Applicability permit.

## Notice of Intent (NOI)

This Application is for projects involving significant work in the buffer zone or any work in a Wetland Resource Area. An NOI is a more detailed permit application that requires professionally engineered plans and results in a permit called an Order of Conditions (OOC).

## Abutter Notification

Applicants filing a Notice of Intent must notify all abutters (any landowner within 100 feet of the property line) by certified mail or Certificate of Mailing. A certified abutters list must be obtained from the Assessors Office at Town Hall.

**Filing Fees** – The Town of Southborough has a local filing fee schedule in addition to the state mandated fees. Please check the Southborough Wetlands Regulations for the correct fee for your application type.

**Recording Information** – An Order of Conditions must be recorded at the Worcester Registry of Deeds, or for registered land in the Land Court, no earlier than 10 business days after the issuance of the Order of Conditions by the Conservation Commission (to allow for the Appeal period to expire). The Registry fee for recording or registering shall be paid by the owner or applicant to the Conservation Office, which handles all recordings of OOC's and ORAD's. A conservation permit must be recorded before an applicant may apply for a Building Permit or commence work on the site.

**Closing Out a Permit** – To close out a permit, you must submit a Request for Certificate of Compliance application, along with an As-Built plan stamped by a professional engineer, and the appropriate filing fee. After review, the Commission will sign and issue a Certificate of Compliance. Upon receipt and recording of a Certificate of Compliance at the Registry of Deeds, the encumbrance on your title will be released.