



Conservation Commission

Town of

Groveland

Groveland, Massachusetts
Town Hall
183 Main Street
Groveland, MA 01834

GROVELAND CONSERVATION COMMISSION **Step-by-Step Filing Guide to the Permit Application Process**

These guidelines are intended to assist applicants through the process of acquiring a permit from the Conservation Commission. A permit may be necessary under the Massachusetts Wetlands Protection Act, MGL Chapter 131, Section 40, and the Town of Groveland Wetlands Protection Bylaw. No application will be accepted as complete unless all information requested is clearly and properly submitted. An applicant may be required to submit additional information if the Commission deems necessary. No alteration is permitted in any resource area until all the material required has been submitted to the Conservation Commission and a permit has been issued permitting the work. Any questions regarding these application requirements, please call, write or email: the Commission, 183 Main St. Groveland, MA 01834, (978) 556-7214 grovelandcc@yahoo.com.

Steps in the Permitting Process:

1. Bring the Building Permit or Health Department Sign-Off sheet to our office. Inquire if there are any wetlands within the vicinity of the proposed project. This may be done by contacting the Commission as listed above and scheduling an appointment to either meet on site or in the Commission office. You also may visit our office in Town Hall any Monday evening from 7:00 – 8:00 pm.

2. If there are resource areas such as wetlands, a stream, a river or a pond within 200 feet of your project or there is the possibility of affecting wetlands beyond 200 feet, a Commissioner may assist the applicant with the appropriate application. The applicant may be requested to retain the services of a professional for the project. Refer to our website at;

http://www.grovelandma.com/pages/grovelandma_conservation/index

for a local Bylaw application and to the MA DEP website for a DEP application.

<http://www.mass.gov/eea/agencies/massdep/water/approvals/wetlands-and-waterways-forms.html#4>

3. The applicant should fill out the appropriate application, submit a plan and provide any other required information as outlined in the Filing Guidelines. If unsure of which application to submit, please refer to the Groveland Conservation Commission's "What permit do I file for?".



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4. All applications are due on the Wednesday three weeks prior to the next Conservation Commission meeting date. Any applications submitted after these deadlines will be on the following meeting's agenda. The application and plan should be mailed to our address above or dropped off at the Town Clerk's office. No application is complete unless all applicable fees have been included. The Fee Schedule may be obtained at the Groveland Conservation Commission website and the MA DEP website (www.ma.gov/dep).
5. After filing the application, fee and plan, you will be contacted with the meeting date for the Conservation Commission to hear your project. The Commission typically meets once a month on a Wednesday. You will be required to advertise the information contained within your application in the local newspaper, prior to the meeting. In addition, you must notify abutters within 300' to the property by certified mail 10 days prior to the meeting date. An abutters list may be obtained at the Assessor's Office in Town Hall. Verification of the mailings (green cards) must be submitted to the Conservation Commission.
6. The applicant will be expected to attend the meeting and present all information for the project. Most proposals will involve attendance at more than one meeting. At the meeting, the Commission may ask the applicant for more information to be provided prior to the next meeting. Oftentimes, the issuance of a decision by the Commission is dependent upon the issuance of a DEP File Number from the state, if applicable. The Commission may also request a site visit to verify all resource areas on the property.
7. When the hearing is over and the Commission has voted on a decision, it may take the staff 2-3 weeks to finalize the permit, have it signed and either send it to the applicant or it may be picked up at the Conservation Commission office. Please register your preference at the last hearing. Your Building Permit or Health Department Sign-Off Sheet will normally be signed at this time.
8. Next, the applicant must take the issued permit to the Registry of Deeds in Salem to be recorded and attached to the property deed. Proof of recording must be provided to the Commission before any of the next steps can take place. Proof can be mailed, e-mailed or dropped off at Town Hall.
9. A few days before the project is ready to begin construction, call the Conservation Commission to schedule a pre-construction site visit. A Commissioner is required to review the permit with the applicant before work begins. Permits may detail other requirements for this meeting.



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10. When you start your project. Please refer to the permit often to guide you through any requirements and guidelines for unexpected situations. A copy of the permit and plan shall always be kept ready at the site while work is being done.

11. After construction is completed, the applicant must file a Request for a Certificate of Compliance and pay the fee. The project will be placed on the next agenda and the applicant will be expected to inform the Commission that everything has been completed and is in compliance with the permit. Submission of an As-Built plan is required. A Commissioner will visit the site to inspect the project before the meeting. A Certificate of Occupancy Sign-Off will normally be signed at this time. Please allow for at least 2 weeks if you require a certificate for a real estate closing or indicate a RUSH when filing for your certificate.

12. If the Commission agrees that everything has been completed and is in compliance, a Certificate of Compliance will be issued. There may be continuing conditions that will have to be mindful of in the care of the property. The Certificate of Compliance must be recorded at the Registry of Deeds to clear up the title to the property. Proof of recording must be given to the Conservation Commission for their files. This is the final step.