



TOWN OF GROVELAND

TOWN HALL, 183 MAIN ST, GROVELAND, MA 01834
TELEPHONE (978)-556-7214

GROVELAND CONSERVATION COMMISSION **Step-by-Step 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 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: Groveland Conservation Commission, 183 Main St. Groveland, MA 01834, (978)-556-7214, rdecie@grovelandma.com.

Steps in the Permitting Process:

1. Call or visit 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.
2. If there are wetlands, a stream, a river or pond within 200 feet of your project or there is a possibility of affecting wetlands beyond 200 feet, our agent will either assist the applicant with the application or the applicant will be requested to retain the services of a professional for the project. Refer to our website at

<https://www.grovelandma.com/conservation-commission/pages/conservation-commission-forms>

for a local Bylaw application and to the Mass DEP website for a DEP application (wetland permitting forms.)

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

3. The applicant should fill out the application forms and provide any other required information as outlined in the Filing Guidelines.
4. All applications are due on the Thursday 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 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.
5. After filing the application, you will be contacted and a hearing date will be set. You may be required to advertise the hearing according to guidelines provided and notify abutters. You are responsible for all costs. The applicant will be expected to attend this meeting and present the project. Many proposals will involve attendance at more than one meeting.

GROVELAND CONSERVATION COMMISSION PERMIT APPLICATION PROCESS

6. 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 dependant upon the issuance of a DEP File Number from the state. The Commission may also request a site visit.

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 office. Please register your preference at the last hearing.

8. Next, the applicant must take the 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 if required on your permit. A Commissioner or our agent is required to review the permit with the applicant before work begins. Permits may detail other requirements for this meeting.

10. 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 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. The request will be placed on the next agenda and the applicant will be expected to inform the Commission by email or in person that everything has been completed and is in compliance with the permit. Submission of an As-Built plan is required. A Commissioner or our agent 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.