



FILING GUIDE

Boston Conservation Commission



CITY of BOSTON
Conservation Commission

Updated May 16, 2025

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1. PROCESS AND PROCEDURE

I. WHO IS THIS GUIDE FOR?

You may need to file an application with the Conservation Commission if your project is located within the 100-year FEMA floodplain, or in, on, or within 100 feet of...

- A beach;
- A creek, stream, or river;
- A lake or pond;
- A marsh or swamp;

And the project removes, fills, dredges, or alters the area. This includes, but is not limited to...

- Demolishing or constructing a building;
- Demolishing or constructing a dock;
- Filling or changing land features;
- Paving or repaving;
- Vegetation removal.

If you are unsure whether your project requires a permit from the Conservation Commission, please reach out to Commission Staff at cc@boston.gov.

II. WHO IS INVOLVED IN THE FILING PROCESS?

The **Boston Conservation Commission Staff** are your point of contact throughout the application filing process. They can answer your questions, will review your filings, and will send you information to prepare you for the Conservation Commission hearings. They will follow up after the hearing with any necessary next steps and will be the ones to send you a permit for your project via email and Certified Mail.

Commission Staff includes Elena Itämeri, Executive Director, and Deedee Hernandez, Conservation Assistant. They can be reached by email at cc@boston.gov and by phone at 617-635-3850.

The appointed, all-volunteer **Conservation Commission members** will review your filing materials, listen to your presentation during the hearing, and discuss the project before voting on the outcome of the application.

Most applications will require a concurrent filing with the **Massachusetts Department of Environmental Protection's Northeast Regional Office** (DEP NERO).

III. WHAT IS THE CONSERVATION COMMISSION?

The Boston Conservation Commission is a permitting body charged with administering the Massachusetts Wetlands Protection Act, General Law Chapter 131, Section 40 (the Act) and the Boston Wetlands Ordinance, Boston City Code, Ordinances, Chapter 7-1.4 (the Ordinance). The Commission determines wetland boundaries, reviews projects proposed in or near wetlands and their associated buffer zones (typically the area between the wetland boundary and 100 feet horizontally lateral from the wetland boundary), and places conditions on projects that impact wetlands. The regulations for the Act and the Ordinance identify performance standards for a number of wetland resource areas, and the role of the Conservation Commission is to assess whether a project in the Commission's jurisdiction meets those performance standards.

Coastal Resource Areas protected by the Wetlands Protection Act:

- Barrier Beaches
- Coastal Banks
- Coastal Beaches
- Coastal Dunes
- Designated Port Areas (DPA)
- Land Containing Shellfish
- Land Subject to Coastal Storm Flowage (LSCSF)
- Land Under Ocean (LUO)
- Land Under Salt Ponds
- Rocky Intertidal Shores
- Salt Marshes
- Tidal Flats

Inland Resource Areas protected by the Wetlands Protection Act:

- Bordering Land Subject to Flooding (BLSF)
- Bordering Vegetated Wetlands (BVW)
- Inland Bank
- Inland Land Subject to Flooding (ILSF)
- Land Under Water Bodies and Waterways (LUWW)
- Riverfront Area

The Boston Wetlands Ordinance protects the interests of all of the Resource Areas listed above, as well as:

- 25-foot Waterfront Area
- 100-foot Salt Marsh Area
- Isolated Vegetated Wetlands (IVW)
- Vernal Pools and Vernal Pool Habitat
- Land Subject to Coastal Storm Flowage (LSCSF)¹

¹ While the Massachusetts Wetlands Protection Act includes LSCSF, the Boston Wetlands Ordinance has developed [Performance Standards](#) for LSCSF.

IV. WHAT KIND OF APPLICATION DO I NEED TO FILE?

- If you are asking the Conservation Commission to determine whether a site or proposed work is subject to the Massachusetts Wetlands Protection Act or the Boston Wetlands Ordinance, file a **Request for a Determination of Applicability**.
- If you are proposing work which will remove, fill, dredge, or alter an area that is subject to protection under the Massachusetts Wetlands Protection Act or the Boston Wetlands Ordinance, file a **Notice of Intent**.
- If you are asking the Conservation Commission to confirm a wetland resource area delineation, file an **Abbreviated Notice of Resource Area Delineation**.
- If you have an existing Order of Conditions which has not expired and needs to be modified due to a change in the scope of work or a material change in the content of the permit, file a request for an **Amendment to the Order of Conditions**.
- If you have an existing Order of Conditions which has not expired and you need more time to complete the work permitted, file a request for an **Extension to the Order of Conditions**. This request must be submitted at least 30 days before the Order expires.
- If you have an existing Order of Conditions and have completed the work permitted by it, file a request for a **Certificate of Compliance**.
- If you are proposing work which needs to occur immediately to mitigate a declared public health or safety emergency, file a request for an **Emergency Certification**.
- If you are proposing minor work within an area that is within the Conservation Commission's jurisdiction, reach out to Commission Staff at cc@boston.gov to determine whether it qualifies for an **Administrative Approval**.

V. HOW DO I FILE WITH THE CONSERVATION COMMISSION?

To file with the Conservation Commission, two hard copies of the filing materials described in the [Filing Checklist](#) section must be delivered to Boston Conservation Commission, 1 City Hall Square, Room 709, Boston, MA 02201, and a compiled PDF of the filing must be emailed to cc@boston.gov by 12:00 pm (noon) on the [filing deadline](#). Commission Staff will confirm via email that they have received the hard copies and PDF, and they will then review the materials for completion. If there are any items missing, or if Commission Staff have any questions, they will give the Proponent a deadline by which revised materials must be re-submitted. Commission Staff will review the revised materials, and if everything has been addressed, Commission Staff will confirm that they have a complete filing. If the Proponent misses the deadline, the filing will be reviewed during the next filing deadline.

VI. WHAT HAPPENS AFTER I'VE SUBMITTED MY FILING?

Legal Ad

Once Commission Staff has confirmed that they have received a complete application for your project, they will prepare a draft legal ad to send to a newspaper of general circulation, typically the Boston Herald, if needed. A legal ad is required for the following filings:

- Request for a Determination of Applicability (RDA)
- Notice of Intent (NOI)
- Abbreviated Notice of Resource Area Delineation (ANRAD)
- Amendment to the Order of Conditions (AOOC)

Commission Staff will email the draft ad to the newspaper and copy you or the project Representative. The ad must be paid for by the project Proponent by 4:00 pm the day before the ad runs. The cost depends on the length of the ad, but they are typically \$300-\$400. The ad must run five business days before the hearing. **If the ad does not run five business days before the hearing, the project cannot be listed on the hearing agenda.**

Draft Conditions

If you have filed a Notice of Intent (NOI), Commission Staff will send out draft conditions before the hearing. The draft conditions are approximately 18 pages long and contain conditions that may not apply to all projects. The Proponent should review the conditions and redline them to indicate any changes they believe should be made to the document before the hearing. Draft conditions are typically due back to Commission Staff two days before the hearing. Commission Staff will review the edits and make any changes they believe are appropriate. The conditions will then be shared with the Commission members ahead of the hearing. The Commission may choose to modify or add to these conditions during the hearing.

Public Notice

All filings which will be discussed by the Commission are listed in a Public Notice posted on the [City's website](#) at least five business days in advance of the hearing. Please filter for the Environment Department to populate Conservation Commission public notices.

Site Visit

Most filings will require a site visit with Commission Staff ahead of the hearing. There is a published site visit date for each hearing, which you can find listed [next to each filing deadline](#). Commission Staff will reach out to schedule a specific time. If your team is unable to attend a site visit on the predetermined site visit date, please notify Commission Staff at cc@boston.gov as early as possible. Commission Staff will conduct site visits for all Certificates of Compliance (COCs).

Presentation Slide Deck

You should prepare a presentation that is no longer than five minutes to share with the Commission. The presentation is also important to members of the public who may be interested in the project. You should include clear visual representations of the proposed work. Presentation slides should be sent to Commission Staff at cc@boston.gov by 12:00 pm (noon) the day before the hearing in either PowerPoint or Google Slides format.

VII. HOW DO I PARTICIPATE IN A CONSERVATION COMMISSION HEARING?

Conservation Commission hearings are typically held twice a month and take place virtually on Zoom starting at 6:00 pm. At this time, there are no in-person hearings. These meetings are subject to Open Meeting Law and are recorded. The recordings are uploaded to Boston City TV's [Boston Conservation Commission YouTube Playlist](#) after the hearing. For the most up-to-date information about hearings, please check the City of Boston's [Public Notices website](#) and filter for the Environment Department.

To join and participate in a Conservation Commission hearing, please follow these steps:

1. Join the Zoom meeting by using the link or phone number listed in the Public Notice. You do not need a Zoom account to join, and you may join using either a computer or a phone.
2. Update your name on Zoom so that it is accurate for the public record. If you are joining as a representative of a company, agency, or other organization, please include this in your Zoom name.
3. You will be placed in a waiting room and Commission Staff will admit you to the meeting when a quorum of Commissioners is present. Please keep your microphone muted unless you are called on to speak.
4. The public hearing will be called to order and formally opened by the Chair of the Commission.
5. After the Chair announces a project, they will ask who is attending on behalf of the Proponent. At this time, all of a project's representatives on the call should state their name and affiliation for the record.
6. The project team will share their presentation, and Commission Staff will control the slides. Presenters should be prepared to give directions on when to move to the next slide.
7. At the end of the presentation, Commissioners and Commission Staff will ask any questions they may have.
8. Next, the Chair will open the public comment period to provide an opportunity for the public to ask questions or provide comments on the proposed project. Public comments may also be submitted to Staff via email.
9. Once everyone has had a chance to ask questions or provide comment, the Commission will vote to either continue or close the hearing. The Commission typically continues a hearing if they require more information to make their decision. The Commission typically also votes to either issue a permit or deny a permit if they close the hearing.

10. After all hearings have been continued or closed, the Commission resumes the public meeting, during which other general business is reviewed.

If you have questions about logistics during the hearing, please either send a zoom chat to Commission Staff directly or email them at cc@boston.gov.

VIII. WHAT HAPPENS AFTER A CONSERVATION COMMISSION HEARING?

After a hearing is closed and the Commission votes to issue a permit, Commission Staff works to issue the permit. The permit is sent out via email and Certified Mail to the representative's address listed in the application. If there is no representative listed, the permit is sent to the address listed for the applicant. Please let Commission Staff know in advance if the permit should be sent elsewhere. Once the proponent has the permit, next steps will depend on which permit they have been issued.

Request for a Determination of Applicability

Negative Determination of Applicability - If the filing is for proposed work, no additional steps are required. The work as proposed in the RDA filing may commence within the parameters of any conditions attached to the Determination.

Positive Determination of Applicability - If the filing is for proposed work, the work as proposed in the RDA filing may not commence without a permit from the Conservation Commission. File a Notice of Intent or reach out to Commission Staff at cc@boston.gov to determine appropriate next steps.

Notice of Intent

Order of Conditions - An OOC must be recorded at the [Suffolk County Registry of Deeds](#). Before work can commence, proof of recording must be sent to cc@boston.gov, along with materials identified in the Prior to Commencement of Work conditions listed in the OOC. Commission Staff will create a project management form, which lists all of the items and tracks which ones have been submitted.

Abbreviated Notice of Resource Area Delineation

Order of Resource Area Delineation - An ORAD must be recorded at the [Suffolk County Registry of Deeds](#). Proof of the recording must be sent to Commission Staff at cc@boston.gov.

Request for an Amended Order of Conditions

Amended Order of Conditions - An Amended OOC must be recorded at the Suffolk County Registry of Deeds. Proof of the recording must be sent to Commission Staff at cc@boston.gov.

Request for an Extension to an Order of Conditions

Extension to an Order of Conditions - An Extension must be recorded at the Suffolk County Registry of Deeds. Proof of the recording must be sent to Commission Staff at cc@boston.gov.

Request for a Certificate of Compliance

Certificate of Compliance - A COC must be recorded at the Suffolk County Registry of Deeds to remove the encumbrance placed on the property by the Order of Conditions. Proof of the recording must be sent to Commission Staff at cc@boston.gov. Please note that any perpetual conditions listed on the permit must be met.

2. SUBMISSION CHECKLISTS

I. REQUEST FOR A DETERMINATION OF APPLICABILITY (RDA)

Project proponents who wish to have the Commission determine if their site or project is subject to the Act, the Ordinance, or confirm the delineation of a wetland resource area, may file a Request for a Determination of Applicability. The filing must be submitted to DEP NERO and to the Boston Conservation Commission. More information about how to file with DEP is available on [DEP's website](#).

Filing Checklist

Commission Staff must receive both

- Two full filings on paper (one original and one copy) sent to Boston Conservation Commission, 1 City Hall Square, Room 709, Boston, MA 02201
- A digital copy filing as a compiled PDF emailed to cc@boston.gov

by 12:00 pm (noon) on the [filing deadline](#).

To minimize the use of non-recyclable materials and facilitate our storage and archiving process, please DO NOT include vinyl or plastic binders, bindings, folders or covers with the filing. Staples and binder clips are good choices.

- ☐ **[Request for a Determination of Applicability](#) (WPA Form 1)**
 - ☐ A wet or verified e-signature on the original form
 - ☐ The name and signatures of the Applicant and Representative must match
- ☐ **Proof of notice to property owner, if different than the Applicant**
- ☐ **Project narrative which includes the following:**
 - ☐ An overview of the project;
 - ☐ The work proposed within wetland resource areas and/or buffer zones;
 - ☐ A list of the performance standards for each wetland resource area where work is proposed and how each standard will be met; (please use the [Performance Standards](#) section of this document as a reference);
 - ☐ The construction equipment and materials involved;
 - ☐ Measures to protect wetland resource areas and mitigate impacts before, during, and after project implementation;
 - ☐ How you have considered the effect that projected sea level rise, changes in storm intensity and frequency, extreme heat, and other climate change impacts may have on the resource areas and proposed activities; and
 - ☐ How the applicant plans to integrate climate change and adaptation planning considerations into their project to promote climate resilience in order to protect and promote Resource Area Values and functions in the future. This should include any relevant climate considerations, including but not limited to sea level rise, changes in precipitation, and extreme heat.

- ☐ **Relevant maps and figures, including:**
 - ☐ USGS Topographic Map
 - ☐ FEMA Firmette
 - ☐ Locus Map (an aerial map of the site and its surroundings with the site identified)
 - ☐ Site photos
 - ☐ Project renderings (if available)
- ☐ **Plans and drawings reduced to 11 inches x 17 inches²**
 - ☐ Drawings must include a title designating the name of the project, location, the names of the individual(s) preparing the drawings, and the date prepared, including the latest revision date. All drawings must be stamped and signed by a Registered Professional Civil Engineer, Registered Professional Landscape Architect, or Registered Professional Land Surveyor of the Commonwealth of Massachusetts.
 - ☐ Drawings should be drawn at a scale of 1 inch equals 10 feet, 1 inch equals 20 feet, or 1 inch equals 40 feet (1 inch equals 40 feet maximum). Additional plans with greater or lesser detail may also be required if such plans would provide valuable information to the Commission in its review. The Commission may request a plan at a different scale for large properties or unique circumstances.
 - ☐ Drawings must include property boundaries, lot numbers, and owner(s) of record for all abutters from the most recent information on record at [Boston's Assessing Department](#).
 - ☐ Drawings must include the boundary and location of all Resource Areas, including the 100 foot Buffer Zone, protected by the Wetlands Protection Act and Ordinance. If a wetland resource has been delineated in the field, flag numbers should be included on the plan.
 - ☐ If the project location is within an Area of Critical Environmental Concern, the boundaries of the ACEC must be indicated on the plan.
 - ☐ Drawings must include all existing natural and manmade features including trees (6 inches diameter at breast height and larger), rock outcrops, fence lines, foot paths, overhead and underground utilities, and drainage structures.
 - ☐ Drawings must include a delineation of all alterations proposed in or adjacent to all Resource Areas and should be clearly explained in text or footnotes.
 - ☐ Drawings must specify the elevation datum used. Plans must only utilize the Boston City Base or NAVD 88 datum.
 - ☐ Drawings must indicate existing and final contours, or spot elevations including elevations of all natural and man-made drainage structures, waterways, and wetlands.
 - ☐ Drawings must indicate locations, sizes, and slopes of existing and proposed culverts and pipes.
 - ☐ As applicable, drawings with cross-sections of the proposed project must identify all wetlands, including slopes, bank, and bottom, and elevations of each resource area as related to the project.
 - ☐ Plans depicting proposed structures, drainage systems, and/or a subsurface sewage disposal system must be stamped by a Registered Professional Civil

² Please note that Commission Staff is unable to accept full sized plans due to limits in storage space.

Engineer of the Commonwealth and receive the approval of the Boston Water and Sewer Commission.

- ☐ Hydrologic calculations showing the full flow capacity and velocity of all water courses, open and only sometimes closed channels, and storm drains flowing into, on and out of the property.
- ☐ Drawings must depict base flood elevations of all natural and manmade waterways and water bodies as determined from the FEMA Flood Insurance Rate Maps (FIRMS) and Flood Boundary and Floodway Maps. Where the floodplain of wetlands and water bodies has not been mapped by FEMA, hydrologic and calculations may be required, prepared by a registered professional engineer to determine the boundary of the 10- and 100-year floodplain. FEMA Flood Maps can be found at: <http://msc.fema.gov/portal>. Applicants should consider effective and preliminary FIRMs for planning purposes.
- ☐ Drawings must indicate proposed on-site pollution control devices, such as hooded catch basins, oil absorption pillows, detention/retention basins, flow dissipators or vegetative buffers.
- ☐ Drawings must show locations/details of erosion control devices.

☐ **Abutters Information and Notification**

The information below should be used to send notice to all abutters within 300 feet of the project property line, including those across a waterbody and those in a neighboring municipality. If another municipality is less than 300 feet from the property line, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality.

The following documentation of this process should be included in the filing.

- ☐ Abutters List of all abutters within 300 feet of the project property line, including those across a waterbody. We recommend using the City of Boston's [Abutter Mailing List Generator](#) to generate this list. *EXCEPTION: When work is in land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the "project site."*
- ☐ [Affidavit of Service](#)
- ☐ Abutter Notification sent in both [English](#) and the second most commonly spoken language(s) in the neighborhood(s) where the project is proposed. Pages 3-4 of the [Language and Communications Access Demographic Data Report](#) lists the languages by neighborhood. If the Proponent is a non-profit or individual, this [Database of Pro-Bono Language Service Providers](#) lists organizations which may be able to provide you with translation services at little to no cost.
- ☐ Letter from certified translator (if translation was needed)
- ☐ [Babel notice cards](#) for additional translation and language access services. (This should be included in every mailing.)

☐ **Filing Fee³**

- ☐ Check made out to the City of Boston for the Request for Determination of Applicability fee
 - \$100 for project sites up to 1 acre
 - \$25 for up to each additional acre

³ The Boston Conservation Commission does not accept the municipal portion of the State Fee.

- ☐ In addition to the check, describe how the submitted filing fee was calculated.
- ☐ (If applicable) **Details of the stormwater management system**
 - ☐ Include catch basins, oil separating tanks, detention basins, outfalls, sewer connections, etc.
- ☐ (If applicable) **Stormwater Report**
 - ☐ This will document compliance with the Stormwater Management Standards per 310 CMR 10.05(6)(k)-(q), including associated drainage calculations for rooftops, parking lots, driveways, etc., for the required design storm events.
- ☐ (If applicable) **Narrative detailing best management practices for stormwater management** as set forth in the Stormwater Management Standards of the Massachusetts Department of Environmental Protection and any separate standards and guidelines prepared by the City and the Boston Water and Sewer Commission.
- ☐ (If applicable) [Checklist for Stormwater Report](#)
- ☐ (If applicable) **Statement of exemption.**
If you believe that your project is exempt from the local wetlands ordinance, the state filing fee, or the local filing fee, include a statement of exemption in your filing. This includes
 - ☐ A specific citation to legislation which allows the exemption;
 - ☐ An explanation of the applicability of the citation to the filing; and
 - ☐ Which items are not included in the filing as a result of the exemption.

Prior to the Hearing Checklist

- ☐ **Pay for Boston Herald Public Notice (legal ad)**
 - ☐ Commission Staff will draft an ad for the project 12 days before the hearing and the Boston Herald will reach out for payment from the email address legals@bostonherald.com.
If you would prefer to notice the project in another newspaper, please request text for the ad from Commission Staff and show proof that it has been published at least five business days before the hearing.
- ☐ **Confirm site visit time**
 - ☐ Commission Staff will reach out about a specific time on the planned [site visit date](#). If the relevant members of a project team will not be available on the scheduled site visit date, please communicate that to Staff as soon as possible.
- ☐ **Prepare slides for the project presentation during the hearing**
 - ☐ Send slides (as a PowerPoint or as Google Slides) for the project presentation to cc@boston.gov by 12:00 pm (noon) the Tuesday before the hearing.
 - ☐ Slides should be clear and provide helpful visual representations of the proposed work for both Commissioners and members of the public.
 - ☐ Presentations should be limited to 5 minutes.

☐ **Provide proof of mailing of Abutters' Notification**

- ☐ By the time the hearing begins at 6:00 pm, you must email Commission Staff either the certified mail receipts or certificate of mailing receipts for all Abutters. Multiple receipts can be placed on pieces of paper and scanned to be one PDF or sent as photos. Reach out to Staff if you need additional guidance.

II. NOTICE OF INTENT (NOI)

Project proponents who wish to remove, dredge, fill, or alter a wetland must acquire a permit from the Conservation Commission. A Notice of Intent is an application for one of these permits. The filing must be submitted to DEP NERO and to the Boston Conservation Commission. More information is available on [DEP's website](#).

Filing Checklist

Commission Staff must receive both

- Two full filings on paper (one original and one copy) sent to Boston Conservation Commission, 1 City Hall Square, Room 709, Boston, MA 02201
- A digital copy filing as a compiled PDF emailed to cc@boston.gov

by 12:00 pm (noon) on the [filing deadline](#).

To minimize the use of non-recyclable materials and facilitate our storage and archiving process, please DO NOT include vinyl or plastic binders, bindings, folders or covers with the filing. Staples and binder clips are good choices.

☐ **Notice of Intent (WPA Form 3)**

- ☐ A wet or verified e-signature on the original form
- ☐ The name and signatures of the Applicant, Property Owner, and Representative must match

☐ **Boston Notice of Intent (Local Form)**

- ☐ A wet or verified e-signature on the original form
- ☐ The name and signatures of the Applicant, Property Owner, and Representative must match

☐ **Project narrative which includes the following:**

- ☐ An overview of the project;
- ☐ The work proposed within wetland resource areas and/or buffer zones;
- ☐ A list of the performance standards for each wetland resource area where work is proposed and how each standard will be met; (please use the [Performance Standards](#) section of this document as a reference);
- ☐ The construction equipment and materials involved;
- ☐ Measures to protect wetland resource areas and mitigate impacts before, during, and after project implementation;
- ☐ How you have considered the effect that projected sea level rise, changes in storm intensity and frequency, extreme heat, and other climate change impacts may have on the resource areas and proposed activities; and
- ☐ How the applicant plans to integrate climate change and adaptation planning considerations into their project to promote climate resilience in order to protect and promote Resource Area Values and functions in the future. This should include any relevant climate considerations, including but not limited to sea level rise, changes in precipitation, and extreme heat.

- ☐ **Relevant maps and figures, including:**
 - ☐ USGS Topographic Map
 - ☐ FEMA Firmette
 - ☐ Locus Map (an aerial map of the site and its surroundings with the site identified)
 - ☐ Site photos
 - ☐ Project renderings (if available)
- ☐ **Plans and drawings reduced to 11 inches x 17 inches⁴**
 - ☐ Drawings must include a title designating the name of the project, location, the names of the individual(s) preparing the drawings, and the date prepared, including the latest revision date. All drawings must be stamped and signed by a Registered Professional Civil Engineer, Registered Professional Landscape Architect, or Registered Professional Land Surveyor of the Commonwealth of Massachusetts.
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 - ☐ If the project location is within an Area of Critical Environmental Concern, the boundaries of the ACEC must be indicated on the plan.
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 - ☐ Drawings must specify the elevation datum used. Plans must only utilize the Boston City Base or NAVD 88 datum.
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 - ☐ Drawings must indicate locations, sizes, and slopes of existing and proposed culverts and pipes.
 - ☐ As applicable, drawings with cross-sections of the proposed project must identify all wetlands, including slopes, bank, and bottom, and elevations of each resource area as related to the project.
 - ☐ Plans depicting proposed structures, drainage systems, and/or a subsurface sewage disposal system must be stamped by a Registered Professional Civil

⁴ Please note that Commission Staff is unable to accept full sized plans due to limits in storage space.

Engineer of the Commonwealth and receive the approval of the Boston Water and Sewer Commission.

- ☐ Hydrologic calculations showing the full flow capacity and velocity of all water courses, open and only sometimes closed channels, and storm drains flowing into, on and out of the property.
- ☐ Drawings must depict base flood elevations of all natural and manmade waterways and water bodies as determined from the FEMA Flood Insurance Rate Maps (FIRMS) and Flood Boundary and Floodway Maps. Where the floodplain of wetlands and water bodies has not been mapped by FEMA, hydrologic and calculations may be required, prepared by a registered professional engineer to determine the boundary of the 10- and 100-year floodplain. FEMA Flood Maps can be found at: <http://msc.fema.gov/portal>. Applicants should consider effective and preliminary FIRMs for planning purposes.
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- ☐ [Affidavit of Service](#)
- ☐ Abutter Notification sent in both [English](#) and the second most commonly spoken language(s) in the neighborhood(s) where the project is proposed. Pages 3-4 of the [Language and Communications Access Demographic Data Report](#) lists the languages by neighborhood. If the Proponent is a non-profit or individual, this [Database of Pro-Bono Language Service Providers](#) lists organizations which may be able to provide you with translation services at little to no cost.
- ☐ Letter from certified translator (if translation was needed)
- ☐ [Babel notice cards](#) for additional translation and language access services. (This should be included in every mailing.)

☐ **Filing Fees⁵**

- ☐ Check made out to the City of Boston for the Notice of Intent Processing Fee
 - \$25.00 for projects with the fair cost of \$1,000.00 or less.
 - \$50.00 for projects with the fair cost of more than 1,000.00 but not more than \$50,000.00.

⁵ The Boston Conservation Commission does not accept the municipal portion of the State Fee.

- \$75.00 for projects with a fair cost of more than 50,000.00 but not more than \$100,000.00.
 - For projects with a fair cost of more than 100,000.00 the fee shall be .075% of the fair cost provided, however, in no case shall the fee be more than \$1,500.00.
- ☐ Check made out to the City of Boston for the Notice of Intent Fee - see 310 CMR 10.03(7)(c) to identify a project's category
 - Category 1 - \$100
 - Category 2 - \$300
 - Category 3 - \$550
 - Category 4 - \$750
 - Category 5 - \$4 per linear foot (The total fee shall not be less than \$100)
- ☐ You may send two separate checks for each fee outlined above OR combine the fees into one check.
- ☐ In addition to the check(s), describe how the submitted filing fee was calculated.
- ☐ (If applicable) **Determination regarding the Natural Heritage and Endangered Species Program**
 - ☐ Review Section C. Other Applicable Standards and Requirements of the Notice of Intent, page 4 of 8, pertaining to wildlife habitat. The Conservation Commission and the [Natural Heritage & Endangered Species Program](#) have the maps necessary to make this determination.
- ☐ (For new buildings) **BPDA Climate Resiliency Checklist**
 - ☐ This can be completed online through the [BPDA Article 80 Developer Portal](#). Please print the PDF that you will receive via email after completion and include it in your submission.
 - ☐ If you are constructing a building in LSCSF and do not have to go through Article 80, please contact Staff for an alternative form.
- ☐ (If applicable) **Details of the stormwater management system**
 - ☐ Include catch basins, oil separating tanks, detention basins, outfalls, sewer connections, etc.
- ☐ (If applicable) **Stormwater Report**
 - ☐ This will document compliance with the Stormwater Management Standards per 310 CMR 10.05(6)(k)-(q), including associated drainage calculations for rooftops, parking lots, driveways, etc., for the required design storm events.
- ☐ (If applicable) **Narrative detailing best management practices for stormwater management** as set forth in the Stormwater Management Standards of the Massachusetts Department of Environmental Protection and any separate standards and guidelines prepared by the City and the Boston Water and Sewer Commission.
- ☐ (If applicable) [Checklist for Stormwater Report](#)
- ☐ (If applicable) **Statement of exemption.**
If you believe that your project is exempt from the local wetlands ordinance, the state filing fee, or the local filing fee, include a statement of exemption in your filing. This includes

- ☐ A specific citation to legislation which allows the exemption;
- ☐ An explanation of the applicability of the citation to the filing; and
- ☐ Which items are not included in the filing as a result of the exemption.

Prior to the Hearing Checklist

- ☐ **Pay for Boston Herald Public Notice (legal ad)**
 - ☐ Commission Staff will draft an ad for the project 12 days before the hearing and the Boston Herald will reach out for payment from the email address legals@bostonherald.com.
If you would prefer to notice the project in another newspaper, please request text for the ad from Commission Staff and show proof that it has been published at least five business days before the hearing.
- ☐ **Confirm site visit time**
 - ☐ Commission Staff will reach out about a specific time on the planned [site visit date](#). If the relevant member(s) of a project team will not be available on the scheduled site visit date, please communicate that to Staff as soon as possible.
- ☐ **Review draft conditions sent by Commission Staff**
 - ☐ 10 days before the hearing, Staff will send a draft document with the complete list of special conditions that may apply to the project. Send redlined version to cc@boston.gov by the Monday before the hearing
- ☐ **Prepare slides for the project presentation during the hearing**
 - ☐ Send slides (as a PowerPoint or as Google Slides) for the project presentation to cc@boston.gov by 12:00 pm (noon) the Tuesday before the hearing.
 - ☐ Slides should be clear and provide helpful visual representations of the proposed work for both Commissioners and members of the public.
 - ☐ Presentations should be limited to 10 minutes.
- ☐ **Provide proof of mailing of Abutters' Notification**
 - ☐ By the time the hearing begins at 6:00 pm, you must email Commission Staff either the certified mail receipts or certificate of mailing receipts for all Abutters. Multiple receipts can be placed on pieces of paper and scanned to be one PDF or sent as photos. Reach out to Staff if you need additional guidance.

Prior to the Commencement of Work Checklist

- ☐ **Record the Order of Conditions at the Suffolk County Registry of Deeds**
- ☐ **Send PDFs of any required Prior to Commencement of Work items to cc@boston.gov** as listed on the Project Management Form that will be provided to you.
- ☐ **Provide a minimum of 48 hours notice to Commission Staff before starting work**
 - ☐ All prior to commencement of work items must be submitted to Commission Staff and Staff must confirm that all items are approved.

III. ABBREVIATED NOTICE OF RESOURCE AREA DELINEATION (ANRAD)

Project proponents who wish to confirm the delineation of a wetland resource area can do so by filing an Abbreviated Notice of Resource Area Delineation (ANRAD). A determination made by the Commission through an ANRAD is valid for three years. The filing must be submitted to DEP NERO and to the Boston Conservation Commission. More information is available on [DEP's website](#).

Filing Checklist

Commission Staff must receive both

- Two full filings on paper (one original and one copy) sent to Boston Conservation Commission, 1 City Hall Square, Room 709, Boston, MA 02201
- A digital copy filing as a compiled PDF emailed to cc@boston.gov

by 12:00 pm (noon) on the [filing deadline](#).

To minimize the use of non-recyclable materials and facilitate our storage and archiving process, please DO NOT include vinyl or plastic binders, bindings, folders or covers with the filing. Staples and binder clips are good choices.

- ☐ **[Abbreviated Notice of Resource Area Delineation](#) (WPA Form 4a)**
 - ☐ A wet or verified e-signature on the original form
 - ☐ The name and signatures of the Applicant, Property Owner, and Representative must match

- ☐ Documentation for the wetlands delineation, including
 - ☐ MassDEP BVW Field Data Form
 - ☐ Other methods for determining the BVW boundary, including
 - 50% or more wetland indicator plants
 - Saturated/inundated conditions exist
 - Groundwater indicators
 - Direct observation
 - Hydric soil indicators
 - Credible evidence of conditions prior to disturbance

- ☐ **Plans and drawings reduced to 11 inches x 17 inches⁶**
 - ☐ Drawings must include a title designating the name of the project, location, the names of the individual(s) preparing the drawings, and the date prepared, including the latest revision date. All drawings must be stamped and signed by a Registered Professional Civil Engineer, Registered Professional Landscape Architect, or Registered Professional Land Surveyor of the Commonwealth of Massachusetts.
 - ☐ Drawings should be drawn at a scale of 1 inch equals 10 feet, 1 inch equals 20 feet, or 1 inch equals 40 feet (1 inch equals 40 feet maximum). Additional plans with greater or lesser detail may also be required if such plans would provide valuable

⁶ Please note that Commission Staff is unable to accept full sized plans due to limits in storage space.

information to the Commission in its review. The Commission may request a plan at a different scale for large properties or unique circumstances.

- ☐ Drawings must include property boundaries, lot numbers, and owner(s) of record for all abutters from the most recent information on record at [Boston's Assessing Department](#).
- ☐ Drawings must include the boundary and location of all Resource Areas, including the 100 foot Buffer Zone, protected by the Wetlands Protection Act and Ordinance. If a wetland resource has been delineated in the field, flag numbers should be included on the plan.
- ☐ If the project location is within an Area of Critical Environmental Concern, the boundaries of the ACEC must be indicated on the plan.
- ☐ Drawings must include all existing natural and manmade features including trees (6 inches diameter at breast height and larger), rock outcrops, fence lines, foot paths, overhead and underground utilities, and drainage structures.
- ☐ Drawings must include a delineation of all alterations proposed in or adjacent to all Resource Areas and should be clearly explained in text or footnotes.
- ☐ Drawings must specify the elevation datum used. Plans must only utilize the Boston City Base or NAVD 88 datum.
- ☐ Drawings must indicate existing and final contours, or spot elevations including elevations of all natural and man-made drainage structures, waterways, and wetlands.
- ☐ Drawings must indicate locations, sizes, and slopes of existing and proposed culverts and pipes.
- ☐ As applicable, drawings with cross-sections of the proposed project must identify all wetlands, including slopes, bank, and bottom, and elevations of each resource area as related to the project.
- ☐ Plans depicting proposed structures, drainage systems, and/or a subsurface sewage disposal system must be stamped by a Registered Professional Civil Engineer of the Commonwealth and receive the approval of the Boston Water and Sewer Commission.
- ☐ Hydrologic calculations showing the full flow capacity and velocity of all water courses, open and only sometimes closed channels, and storm drains flowing into, on and out of the property.
- ☐ Drawings must depict base flood elevations of all natural and manmade waterways and water bodies as determined from the FEMA Flood Insurance Rate Maps (FIRMS) and Flood Boundary and Floodway Maps. Where the floodplain of wetlands and water bodies has not been mapped by FEMA, hydrologic and calculations may be required, prepared by a registered professional engineer to determine the boundary of the 10- and 100-year floodplain. FEMA Flood Maps can be found at: <http://msc.fema.gov/portal>. Applicants should consider effective and preliminary FIRMs for planning purposes.
- ☐ Drawings must indicate proposed on-site pollution control devices, such as hooded catch basins, oil absorption pillows, detention/retention basins, flow dissipators or vegetative buffers.
- ☐ Drawings must show locations/details of erosion control devices.

☐ **Abutters Information and Notification**

The information below should be used to send notice to all abutters within 300 feet of the project property line, including those across a waterbody and those in a neighboring municipality. If another municipality is less than 300 feet from the property line, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality. The following documentation of this process should be included in the filing:

- ☐ Abutters List of all abutters within 300 feet of the project property line, including those across a waterbody. We recommend using the City of Boston's [Abutter Mailing List Generator](#) to generate this list. *EXCEPTION: When work is in land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the "project site."*
- ☐ [Affidavit of Service](#)
- ☐ Abutter Notification sent in both [English](#) and the second most commonly spoken language(s) in the neighborhood(s) where the project is proposed. Pages 3-4 of the [Language and Communications Access Demographic Data Report](#) lists the languages by neighborhood. If the Proponent is a non-profit or individual, this [Database of Pro-Bono Language Service Providers](#) lists organizations which may be able to provide you with translation services at little to no cost.
- ☐ Letter from certified translator (if translation was needed)
- ☐ [Babel notice cards](#) for additional translation and language access services. (This should be included in every mailing.)

☐ **Filing Fees⁷**

- ☐ Check made out to the City of Boston for the Abbreviated Notice of Intent fee.
 - \$3 per linear foot for each resource area (For each resource area fees shall not be less than \$100)
- ☐ In addition to the check(s), describe how the submitted filing fee was calculated.

☐ **(If applicable) Statement of exemption.**

If you believe that your project is exempt from the local wetlands ordinance, the state filing fee, or the local filing fee, include a statement of exemption in your filing. This includes

- ☐ A specific citation to legislation which allows the exemption;
- ☐ An explanation of the applicability of the citation to the filing; and
- ☐ Which items are not included in the filing as a result of the exemption.

Prior to the Hearing Checklist

☐ **Pay for Boston Herald Public Notice (legal ad)**

- ☐ Commission Staff will draft an ad for the project 12 days before the hearing and the Boston Herald will reach out for payment from the email address legals@bostonherald.com.

⁷ The Boston Conservation Commission does not accept the municipal portion of the State Fee.

If you would prefer to notice the project in another newspaper, please request text for the ad from Commission Staff and show proof that it has been published at least five business days before the hearing.

☐ **Confirm site visit time**

- ☐ Commission Staff will reach out about a specific time on the planned [site visit date](#). If the relevant member(s) of a project team will not be available on the scheduled site visit date, please communicate that to Staff as soon as possible.

☐ **Prepare slides for the project presentation during the hearing**

- ☐ Send slides (as a Powerpoint or as Google Slides) for the project presentation to cc@boston.gov by 12:00 pm (noon) the Tuesday before the hearing.
- ☐ Slides should be clear and provide helpful visual representations of the proposed work for both Commissioners and members of the public.
- ☐ Presentations should be limited to 10 minutes.

☐ **Provide proof of mailing of Abutters' Notification**

- ☐ By the time the hearing begins at 6:00 pm, you must email Commission Staff either the certified mail receipts or certificate of mailing receipts for all Abutters. Multiple receipts can be placed on pieces of paper and scanned to be one PDF or sent as photos. Reach out to Staff if you need additional guidance.

IV. REQUEST FOR AN AMENDMENT TO THE ORDER OF CONDITIONS

Project proponents who wish to amend a Final Order of Conditions may do so by filing for an Amendment. An Amendment can allow for minor deviations for the project approved in an Order. If you have questions about whether a change qualifies for an Amendment, reach out to Commission Staff at cc@boston.gov.

Filing Checklist

Commission Staff must receive both

- Two full filings on paper (one original and one copy) sent to Boston Conservation Commission, 1 City Hall Square, Room 709, Boston, MA 02201
- A digital copy filing as a compiled PDF emailed to cc@boston.gov

by 12:00 pm (noon) on the [filing deadline](#).

To minimize the use of non-recyclable materials and facilitate our storage and archiving process, please DO NOT include vinyl or plastic binders, bindings, folders or covers with the filing. Staples and binder clips are good choices.

☐ **Request for an Amendment**

- ☐ Detailing the items that need to be amended;
- ☐ The square footage of impacts to resource areas.

☐ **The issued and recorded Order of Conditions**

☐ *(If applicable)* **Plans and drawings reduced to 11 inches x 17 inches⁸**

- ☐ Drawings must include a title designating the name of the project, location, the names of the individual(s) preparing the drawings, and the date prepared, including the latest revision date. All drawings must be stamped and signed by a Registered Professional Civil Engineer, Registered Professional Landscape Architect, or Registered Professional Land Surveyor of the Commonwealth of Massachusetts.
- ☐ Drawings should be drawn at a scale of 1 inch equals 10 feet, 1 inch equals 20 feet, or 1 inch equals 40 feet (1 inch equals 40 feet maximum). Additional plans with greater or lesser detail may also be required if such plans would provide valuable information to the Commission in its review. The Commission may request a plan at a different scale for large properties or unique circumstances.
- ☐ Drawings must include property boundaries, lot numbers, and owner(s) of record for all abutters from the most recent information on record at [Boston's Assessing Department](#).
- ☐ Drawings must include the boundary and location of all Resource Areas, including the 100 foot Buffer Zone, protected by the Wetlands Protection Act and Ordinance. If a wetland resource has been delineated in the field, flag numbers should be included on the plan.
- ☐ If the project location is within an Area of Critical Environmental Concern, the boundaries of the ACEC must be indicated on the plan.

⁸ Please note that Commission Staff is unable to accept full sized plans due to limits in storage space.

- ☐ Drawings must include all existing natural and manmade features including trees (6 inches diameter at breast height and larger), rock outcrops, fence lines, foot paths, overhead and underground utilities, and drainage structures.
- ☐ Drawings must include a delineation of all alterations proposed in or adjacent to all Resource Areas and should be clearly explained in text or footnotes.
- ☐ Drawings must specify the elevation datum used. Plans must only utilize the Boston City Base or NAVD 88 datum.
- ☐ Drawings must indicate existing and final contours, or spot elevations including elevations of all natural and man-made drainage structures, waterways, and wetlands.
- ☐ Drawings must indicate locations, sizes, and slopes of existing and proposed culverts and pipes.
- ☐ As applicable, drawings with cross-sections of the proposed project must identify all wetlands, including slopes, bank, and bottom, and elevations of each resource area as related to the project.
- ☐ Plans depicting proposed structures, drainage systems, and/or a subsurface sewage disposal system must be stamped by a Registered Professional Civil Engineer of the Commonwealth and receive the approval of the Boston Water and Sewer Commission.
- ☐ Hydrologic calculations showing the full flow capacity and velocity of all water courses, open and only sometimes closed channels, and storm drains flowing into, on and out of the property.
- ☐ Drawings must depict base flood elevations of all natural and manmade waterways and water bodies as determined from the FEMA Flood Insurance Rate Maps (FIRMS) and Flood Boundary and Floodway Maps. Where the floodplain of wetlands and water bodies has not been mapped by FEMA, hydrologic and calculations may be required, prepared by a registered professional engineer to determine the boundary of the 10- and 100-year floodplain. FEMA Flood Maps can be found at: <http://msc.fema.gov/portal>. Applicants should consider effective and preliminary FIRMs for planning purposes.
- ☐ Drawings must indicate proposed on-site pollution control devices, such as hooded catch basins, oil absorption pillows, detention/retention basins, flow dissipators or vegetative buffers.
- ☐ Drawings must show locations/details of erosion control devices.
- ☐ **Abutters Information and Notification**
The information below should be used to send notice to all abutters within 300 feet of the project property line, including those across a waterbody and those in a neighboring municipality. If another municipality is less than 300 feet from the property line, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality. The following documentation of this process should be included in the filing:
 - ☐ Abutters List of all abutters within 300 feet of the project property line, including those across a waterbody. We recommend using the City of Boston's [Abutter Mailing List Generator](#) to generate this list. *EXCEPTION: When work is in land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the "project site."*

- ☐ [Affidavit of Service](#)
- ☐ Abutter Notification sent in both [English](#) and the second most commonly spoken language(s) in the neighborhood(s) where the project is proposed. Pages 3-4 of the [Language and Communications Access Demographic Data Report](#) lists the languages by neighborhood. If the Proponent is a non-profit or individual, this [Database of Pro-Bono Language Service Providers](#) lists organizations which may be able to provide you with translation services at little to no cost.
- ☐ Letter from certified translator (if translation was needed)
- ☐ [Babel notice cards](#) for additional translation and language access services. (This should be included in every mailing.)
- ☐ **Filing Fee⁹**
 - ☐ Check made out to the City of Boston for the Request for an Amendment to an Order of Conditions Fee
 - \$50 Small Residential (1 to 4 units)
 - \$200 Large Residential (5+ units)
 - \$200 Commercial or all other project types
- ☐ **(If applicable) Statement of exemption.**
If you believe that your project is exempt from the local wetlands ordinance, the state filing fee, or the local filing fee, include a statement of exemption in your filing. This includes
 - ☐ A specific citation to legislation which allows the exemption;
 - ☐ An explanation of the applicability of the citation to the filing; and
 - ☐ Which items are not included in the filing as a result of the exemption.
- ☐ **Any additional information or documents that are pertinent to the Amendment request**

Prior to the Hearing Checklist

- ☐ **Confirm site visit time**
 - ☐ Commission Staff will reach out about a specific time on the planned [site visit date](#). If the relevant members of a project team will not be available on the scheduled site visit date, please communicate that to Staff as soon as possible.
- ☐ **Prepare slides for the project presentation during the hearing**
 - ☐ Send slides (as a PowerPoint or as Google Slides) for the project presentation to cc@boston.gov by 12:00 pm (noon) the Tuesday before the hearing.
 - ☐ Slides should be clear and provide helpful visual representations of the proposed work for both Commissioners and members of the public.
 - ☐ Presentations should be limited to 5 minutes.
- ☐ **Provide proof of mailing of Abutters' Notification**
 - ☐ By the time the hearing begins at 6:00 pm, you must email Commission Staff either the certified mail receipts or certificate of mailing receipts for all Abutters. Multiple receipts can be placed on pieces of paper and scanned to be one PDF or sent as photos. Reach out to Staff if you need additional guidance.

⁹ The Boston Conservation Commission does not accept the municipal portion of the State Fee.

V. REQUEST FOR AN EXTENSION TO THE ORDER OF CONDITIONS

Project proponents who wish to extend a Final Order of Conditions may do so by filing for an Extension **at least 30 days before the existing OOC expires**. An Extension can extend an Order of Conditions by up to three years. If an OOC has expired, a new NOI must be filed.

Filing Checklist

Commission Staff must receive both

- Two full filings on paper (one original and one copy) sent to Boston Conservation Commission, 1 City Hall Square, Room 709, Boston, MA 02201
- A digital copy filing as a compiled PDF emailed to cc@boston.gov

by 12:00 pm (noon) on the [filing deadline](#).

To minimize the use of non-recyclable materials and facilitate our storage and archiving process, please DO NOT include vinyl or plastic binders, bindings, folders or covers with the filing. Staples and binder clips are good choices.

☐ **Project Narrative**

- ☐ A description of the work that has been completed;
- ☐ A description of the work that remains in progress;
- ☐ The reason the Extension is being requested.

☐ **Recorded Order of Conditions**

☐ **Abutters Information and Notification**

The information below should be used to send notice to all abutters within 300 feet of the project property line, including those across a waterbody and those in a neighboring municipality. If another municipality is less than 300 feet from the property line, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality.

The following documentation of this process should be included in the filing.

- ☐ Abutters List of all abutters within 300 feet of the project property line, including those across a waterbody. We recommend using the City of Boston's [Abutter Mailing List Generator](#) to generate this list. *EXCEPTION: When work is in land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the "project site."*
- ☐ [Affidavit of Service](#)
- ☐ Abutter Notification sent in both [English](#) and the second most commonly spoken language(s) in the neighborhood(s) where the project is proposed. Pages 3-4 of the [Language and Communications Access Demographic Data Report](#) lists the languages by neighborhood. If the Proponent is a non-profit or individual, this [Database of Pro-Bono Language Service Providers](#) lists organizations which may be able to provide you with translation services at little to no cost.
- ☐ Letter from certified translator (if translation was needed)
- ☐ [Babel notice cards](#) for additional translation and language access services. (This should be included in every mailing.)

☐ **Filing Fee¹⁰**

- ☐ Check made out to the City of Boston for the Request for an Extension to an Order of Conditions Fee
 - \$100 Small Residential (1 to 4 units)
 - \$300 Large Residential (5+ units)
 - \$300 Commercial, or all other project types

☐ **(If applicable) Statement of exemption.**

If you believe that your project is exempt from the local wetlands ordinance, the state filing fee, or the local filing fee, include a statement of exemption in your filing. This includes

- ☐ A specific citation to legislation which allows the exemption;
- ☐ An explanation of the applicability of the citation to the filing; and
- ☐ Which items are not included in the filing as a result of the exemption.

☐ **Any additional information or documents that are pertinent to the Extension request**

Prior to the Hearing Checklist

☐ **Confirm site visit time**

- ☐ Commission Staff will reach out about a specific time on the planned [site visit date](#). If the relevant members of a project team will not be available on the scheduled site visit date, please communicate that to Staff as soon as possible.

☐ **Prepare slides for the project presentation during the hearing**

- ☐ Send slides (as a Powerpoint or as Google Slides) for the project presentation to cc@boston.gov by 12:00 pm (noon) the Tuesday before the hearing.
- ☐ Slides should be clear and provide helpful visual representations of the proposed work for both Commissioners and members of the public.
- ☐ Presentations should be limited to 5 minutes.

☐ **Provide proof of mailing of Abutters' Notification**

- ☐ By the time the hearing begins at 6:00 pm, you must email Commission Staff either the certified mail receipts or certificate of mailing receipts for all Abutters. Multiple receipts can be placed on pieces of paper and scanned to be one PDF or sent as photos. Reach out to Staff if you need additional guidance.

¹⁰ The Boston Conservation Commission does not accept the municipal portion of the State Fee.

VI. REQUEST FOR A CERTIFICATE OF COMPLIANCE (COC)

Project proponents who wish to remove the encumbrance placed on a property by an Order of Conditions may do so by filing for a Certificate of Compliance (COC). A COC can be issued for part or all of the work permitted by the Order.

Filing Checklist

Commission Staff must receive both

- Two full filings on paper (one original and one copy) sent to Boston Conservation Commission, 1 City Hall Square, Room 709, Boston, MA 02201
- A digital copy filing as a compiled PDF emailed to cc@boston.gov

by 12:00 pm (noon) on the [filing deadline](#).

To minimize the use of non-recyclable materials and facilitate our storage and archiving process, please DO NOT include vinyl or plastic binders, bindings, folders or covers with the filing. Staples and binder clips are good choices.

- ☐ **[Request for a Certificate of Compliance \(WPA Form 8a\)](#)**
 - ☐ The correct recording information is listed. The Registry will reject the COC if it does not match the OOC recording information.

- ☐ **As-built plans reduced to 11 inches x 17 inches¹¹**
 - ☐ Stamped by engineer;
 - ☐ Indicating final conditions, grading, and spot elevations;
 - ☐ With wetland resource areas and associated buffer zones clearly delineated.

- ☐ **Engineer Certification of work completed**
 - ☐ Confirming compliance with the approved plans; or
 - ☐ Identifying any deviations from the approved plans.

- ☐ **Documents or submissions required under the Order of Conditions**

- ☐ **Abutters Information and Notification**

The information below should be used to send notice to all abutters within 300 feet of the project property line, including those across a waterbody and those in a neighboring municipality. If another municipality is less than 300 feet from the property line, a copy of the filing must also be sent to the local Conservation Commission of the neighboring municipality.

The following documentation of this process should be included in the filing.

 - ☐ Abutters List of all abutters within 300 feet of the project property line, including those across a waterbody. We recommend using the City of Boston's [Abutter Mailing List Generator](#) to generate this list. EXCEPTION: When work is in land under water bodies and waterways or on a tract of land greater than 50 acres, written notification must only be given to abutters within 300 feet of the "project site."

¹¹ Please note that Commission Staff is unable to accept full sized plans due to limits in storage space.

- ☐ [Affidavit of Service](#)
 - ☐ Abutter Notification sent in both [English](#) and the second most commonly spoken language(s) in the neighborhood(s) where the project is proposed. Pages 3-4 of the [Language and Communications Access Demographic Data Report](#) lists the languages by neighborhood. If the Proponent is a non-profit or individual, this [Database of Pro-Bono Language Service Providers](#) lists organizations which may be able to provide you with translation services at little to no cost.
 - ☐ Letter from certified translator (if translation was needed)
 - ☐ [Babel notice cards](#) for additional translation and language access services. (This should be included in every mailing.)
- ☐ **Filing Fee¹²**
 Check made out to the City of Boston for the Certificate of Compliance Fee
- ☐ Partial Certificate of Compliance
 - \$50 Small Residential (1 to 4 units)
 - \$100 Large Residential (5+ units)
 - \$100 Commercial, or all other project types
 - ☐ Full Certificate of Compliance
 - \$50 Small Residential (1 to 4 units)
 - \$100 Large Residential (5+ units)
 - \$100 Commercial, or all other project types
 - ☐ Full Certificate of Compliance after Partial
 - \$50 Small Residential (1 to 4 units)
 - \$100 Large Residential (5+ units)
 - \$100 Commercial, or all other project types
- ☐ (If applicable) **Statement of exemption.**
 If you believe that your project is exempt from the local wetlands ordinance, the state filing fee, or the local filing fee, include a statement of exemption in your filing. This includes
- ☐ A specific citation to legislation which allows the exemption;
 - ☐ An explanation of the applicability of the citation to the filing; and
 - ☐ Which items are not included in the filing as a result of the exemption.

Prior to the Hearing Checklist

- ☐ **Confirm site visit time**
 - ☐ Commission Staff will reach out about a specific time on the planned [site visit date](#). If the relevant members of a project team will not be available on the scheduled site visit date, please communicate that to Staff as soon as possible.
- ☐ **Provide proof of mailing of Abutters' Notification**
 - ☐ By the time the hearing begins at 6:00 pm, you must email Commission Staff either the certified mail receipts or certificate of mailing receipts for all Abutters. Multiple receipts can be placed on pieces of paper and scanned to be one PDF or sent as photos. Reach out to Staff if you need additional guidance.

¹² The Boston Conservation Commission does not accept the municipal portion of the State Fee.

VII. REQUEST FOR AN EMERGENCY CERTIFICATION (EC)

A Proponent may request the issuance of an EC in situations where action is required to remedy a public health or safety emergency within the jurisdiction of the Boston Conservation Commission. An EC only authorizes work necessary to abate the emergency. **Any additional work requires filing a Notice of Intent with the Conservation Commission.** Once Commission Staff receives a written declaration of emergency, Staff has 24 hours to respond to the request. Work must be completed within the timeframe specified in the EC, which cannot be longer than 30 days or 60 days for Immediate Response Actions approved by the Bureau of Waste Site Cleanup (BWSC) of the Department of Environmental Protection in accordance with the provisions of 310 CMR 40.0410: Immediate Response Actions, unless written approval of the Commissioner is obtained.

WORK MUST NOT COMMENCE UNTIL AN EMERGENCY CERTIFICATION HAS BEEN ISSUED BY THE CONSERVATION COMMISSION.

Prior to Issuance

- ☐ **Declaration of the situation a public health or safety emergency**
 - ☐ Made by an agency of the Commonwealth or subdivision thereof;
 - ☐ In writing and sent to cc@boston.gov;
 - ☐ Specifically declaring the situation an emergency;
 - ☐ Specifying why the work is necessary to be conducted immediately for the protection of the public health and safety of the citizens of the Commonwealth.
- ☐ **Sufficient information on the work to be performed**
 - ☐ Exact location of the work
 - ☐ Detailed scope of work
 - ☐ General construction sequence and estimated timeline to complete work
 - ☐ Limit of work on a sketch or plan with wetland resource areas indicated
 - ☐ Equipment/personnel access information
 - ☐ Contingency information in case something goes wrong
 - ☐ Name, title, and phone number of the person(s) designated to be responsible for compliance with the EC on site. An emergency telephone number must be provided in the event that action is required during non-working hours.
 - ☐ Any additional information about the proposed work
- ☐ **Site visit - conducted before work begins to abate the emergency. This can happen concurrently with the necessary written submissions.**

After Issuance

- ☐ **The Conservation Commission must ratify the EC at the [next hearing](#)**
- ☐ **Notify Commission Staff when work is complete.** Staff will schedule a site visit to close out the EC.
- ☐ **(If applicable) File a Notice of Intent for any remaining work**

3. ADDITIONAL RESOURCES

I. LINKS TO LEGISLATION AND MAPS

State and Local Wetlands Legislation

- [Massachusetts Wetlands Protection Act](#)
- [Massachusetts Wetlands Protection Act Regulations](#)
- [Boston Wetlands Ordinance](#)
- [Boston Wetlands Ordinance Regulations](#)

Maps

- MassGIS's [MassMapper](#)
- FEMA [Map Service Center](#)
- FEMA [NFHL Interactive Viewer](#)
- Coastal Zone Management's [Massachusetts Ocean Resource Information System](#) (MORIS)

II. PERFORMANCE STANDARDS

Performance standards are based on the WPA interests protected by each resource area. The Commission first determines which interests are protected by the resource area, then determines which performance standards apply, and lastly determines if the performance standards are met. In the Wetlands Protection Act Regulations, the performance standards are listed in Section 4 for each resource area. In the Boston Wetlands Ordinance Regulations, the performance standards are listed in Part II. For ease of reference, please refer to the tables below.

[Massachusetts Wetlands Protection Act Regulations](#)

Resource Area	Performance Standards Cite
Land Under the Ocean	310 CMR 10.25
Designated Port Areas	310 CMR 10.26
Coastal Beaches	310 CMR 10.27
Coastal Dunes	310 CMR 10.28
Barrier Beaches	310 CMR 10.29
Coastal Banks	310 CMR 10.30
Rocky Intertidal Shores	310 CMR 10.31

Salt Marshes	310 CMR 10.32
Land under Salt Ponds	310 CMR 10.33
Land Containing Shellfish	310 CMR 10.34
Fish Run	310 CMR 10.35
Bank	310 CMR 10.54
Bordering Vegetated Wetlands	310 CMR 10.55
Land Under Water Bodies and Waterways	310 CMR 10.56
Land Subject to Flooding	310 CMR 10.57
Riverfront Area	310 CMR 10.58

[Boston Wetlands Ordinance](#)

Resource Area	Performance Standards Cite
Isolated Vegetated Wetlands (IVW)	Section XIV
Vernal Pools & Vernal Pool Habitat	Section XV
Replication & Restoration	Section XVI
Land Subject to Coastal Storm Flowage (LSCSF)	Section XVII