



The City of Worcester

Conservation Commission

c/o Division of Planning & Regulatory Services
455 Main Street, Room 404, Worcester, MA 01608
P | 508-799-1400 x 31440 F | 508-799-1406
planning@worcesterma.gov

Submission Requirements for Requests to Amend Order of Conditions

1) Submit one digital copy of the following:

- A. **Application Form** (available as a fillable PDF form here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>).
 - ❑ **An application with 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)
- 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**. Please refer to page 2 regarding the information required to be provided for a plan submitted as part of the application.
 - ➔ The plan must be to-scale and electronically signed & stamped. If the plan cannot be electronically signed & stamped, a full size hard copy must be provided.
- E. **Certified abutters' list and map** (obtained from City Hall, Room 209; see "Guidance - Abutter Notification Requirements" here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>).
- F. **A copy of the notice** mailed (or to be mailed) to the abutters; see "Guidance - Abutter Notification Requirements" here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>. *Note:* Proof of abutter notification, such as a certificate of mailing or certified mail receipts, 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/planning-regulatory/boards/conservation-commission>. Please make checks payable to the City of Worcester. Generally, fees are as follows:

- ❑ \$25 legal add fee **AND**
- ❑ \$50 for a single lot residential project (\$75 total); **or**
- ❑ \$200 for a subdivision or commercial lot (\$225 total).

3) How to Submit:

- A. **Digital Copy:** All applications, plans, and materials must be submitted in PDF format to planning@worcesterma.gov by the Application Filing Deadline date (available here: <http://www.worcesterma.gov/planning-regulatory/boards/conservation-commission>).

If filing under the Wetlands Protection Act, the applicant shall send, by certified mail or hand delivery, a copy of the application to the MassDEP Central Regional Office, 8 New Bond Street, Worcester, MA 01606 at the prior to or at the time of filing with the Commission.

- B. **Hardcopies:** If the plan and/or stormwater report (if applicable) cannot be electronically signed & stamped, one full size hard copy must be mailed to the City of Worcester Division of Planning & Regulatory Services, City Hall, 455 Main Street, Room 404, Worcester, MA 01608 or dropped off between 8:30 a.m. - 2 p.m. Monday - Friday.

Plan Requirements: Engineering Information to be provided with the NOI Application

(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.
- 5.3 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', 30', 50' and 100' buffers for jurisdictional wetlands, 25' Riverfront area, &/or a 100' 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. (**Conservation Commission's clarification - NAVD 88 should be used**)
 - 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 and flood elevations and duration. Massachusetts Stormwater Standards, or standards otherwise required by the ordinance or regulations, shall be met using design storms based on NOAA Atlas 14, Cornell's Northeast Regional Climate Center data, or if newer data is available, most conservative data based on highest precipitation amounts. (**Conservation Commission's clarification - precipitation totals used in Stormwater Report calculations shall be based on the upper bound of the 90% confidence interval of the NOAA Atlas 14 point precipitation frequency estimates.**)
- 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.

Request for Amended Order of Conditions
City of Worcester

A. General Information

1. Applicant Information:

_____	_____	_____
a. First Name	b. Last Name	c. Organization

d. Mailing Address		

_____	_____	_____
e. City/Town	f. State	g. Zip Code

_____	_____	_____
h. Phone Number	i. Fax Number	j. Email address

2. Property owner (if different from applicant):

Check if more than one owner

If there is more than one property owner, please attach a list of these property owners not listed on this form.

_____	_____	_____
a. First Name	b. Last Name	c. Organization

d. Mailing Address		

_____	_____	_____
e. City/Town	f. State	g. Zip Code

_____	_____	_____
h. Phone Number	i. Fax Number	j. Email address

3. The Order of Conditions issued to the applicant or property owner listed above:

_____	_____	_____
a. CC - File Number	b. DEP File Number (if applicable)	c. Date of Issuance

_____	_____	_____
d. County	e. Book	f. Page

e. Certificate (if registered land)		

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6. Buffer Zone & Resource Area Impacts:

1. Buffer Zone Impacts: Shortest distance between limit of project disturbance and the wetland resource area specified in 310 CMR 10.02(1)(a)
- | | | |
|--|------------------------------|---|
| | _____ | _____ |
| | a. linear feet
(proposed) | b. linear feet
(previously approved) |

Inland Resource Area Impacts: Check all that apply below.

Resource Area	Proposed Alteration	Previously Approved Alteration	Proposed Replacement	Previously Approved Replacement
2. <input type="checkbox"/> Bank	_____	_____	_____	_____
	a. linear feet	b. linear feet	c. linear feet	d. linear feet
3. <input type="checkbox"/> Bordering Vegetated Wetland	_____	_____	_____	_____
	a. square feet	b. square feet	c. square feet	d. square feet
4. <input type="checkbox"/> Land Under Waterbodies and Waterways	_____	_____	_____	_____
	a. square feet	b. square feet	c. square feet	d. square feet
	_____	_____		
	e. c/y dredged	f. c/y dredged		
5. <input type="checkbox"/> Bordering Land Subject to Flooding	_____	_____	_____	_____
	a. square feet	b. square feet	c. square feet	d. square feet
Cubic Feet Flood Storage	_____	_____	_____	_____
	e. cubic feet	f. cubic feet	g. cubic feet	h. cubic feet
6. <input type="checkbox"/> Isolated Land Subject to Flooding	_____	_____		
	a. square feet	b. square feet		
Cubic Feet Flood Storage	_____	_____	_____	_____
	c. cubic feet	d. cubic feet	e. cubic feet	f. cubic feet
7. <input type="checkbox"/> Riverfront Area (25' - Worcester)	_____	_____	_____	_____
	a. square feet	b. square feet	c. square feet	d. square feet

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C. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Amended Order of Conditions Request and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I understand that the Conservation Commission will place notification of this Request in a local newspaper at the expense of the applicant in accordance with the Wetlands Protection Ordinance.

Signature of Applicant

Date

Signature of Property Owner (if different)

Date

Signature of Property Owner (if multiple owners)

Date

Signature of Property Owner (if multiple owners)

Date

Signature of Representative (if any)

Date