

Framingham Conservation Commission Permitting Checklist

This Permit Flow Chart was developed to help applicants understand the requirements of permitting within Framingham. This Permitting Flow Chart shall not be constituted or relied upon as legal advice.

NOTICE OF INTENT (NOI)

Applicant: _____ **Application Number:** _____

	Action/Task	Who	Date(s)	Note(s)
	1. Obtain Certified List of Abutters from the Assessor's Office.	A		
	2. Contact the Conservation Commission for required items to be sent with the Notice of Intent (NOI). Completed Application is filed with the Conservation Commission.	A		
	3. Hearing date is scheduled.	B		
	4. Abutters are notified within seven business days (does not include weekends, holidays or the night of the meeting).	A		
	5. Legal notice is published within five days of the hearing in the Metrowest Daily News.	B		
	6. Pre-hearing site visit is held the Friday morning before the hearing, unless delayed due to holidays or storm events.	A, B		
	7. Conservation Commission Meeting Agenda is posted within 48 hours of the scheduled meeting on the Town website.	B, C		
	8. First public hearing is held: NOI is heard within 21 days of completed NOI submittal.	B		
	9. Public hearing is continued if further information is necessary and the applicant is amenable. The hearing is closed if the Commission is satisfied with the NOI or the applicant is not amenable to continuing. Once the hearing is closed, the Commission must issue a decision in the form of an Order of Conditions (OOC) within 21 days.	B		
	10. OOC is issued once picked up by the applicant, or mailed to the applicant.	B		
	11. Appeals must be made within ten days for state conditions and 60 days for By-law conditions, as necessary.	A, O		
	12. OOC must be recorded with the Registry of Deeds. Proof of recording must be submitted to the Commission. A sign with the DEP File Number, visible from the street, must be displayed; erosion controls must be installed, and an OOC Acknowledgement Form must be signed by all parties involved with original signatures.	A		



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	13. Pre-construction site visit must be scheduled. (Construction may begin once appeal periods have passed and no appeals have been filed.).	A, B		
	14. Once all conditions have been met under the Order of Conditions (OOC) and all work is complete, a WPA Form 8a, Request for Certificate of Compliance, must be submitted along with an as-built plan (dated and stamped), and a letter from a professional engineer, surveyor, or wetland scientist stating compliance with the OOC and detailing any deviations.	A,		
	15. Once a completed request has been received, a Certificate of Compliance (COC) Site Visit must be scheduled and performed.	B		
	16. If all work is completed satisfactorily, a COC will be signed within 21 days of the submittal of the request form. If there are any outstanding issues, the applicant must attend a meeting with the Conservation Commission. A denial will then be issued detailing any conditions needed to meet compliance with the OOC. *Note: these conditions must be met to receive a COC.	B, A		
	17. COC, once received on WPA Form 8B, Certificate of Compliance is recorded at the Registry of Deeds and Proof of Recording must be submitted to the Conservation Commission.	A		
A = Applicant B = Conservation Commission C = Town Clerk O = Other Party				

