



## CITY OF FITCHBURG CONSERVATION COMMISSION

718 MAIN STREET  
FITCHBURG, MASSACHUSETTS 01420

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### Wetlands Permit Filing Checklist – City of Fitchburg

Before filing, determine whether your project is within wetlands, waterways, the **100-foot buffer zone**, or **200-foot riverfront area**. If so, a Conservation Commission filing is required.

#### Required Documents

- Appropriate DEP form (RDA, ANRAD, NOI, COC, etc.)
- Fitchburg Conservation application
- Certified abutter list
- Owner authorization (if applicant is not owner)
- Project narrative and construction sequence
- Stormwater, erosion, and drainage documentation
- Required plans and calculations

#### Plan Requirements

All plans must identify wetlands, buffers, riverfront, erosion controls, construction limits, stockpiles, elevations, and any required setback zones.

#### Notification & Deadlines

- Abutters must be notified by certified mail at least **8 business days** prior to hearing.
- Application materials must be submitted **14 business days** before the hearing date.
- Proof of notification is required before the hearing opens.

#### Fees

Applicants must submit all required **local filing fees**, applicable **DEP state filing fees**, and the **\$130 legal advertisement fee** (when applicable).

#### Construction & Close-Out

Erosion controls must be installed before work begins and maintained throughout construction. Upon completion, applicants must request a **Certificate of Compliance**, complete a final inspection, and record the Certificate at the Registry of Deeds.