

BOYLSTON CONSERVATION COMMISSION

PROCEDURES FOR RECEIPT OF A CERTIFICATE OF OCCUPANCY

1. A request for a Certificate of Occupancy (COO) shall be made a minimum of two weeks prior to the sign-off being needed.
2. Ideally, the applicant shall have obtained a Certificate of Compliance (COC) based on the Massachusetts Wetland Protection Act Order of Conditions (OOC), and, if applicable, a separate COC based on the Town of Boylston Stormwater Control Permit. If the applicant has not obtained a COC, the following must be complete at a minimum:
 - a. The site must have received temporary stabilization consisting of at a minimum of placement of topsoil and hydroseed, or topsoil, seed and erosion control blanket (based on the OOC) – if placement of topsoil and hydroseed cannot be completed due to winter conditions, a layer of bark mulch/wood chips, or other suitable stabilization method(s), must be placed as a temporary measure.
 - b. Photographs showing the entire disturbed portion of the site and the topsoil/seed or wood chips must be presented to the Conservation Commission along with a request for the COO. Requests must be made in writing to the Conservation Administrator at least one week in advance of the COO being needed.
 - c. If there is not a COC, the applicant must present the letter below to the new homeowner with confirmation of receipt at the closing returned to the Conservation Commission.



Town of Boylston Conservation Commission conservation@boylston-ma.gov
221 Main Street, Boylston MA 01505 ** Telephone (508) 869-6127 ** Fax (508) 869-6210

Dear New Homeowner,

The Boylston Conservation Commission has signed off on the Occupancy Permit for your new house based on the status of construction and stabilization of disturbed ground surfaces at the property. You should be aware, however, that there may be an outstanding Order of Conditions and, if applicable, a Stormwater Permit, recorded on your property deed in the Worcester County Registry of Deeds. This Order and/or Stormwater Permit expires three years after issuance, and once expired requires plans and documents to be resubmitted to the Conservation Commission (potentially requiring additional expense for engineers or consultants) in order to clear the Order and/or Stormwater Permit from your deed.

Regardless of our Occupancy Permit sign-off, there may still be obligations related to any Order of Conditions and/or Stormwater Control Permit which fall on the owner of the property (which is now you). It is the property owner's responsibility to make sure all conditions of the Order and/or Stormwater Permit are complete and complied with, and that an engineer is engaged to prepare an as-built plan for submittal to the Boylston Conservation Commission once the work is complete. Only then can the Conservation Commission review and issue a Certificate of Compliance clearing the Order of Conditions, and, if applicable, the Stormwater Permit, from your deed. If the lien(s) is not cleared from your deed it may impair your ability to sell the property in the future. Also, if conditions of the Order and/or Stormwater Permit are not met, the Conservation Commission may take enforcement actions in the future to ensure their compliance.

We appreciate your understanding of this process and your efforts to close out this Order of Conditions as soon as possible.

Homeowner(s)

Date

Please provide a signed copy to the Conservation Commission after the closing has taken place for the file.

Revised 2024