

Commission Members
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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS CONSERVATION COMMISSION

FILING AN APPLICATION

The Medway Conservation Commission request that you file online with Massachusetts DEP and then also online through our Town Portal for all applications. The following forms and information should be included when filing with the Medway Conservation Commission.

1. Submit 2 hard copies of the application (if submitting through online portals), 3 copies if not submitting in portal
2. Email an electronic copy via email to the Conservation Commission
3. Mail a copy to DEP Central Region (8 New Bond Street, Worcester, MA 01606)

The application package **must** include the following:

- _____ One of the following application forms: WPA Form (WPA Form 1, 3, 4, 4A)
- _____ Plans, drafted by a MA Registered Land Surveyor and/or Professional Engineer
- _____ DEP + Medway local filing fees (State and local fees if paying with check, need to be 2 separate checks)
- _____ Abutter Notification (form online)
- _____ Supporting documents for utilities, replication, drainage calculations, sewer system, grading etc. (if applicable)
- _____ Stormwater Calculations, as required under MA WPA and Medway Bylaw (if applicable)
- _____ Natural Heritage Notification (if applicable)

If applicant would like to file a Request for Certificate of Compliance, please submit the following;

- _____ WPA Form 8 A
- _____ As Built Plans stamped by a MA Registered Land Surveyor and/or Professional Engineer
- _____ Letter from the Professional Engineer and/or Wetland Scientist

INCOMPLETE FILINGS WILL DELAY THE PROCESS

FILING ONLINE

STATE

Instructions - <https://www.mass.gov/info-details/edep-system-browser-requirements>

Portal - <https://edep.dep.mass.gov/eDEP/DEPLLogin.aspx?ReturnUrl=%2feDEP%2f>

MEDWAY LOCAL

Here is how to submit online through our portal. This must be completed and the above sent to our office and DEP office per the application requirements.

Here is how to file.

Options for application online. This is how we are accepting applications.

https://www.citizenserve.com/Portal/PortalController?Action=showDevelopmentApplications&ctzPagePrefix=Portal_&installationID=278&original_iid=278&original_contactID=34852072&srcFrom=SupportCenter

From there they'll need to press "Apply Online" and sign/register an account. Once you register an account setup a password so no additional pin will be needed.