



Waltham Conservation Commission
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TO: Waltham Conservation Commission Applicants
RE: New Filing Requirements effective 1/1/14
Date: February 24, 2014
From: William Doyle, Conservation Commission Chairman

The Commission has been working on streamlining the process and minimizing the amount of information that Applicants are required to produce for a complete Wetlands Protection Act, (WPA) filing. The Commission is also interested in developing an electronic filing format that we can review on laptops or other devices at the hearing; this also will allow for electronic presentations at hearings. With this charge the Commission has developed new filing requirements we feel reduces the volume of information an Applicant is required to submit and subsequently the Commission is required to review.


The new filing requirements are based on the standard information required under the WPA; i.e. the standard WPA forms and plans indicating location of resource areas and proposed work. We also recognize that projects filed with the Commission may also be subject to review from other boards and commissions throughout the city, in our new filing requirements we attempted to recognize these other submittal processes and allow the creation of a single set of plans that could be used for these other city submittals; we understand that our requirements are usually different from other commissions and boards.

Please keep in mind that our new requirements are a working draft based on what the Commission recognizes as items we need to review a project. The Commission expects to revise these requirements as we understand what does and does not work, especially with the electronic filings. Regarding electronic filings and presentation of electronic material during hearings, please let the Commission know in advance if you plan on requiring projectors or other infrastructure so that we can plan accordingly.

We believe these requirements represent the minimum the Commission needs to review a project and issue an informed decision. The Commission does reserve the right to ask for additional information on a case-by-case basis as we recognize all projects are different.

The new requirements can be found on our website at www.city.waltham.ma.us/conservation-commission. Please check the site regularly for any changes as we will be working to streamline the process and the requirements.

If you have any questions or comments please contact the office at 781-314-3846.



William Doyle, PE